

St. James School

*U. S. Department of Education
National Blue Ribbon School
1988-1992-1999-2007*

PARENT - STUDENT HANDBOOK 2009 - 2010

TELEPHONE NUMBERS

SCHOOL OFFICE	741-5333
SCHOOL FAX	741-5312
PARISH OFFICE	741-5300
REL. ED. OFFICE	741-5335
SCHOOL NURSE	385-0830
SCHOOL PSYCHOLOGIST	741-2140
AUXILIARY SERVICES OFFICE	741-2144
CAFETERIA	741-5338
NORTHWEST TRANSPORTATION	825-4600
SCHOOL WEB PAGE	www.stjameswo.org
EDLINE	www.edline.net

SCHOOL OFFICE HOURS 7:45 A.M. – 3:45 P.M

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ST. JAMES SCHOOL MISSION STATEMENT

By honoring God through our words and actions, the Saint James School community provides a Catholic environment that nurtures academic and personal excellence.

EDUCATIONAL PHILOSOPHY OF ST. JAMES SCHOOL

The school recognizes the role of the parents as the primary influence in a child's religious education, as well as their ultimate obligation to have the child continue the sacramental development.

We also recognize the school's serious responsibility in this area. Therefore, we strive to develop Catholic attitudes and principles through: student involvement in planning and participating in church liturgies; studies of our traditional heritage; and coverage of new insights in religious concepts culminating in service to others. Classroom activities present the religious material in a manner that helps the children integrate the basic Christian principles in their daily lives. The staff strives to give witness to the gospel message as a faith community.

Teachers are sensitive to and strive to meet the needs of each student by giving opportunities for self-discipline and social responsibility. An atmosphere of mutual respect and cooperation is encouraged and fostered within the school community by the pastor, priests, Education Commission, school staff, students, parents, and the community at large.

We welcome the opportunity to perform a public service for the community through the education of the children. The staff is concerned not only with the children's academic progress, which includes the state requirements; but also with individual's emotional, psychological, physical, cultural, social, educational, and religious needs. The curriculum and methods of presentation, therefore, are adjusted accordingly.

To insure the highest quality of education, the administration and staff promote professional growth through continuous assessments and reevaluation. The tools of assessment include written evaluations, conferences, observations and dialogue.

BELIEF STATEMENTS

The St. James Community Believes...

1. Christ is the center of our school and all that we do.
2. Prayer and worship are the centerpiece of our community. Opportunities for planning and participation in liturgy and prayer, service, biblical studies, and for integration of basic Christian principles into our lives should be provided.
3. Since we are all created in God's image, an atmosphere of mutual respect and cooperation should be encouraged and fostered by all members of the Saint James community.
4. All students should have the opportunity to develop moral and spiritual values, integrity, and an ethical standard of conduct and should be encouraged to do so.
5. Every child has the right to learn in a faith-filled, safe, and caring environment where high academic expectations, self esteem, good character, healthy lifestyles, creativity, and an appreciation for the arts are promoted.
6. An education should include nurturing spiritual, academic, social, emotional, cultural, and physical growth and development.
7. Students should acquire a sense of responsibility as members of the community, nation, and world in which we live.
8. Students should be instructed in both basic and higher level thinking skills.
9. The individuality of all students should be appreciated and their needs should be met with sensitivity.
10. The school Code of Discipline should be utilized fairly with a focus on the growth of each student.
11. Staff members should be living models of faith, animated by love and generosity, and capable of forming young minds and hearts.
12. Parents are the primary educators of their children. Communication between parents and teachers on a regular and timely basis is necessary.
13. All members of the school community should respect individual and family privacy and confidentiality.
14. All students should be encouraged and taught to become the best version of themselves.

GOALS AND OBJECTIVES OF ST. JAMES SCHOOL

To achieve the purpose of Catholic education the school organizes its curriculum, its staff, and its physical facilities:

- to provide all students with opportunities to develop moral and spiritual values, ethical standards of conduct and basic integrity.
- to assist the students in developing an understanding of the Catholic faith.
- to make known to each student the person and message of Christ.
- to develop in all students a respect for the rights of others as individuals and as groups.
- to help students develop a spirit of prayer and worship.
- to assist students in their efforts to make a place for themselves in the neighborhood, community, and in larger society.
- to assist students in acquiring a sense of responsibility for the community in which they live and the world community.
- to provide for all students educational opportunities and experiences which emphasize the heritage, responsibilities, and privileges of American citizenship.
- to enable students to acquire basic skills, especially in the art of communication, quantitative thinking and the sciences.
- to help each student develop the power to think constructively, solve problems, reason independently, and accept responsibility for self-evaluation and self-instruction.
- to see that each student has access to the accumulated culture and knowledge of humankind.
- to provide experiences through which each student can contribute to the evolution of human knowledge.
- to provide experiences through which each student can develop a sense of wonder and appreciation of beauty.
- to help each student to develop and maintain physical and mental health, and to deal constructively with the psychological tensions inherent in change and adaptation.

ADMISSION POLICY: ENROLLMENT PRIORITIES

ST. JAMES SCHOOL no longer has “Official School Boundaries.”

FIRST PRIORITY:

All children currently enrolled at St. James School and their siblings will be accepted first for enrollment in the school. Siblings of currently enrolled non-parishioners will be considered for enrollment to St. James School if sufficient seats are available at the close of the annual registration process. Families of currently enrolled students who are registered parishioners and continue to be contributing parishioners will be eligible for the “in parish” tuition rate. All others will be charged the “out-of-parish” tuition rate.

SECOND PRIORITY:

Children of families registered at St. James Parish, who do not currently have children enrolled in the school, will have second priority for enrollment and will be eligible for the “in parish” tuition rate as long as they maintain contributing parishioner status.

THIRD PRIORITY:

Children of Catholic families who are not registered at St. James Parish will have third priority. These families would be charged the “out-of-parish” tuition rate until the family registers at St. James Parish and maintains a contributing parishioner status.

FOURTH PRIORITY:

Children of families who are not Catholic, regardless of where they live, will have fourth priority and will be charged the “out-of-parish” tuition rate.

NOTE:

The school principal is the official contact person for all parties seeking information regarding enrollment at St. James School.

Revised 8/07

RELIGIOUS EDUCATION PROGRAM

“Parents have the first responsibility for the education of their children. (Catechism of the Catholic Church, paragraph 2223.) Recognizing the obligation and responsibility of the parents for the total education of their child, one of the primary goals of St. James Parish is the assistance and support of the religious catechesis of the children of the parish. To accomplish this, a Department of Religious Education exists for the parish. Since the religious catechesis consists of doctrinal education, the nurturance of Christian community, the development of a lifestyle of service, and the encouragement of a covenantal prayer life with God, the Department strives for a quality religious program at all levels utilizing well-qualified instructors, the latest theological and scriptural research, an active service program, an integrated sacramental program and age-appropriate worship and liturgical celebrations. Of special interest to parents is the day school program which enables an in-depth exploration of the Catholic Faith and an increased opportunity for the lived experience of community as the Body of Christ with its implications for the “21st” century.

Essential to the success and quality of such a program is parental involvement. As the primary educators of their children, parents must be committed to their child’s education through periodic parent-instructor meetings, parent instruction classes, and involvement in at-home projects and activities with the reception of the sacraments. “The preparation of the children for the reception of the sacraments is primarily a parental responsibility.” (Sixth Synod of the Archdiocese of Cincinnati, WO 14). Parents will receive further information concerning Reconciliation, First Eucharist and Confirmation in advance of appropriate school catechesis or upon request to the Religious Education Department.

To assist each child in developing a full and ever-deepening faith life, all parents are expected to fully support the religion and spiritual development programs for their children by attending Sunday Mass as a family and by active participation in the many ministries of St. James Parish.

SAINT JAMES SCHOOL CALENDAR 2009-2010

August 20	Staff Professional Day
August 21	Staff Professional Day in A.M.
August 21	New Student Orientation 2:00 P.M. (Library) School Kick Off Day 2:00–4:00 P.M.
August 25	First Day of School (Full Day)
September 3	Meet the Teacher Grades 6, 7, 8
September 10	Meet the Teacher Grades K, 1, 2, 3, 4, 5
September 7	Labor Day – No School
September 17	2- Hour Early Release Day – Dismissal at 1:05 P.M.
October 5-21	Fall Testing
October 28	End of First Quarter
October 29	2- Hour Early Release Day – Dismissal at 1:05 P.M.
November 4	Report Cards Go Home
November 10	Evening Conferences (3:30 P.M.-8:30 P.M.)
November 12	Evening Conferences (3:30 P.M.-8:30 P.M.)
November 21	High School Entrance Test
November 25, 26, & 27	Thanksgiving Recess – No School
November 30	Classes Resume
December 18	Last Day Before Christmas Recess
December 21 - January 1	Christmas Recess – No School
January 4	School Resumes
January 18	Martin Luther King Day – No School
January 20	End of the Second Quarter
January 21	2- Hour Early Release Day – Dismissal at 1:05 P.M.
January 31-February 6	National Celebration of Catholic Schools Week
January 27	Report Cards Go Home
SUNDAY January 24	Confirmation
January 25	7th Graders – No School
February 11	2- Hour Early Release Day – Dismissal at 1:05 P.M. Evening Conferences (1:30 P.M.-8:30 P.M.)
February 12-15	Presidents' Day Weekend – No School
February 16	Classes Resume
March 12	Staff Professional Day – No School
March 24	End of Third Quarter
March 25	2- Hour Early Release Day – Dismissal at 1:05 P.M.
March 31	Report Cards Go Home
April 1, 2, & 5	Easter Recess – No School
April 6	Classes Resume
April 7-9	Spring Testing
May 3	2nd Graders - No School (Holy Communion)
May 6	Saint James School Walk-A-Thon
May 7	Tentative Walk-A-Thon Bonus Day - (Possible No School)
May 31	Memorial Day – No School
June 2	Graduation (7:00 P.M.)
June 3	Last Day of School 2- Hour Early Release Day – Dismissal at 1:05 P.M.

Important Times:

All school days are full days, except for **2-Hour** Early Release Days as noted on the calendar.

- Student School Day: 8:10 A.M. – 3:05 P.M.
- Part-Time Kindergarten School Day: 8:10 A.M. – 11:30 A.M.
- Student Drop Off Times: 7:50 A.M. – 8:05 A.M.
- Tardy Bell Rings At 8:10 A.M.

CALAMITY MAKE UP DAYS: 2/12, 3/12, 6/4, 6/7, 6/8

SCHOOL DIRECTORY

Pastor
Associate Pastor
Principal
Assistant Principal
Technology Coordinator
Director of Religious Ed.
School Secretary
School Secretary
Librarian
Cafeteria Manager
Business Manager
Maintenance

Rev. Thomas C. Nolker
Rev. Martin Bachman
Donna Beebe
Steffenie Brueneman
Randy Moning
Joy Gemperline
Nancy Wabnitz
Kim Neuhaus
Jenny Acra
Angela Arcaro
Amy Cira
Richard Arcaro, Paul Miles, Rick Veite

Teaching Staff

Kindergarten

7-Clare Fox
8-Sue Zapf

Grade 1

4-Kathy Bromer
5-Michelle Richter
6-Kimberly Arnold

Grade 2

1-Irene Amann
2-Mary Andrew
3-Carol Boerger

Grade 3

209-Cathy Frey
210-Marilyn Hyland
212-Anne Bonno

Grade 4

213-Jane Schrott
214-Steve Steigerwald
215-Mary Ann Tenhunfeld
216-Julie Malarkey

Grade 5

200-Angela Warren
201-Carol Feldman
202-Jennifer Strong
203-Alice Sexton

Grade 6

113-Elizabeth Kruetzkamp
114-Megan Apple
115-Amy Montgomery
116-Mary Jo Wiehaus

Grades 7 & 8

110-Lisa Driggers
109-Doug Behr
106-Jeffrey Fulmer
Steffenie Brueneman
105-Ann Crase

104-Christina Merritt
103-Pamela Vollman
102-Sherry Kembre
101-Joe Berning
100-Randall Moning

Specials

P.E.-----Dan Wallace
Computers-Vicki Linahan, Joe Berning
Music-----Amy Grome, Kristie Beasley-Jung
Art-----Karen Wiesman
Spanish-----Sister Deborah Lloyd

Auxiliary Services Staff

Secretary: Debbie Meister
Psychologist: Brenda Stevens
Nurse: Connie Lanter
O.T.: Mary Hils
Speech: Linda Pillar

Math: Barb Dreyer
ACLAP: Stephanie Boomer
Intervention Specialist: Kim Heyob
Title I Reading: Fran Jansen

GENERAL INFORMATION

ASSIGNMENT BOOKS

All students in grades 2-8 will be provided an assignment book by St. James School. The assignment book is designed in such a manner that it will last the entire school year. Assignment books will be distributed to each student through the homerooms. All parents are encouraged to check the assignment book each night to ensure all work is being completed in a timely manner.

CHILD CARE

St. James now offers child care as part of the extended school day. For more information, please call the school office at 741-5333 and follow the prompts.

CLASSROOM INTERRUPTIONS

Parents are asked to make every effort to see to it that the children bring all necessary items with them for the school day. **NO ITEMS OTHER THAN EYEGLASSES OR MEDICATION MAY BE BROUGHT TO THE OFFICE FOR DELIVERY OR TO BE PICKED UP BY THE STUDENTS. THIS INCLUDES FORGOTTEN BOOKS, LUNCHES, MONEY, CLOTHES, HOMEWORK, ETC.**

This policy was put into effect in order to cut back on the growing amount of interruptions to classes throughout the school day and to help our children learn to become responsible students. If students forget their lunch, we will not let them go hungry. They will have the opportunity to eat at the cafeteria and charge their lunch.

CUSTODY

Divorced or separated parents must submit a court-certified copy of the custody section of the divorce decree to the school office. The school abides by the provisions of the Buckley Amendment with respect to the rights on non-primary caregiving parents. In the absence of a court order to the contrary, Saint James School will provide the non-primary caregiving 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 primary caregiving parent to provide the school with an official copy of the court order. The school can not be held responsible for failing to honor arrangements that have not been made known.

EDUCATION COMMISSION MEMBERS

Tom Schmidt (Chairperson), Karen Day (Vice-Chairperson), Chris Kiley (Secretary), Jeff Kruetzkamp, Kathy Koenig, Kim Ernst, Rob Jung, Peggy Knebel, Katie Elfers, Andy Dorr, Steve Bleh, Gina Reynolds

EMERGENCY SCHOOL CLOSING

St. James will follow Northwest School District's decision when closing, delaying school, or early dismissal due to weather. If the weather is severe enough that you feel school may be closed, listen to the radio or television for school closing information. Listen for Northwest School District. Additionally, parents will receive a phone call via our One Call Now System informing them of any changes to the school schedule due to inclement weather. When school is closed for emergency purposes, all after school activities are canceled.

HEALTH INFORMATION

Accidents

Serious accidents are to be reported to the school office. Teachers send injured children to the nurse. Parents are informed of all injuries except very minor ones. In an extreme emergency, if parents or alternate persons cannot be reached and the nurse feels that hospital care is necessary, the parent's signature on an emergency medical form helps the nurse or principal in admitting a child to a hospital.

Medication at School

Prescription and over-the-counter (non-prescription) medication will only be administered by school personnel if accompanied by a physician's order. The "Request for the Administration of Medication" form must be completed by the licensed prescriber and must be signed by a parent/guardian before any medication can be given during the school day. A note from the parent/guardian is not sufficient for school personnel to administer medication (including over the counter medications such as Tylenol, Advil, and cough drops, etc.) A separate form is needed for each medication. Additional forms are available upon request from the school nurse. A new "Request for the Administration of Medication" form must be completed for every school year. If there is any change in the administration of the medication (dosage, time for administration, etc.) a new "Request for the Administration of Medication" form must be completed, or a revised statement signed by both the physician and parent/guardian must be submitted to school as soon as the change occurs.

Pursuant to Ohio Revised Code (HB121) students are allowed to carry and self-administer inhalers for asthma as long as the "Request for the Administration of Medication" form is completed and indicates permission from the licensed prescriber and the parent/guardian. Students wishing to carry any self-administer asthma inhalers should be capable of knowing when to administer the medication, what to do if the medication does not help, and be responsible enough to have the medication on his/her person at all times.

All medication (prescription and over the counter) must be brought to the school office by the parent or guardian. Please do not send any medication to school with your child. Also, all medication (prescription and over-the-counter) must be brought to school in the original container. Prescription medications must be sent to school in the current bottle from the pharmacy, and all medication directions on the bottle must match the order on file at the school.

Over the counter medication must be brought to school in the original packaging from the store.

When the physician's order expires, or at the end of the school year all medication must be picked up from school by a parent/guardian. If the parent/guardian is unable to pick up the medication, he/she may designate another adult, or the student, to pick up the medication from the health office. All medication left at school after the last day will be destroyed. Any student found with any type of prescription or over-the-counter medicine in their possession will be subject to disciplinary action. (This policy was written in accordance with Ohio Revised Code 3313.713, and 4723.)

Please contact the school nurse, Connie Lanter, if you have any questions (385-0830).

Special Health Problems

If your child is allergic to any medication, bee stings, etc., or has anything we should know about such as a heart condition, a hearing problem, diabetes, etc., please notify the nurse at the beginning of each school year so necessary precautions can be taken. This information will be kept on file so that we can pass it on to teachers. If there is any reason your child should not be permitted to take part in physical education classes, whether this is occasionally or on a regular basis, please notify your child's physical education teacher promptly in writing. A doctor's note will be necessary to exclude a child from physical education classes for any period over three school days.

LIBRARY

All students in grades K-5 go to the library to "sign out" and "return" books every week at an appointed time and day. Students in grades 6, 7, and 8 will attend the library at least once per month or more frequently if deemed necessary by their reading teacher. Classes are reminded the day before they are to visit the library. The fine for overdue books is .05 a day for each book. Saturdays, Sundays and holidays are not counted. If a child is absent on library day there is no fine provided the books are returned the first day the child returns to school. All books that are lost or damaged must be paid for: the amount is the replacement cost. The library is open every day from 8:30 - 3:00 for reference work.

LOST AND FOUND

Lost articles are kept on a shelf on the basement level so that children can claim them. Each child's valuables should be marked with his or her name in permanent marker. Items still in the Lost and Found at the end of the year will be donated to charity.

LUNCH PROGRAM

General Information

Students may pack their lunch or purchase a hot lunch. Children who pack their lunch may purchase milk or something to drink from the concession stand ranging from \$.50 to \$1.00. Any student who is permitted to go without eating needs a note dated and signed by the parent granting permission. The cafeteria takes only United States currency. The annual family cafeteria fee is fifty dollars (\$50.00), payable directly to the cafeteria at the start of the year. Ten dollars of the fifty dollars will be returned each time an adult family member volunteers to work in the cafeteria.

All student main courses come with a choice of fruit, vegetable, and milk (1% white, chocolate, or strawberry). Students purchasing lunch who are allergic to milk must have a note signed by their doctors which will be kept on file in the cafeteria. The cost of lunch will be \$2.25. An extra of the main course will be \$1.00. Milk is \$.50.

Student Lunch Cards

The student lunch cards are loadable debit cards. Every child will be assigned an empty card. When money is sent with your child to the cafeteria, the amount is loaded on to your child's debit card. Your child can use the lunch card to purchase lunches until the amount of money you sent in is used. When sending money to the cafeteria, please do the following: Place your child (ren)'s name(s), homeroom(s), and amount for each child on the envelope, along with the word CAFETERIA. **You may send one check for all of your children. There is a \$25.00 fee assessed for any checks returned by the bank.**

If you are not sure how much credit your child(ren) has on his or her lunch card, or if you have any questions about the cafeteria, email or call Mrs. Arcaro (aarcaro@stjameswo.org or 741-5338).

Cafeteria Volunteers

Before volunteering in the cafeteria, each person must have attended a CHILD PROTECTION CLASS and have been fingerprinted by the Archdiocese of Cincinnati.

When you arrive at school, check in at the main office and pick up your volunteer badge. Plan to arrive at the cafeteria by 10:30. If you are unable to work when assigned, please trade with another volunteer or find a substitute. Let us know of any changes so that the main office expects the right person and can prepare correct name tags. Wear close-toed comfortable shoes. Long hair needs to be pulled back when serving food. Please return to the main office to sign out before leaving the building.

PARENTS' RESPONSIBILITIES*

In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include:

Responsibilities:

1. to be a partner with the school in the education of your child
2. to understand and support the religious nature of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person(s) most directly involved before contacting legal authorities
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate that Catholic education is a privilege that many persons do not have

*Reprinted with permission from Home and School Working Together: Catholic School Parents' Rights and Responsibilities by Mary Angela Shaughnessy, SCN, J.D., Ph.D., Department of Elementary Schools, National Catholic Education Association.

PARENT-TEACHER COMMUNICATION

Each year some form of grade level meetings concerning general information about grade level expectations will be provided for parents. Specific information can only be acquired through direct contact with the individual teachers. Information concerning the dates of grade level meetings will be announced well in advance of such meetings. Parents may visit classrooms if prearranged through the office.

PARTIES

Classroom parties serve a valuable purpose and will be held in conjunction with some of the major holidays and events of the school year. Plans for such parties are at the discretion of the homeroom teachers of a given grade level. Approval for classroom parties in addition to those described above must be obtained from the principal well in advance of the function. St. James School strongly discourages private boy/girl parties outside of school time.

PLAYGROUND INFORMATION

All equipment is furnished by the school. Please dress your child according to the weather. Students who are well enough to come to school are well enough to go out for recess. However, we will make an exception for a day or two if the child brings a note from his/her parents. If there is any reason why a child must stay in more than a few days, it will be necessary for us to have a doctor's excuse.

PREGNANCY POLICY

If a student becomes pregnant or fathers a child, parents are expected to notify the pastor and/or principal in order to arrange a conference. Giving consideration to Church teaching and the range of ages present in our parish school, the pregnant student and or the father may be dismissed from St. James School. Every consideration will be given in order to assist with guidance, counsel, and continuing education.

PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The principal retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

SCHOOL DAY

The official school day for students is from 8:10 A.M. to 3:05 P.M. **Students are not to be dropped off at school prior to 7:50 A.M. Walkers and bicycle riders are not permitted to arrive at school before 7:50 A.M. Students/Parents will not be permitted to return to classrooms for forgotten materials after 3:45 P.M.** Teachers are not required to be in the building and most classrooms are locked and not staffed past 3:45 P.M.

STUDENT PROPERTY INSPECTION

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers. Additionally, any personal items are subject to inspection at anytime and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school premises. Such items include, but are not limited to, motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, cell phones, portable storage devices, and pockets. An inspection does not imply wrongdoing by the student being inspected. A student and his or her parent or guardian's consent to inspection of a personal item is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

Procedures for search:

1. In most cases, two or more staff members will be present in any search of an individual student or property.
2. Student will be asked if there is anything he/she wishes to show.
3. Student will be asked to remove items from the desk and open anything he/she is directed to.
4. Contraband will be placed in a separate container (if it will fit). Students will be asked to sign a statement that the items were found in the locker, desk, etc. Items will be taken to the school office where the administrator will talk with the student and contact the parents if necessary.
5. If there is nothing "illegal" or inappropriate in the desk, locker, etc. the student will be thanked for his/her cooperation and told the matter has been resolved.

STAYING AFTER SCHOOL

It is the responsibility of children staying after school hours for extra activities to notify their parents the morning of the day that they are remaining at school.

TELEPHONES

Telephones have been placed in all classrooms and the school office for the efficient running of the school, for emergency purposes, and for security purposes. Students are not permitted to use classroom telephones. An office telephone will be made available for student use only to ensure a student has a safe way home after school. Students are not to use the school telephones for any other reason.

TRANSPORTATION

Walkers

Christian principles of love of neighbor and respect for property should guide parents to direct their children concerning conduct while walking to and from school. Pushing, fighting, intimidation of other students, and cutting through private yards or private property reflects lack of concern for the rights of others. Children should periodically be made aware of their obligations and responsibilities by parents. Once a child leaves school property, he/she is no longer the responsibility of St. James School.

Bicycle Riders

It is imperative for children who ride bicycles to school to enter the school building by way of Cheviot Road next to the credit union. Bicycles must be walked on school property.

Bus Riders
School Bus Conduct *

Students who ride Northwest School District buses to and from school are expected to conduct themselves in a manner that will not endanger their own health and safety as well as the health and safety of others who are riding the buses. Students are subject to the Northwest School Board's Student Code of Conduct and bus riding regulations while he or she is physically riding the bus and when the student is at or near a school bus stop. In order to ensure the safe operation of school buses, the administration shall develop procedures to be followed for disciplinary action because of misconduct on school buses.

PUPIL TRANSPORTATION MANAGEMENT POLICIES 3301-83-08

Pupil management and safety instruction policies shall include the following:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus, except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
16. Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the transportation office. All such information is strictly confidential.

17. School projects may not be transported if they are too large or too fragile to be held by the students on their laps. No glass objects or aerosol products are permitted on the school bus.

*Taken from the Northwest Local Schools' bus conduct policies.

Upon alighting from the bus, each child is directed to go straight home and not to visit with any other children without parental permission. Students are not permitted to ride a different bus or get off at a different stop. Special transportation requests require a written form which may be secured from the Northwest Transportation Department or our school office. If a child is a continual disturbance on the bus, the child can be removed from the bus, and it becomes the responsibility of the parents to get the child to and from school.

Car Riders

Parents who bring children to school by automobile or who visit St. James School are asked to be extremely cautious when dropping the students off in front of school. Parents are to heed the no parking signs posted around the school. Please be sure the parking areas on all sides of the school are clear of cars by 2:40 P.M. to make way for school buses. No one is permitted to pick up children in the front or the rear of school between 2:45 P.M. and 3:25 P.M. No student drop offs or pick-ups are permitted on Hubble Road. Parking is permitted only in designated spaces. Parking in unmarked areas inhibits the safe evacuation of the building and access to the building by emergency equipment.

TUITION

The tuition charges at St. James School this year will be:

- 1 child = \$2785.00
- 2 children = \$5320.00
- 3 children = \$7395.00
- 4 or More children = \$7425.00
- Kindergarten Full Time = \$2785.00
- Kindergarten Part Time = \$1680.00
- Non-parishioners = \$4520.00 per child

VISITORS / VOLUNTEERS

All persons, other than students and staff, coming to St. James School on a school day during the hours of 7:50 A.M. to 3:05 P.M., must report to the school office prior to going to any other part of the building.

St. James utilizes volunteers throughout the school. Anyone wishing to volunteer is asked to call the school office. Because of liability considerations, siblings or other young children not enrolled at St. James may not be brought to school when you are volunteering your services. All regular volunteers must have completed all phases of the Child Protection Decree and must be fingerprinted by the Archdiocese of Cincinnati (no other agency) before they can serve as a volunteer.

The list of fingerprinting locations is on the Archdiocesan website (www.catholiccincinnati.org). St. James Parish Office is a designated finger-

printing location (the days and hours for fingerprinting are posted on the parish website [www.stjameswhiteoak.com]. It is Archdiocesan policy that no employee or volunteer may have contact with children until a clear background check on the individual has been received. There are no exceptions to this policy. This means that volunteers may not begin their service until this process has been completed. If you have any questions about this policy, please contact the Archdiocesan School Office at (513) 421-3131.

WATER BOTTLES

Students may carry water bottles with them from classroom to classroom during the school day during the months of August, September, October, April, May, and June. Only PLAIN WATER may be in the bottle—no additives, sports drinks, or flavored water. The bottle must have a secure sports type pop top cap, be disposable, and have the student's name on it.

If a student requires extra fluid throughout the school year due to a medical condition, a water bottle will be permitted upon receipt of a note from the child's doctor.

WITHDRAWALS FROM SCHOOL

When withdrawing your child from school, please notify the teacher or the principal several days in advance. Inform the school office of your new address and new school. A parent must sign a release form for records (obtained from the school the student will be attending). The scholastic and health records will be mailed. No records will be released if there is any outstanding tuition and/or other school fees and charges.

ACADEMIC INFORMATION

ACADEMIC CURRICULUM

St. James School's subject matter are approved by the Cincinnati Archdiocesan Education Commission. Determination of skills and concepts presented at a given grade level is governed by the Graded Course of Study, Growing Together, which is published and continually updated by the Department of Educational Services at the Archdiocese of Cincinnati and approved by the Ohio Department of Education. Teachers use a variety of resources to implement curricula. These resources include, but are not limited to textbooks, tradebooks, projects, classroom demonstrations and discussions, role-playing, videos, audiotapes, and other non-print media.

ACADEMIC DEFICIENCY PROCEDURES

The purpose of the following procedures is to keep families as up-to-date as possible if a student is not progressing at a satisfactory rate.

Grades K-3

If progress in basic skills is unsatisfactory, retention will be discussed prior to the end of the third quarter. Tutoring, to strengthen basic skills, may be an option for some students. Unsatisfactory progress involves one or more of the following:

Primary focus will be on reading and math skills:

- Inability to remember sight words and/or use word attack skills on a consistent basis.
- Little or no comprehension of what is read.
- Inability to apply phonetic skills consistently.
- Little or no comprehension of basic math concepts.

If it is agreed that tutoring is to take place over the summer, the tutor must be certified and the minimum requirement is 30 hours. A written report must be submitted to the building principal by August 10th showing satisfactory progress for the student to be promoted to the next level.

Grades 4-8

These procedures will be followed for grades 4-8 to advise parents and students, *in writing*, of failure in one or more major subject areas: (Major subjects are religion, reading, English, math, science, and social studies).

1. Students will be placed on **ACADEMIC WARNING** at the end of the first quarter* of academic deficiency if the student has obtained an average of F in one or more major subjects.

* “first quarter” means the quarter in which deficiency first appears, not necessarily the first grading period of the school year. It could be the 2nd or 3rd grading period.

2. Students will be placed on **ACADEMIC PROBATION** if during the second quarter of academic deficiency a failing grade is received in the same subject(s) as a preceding quarter. Parents will receive a letter requesting a conference at which time the student may be referred to the Intervention Assistance Team.
3. Students will be placed on **ACADEMIC EMERGENCY** if failure continues in any major subject(s) during a third quarter of academic deficiency. Parents will receive a letter and a conference will be scheduled. Students placed on academic emergency for one or two major subjects must attend summer school or receive tutoring by a certified tutor. A minimum of 30 hours of direct instruction per subject with an additional 20 hours of supplementary work (homework, research, etc.) must be completed. A written report must be submitted to the building principal by August 10th showing satisfactory progress was made allowing the student to receive a passing grade in each affected subject. In the case of an eighth grade student, records will not be forwarded until all work is completed.

If the criteria above is not met, the parents will need to select one of the following options:

1. Retention in current grade level at St. James School
2. Transfer to another school

Students placed on Academic Emergency in more than two major subjects will be retained in the current grade level.

Decisions for promotion/placement/retention will be held on an individual basis involving the parent, teacher, and principal.

FIELD TRIPS

Field trips are an important and valuable extension to the school curriculum. Field trips that relate to specific units of study or provide enrichment for the students will be arranged by the teacher in consultation with the principal. The teacher will make arrangements in the event that chaperones are needed to assist with supervision. No other children, other than the students, are permitted to go on the field trip. No adults, other than those selected by the sponsoring teachers as official chaperones, may go on the field trip, ride on the bus, and/or be present at the field trip destination(s). Due to space limitations some chaperones may have to provide their own transportation. All chaperones must have completed the required child protection program as well as the fingerprinting process.

Informational letters and permission slips will be sent to parents prior to all scheduled trips. Students will only be permitted to go on school sponsored field trips provided all necessary forms are completed and required fees paid in advance of the date of the trip. All students are to go to and from the field trip destination via the transportation arranged by the school. No child will be permitted to leave the school grounds without first submitting a permission slip to the teacher bearing a parent's or legal guardian's signature. Only the official school permission slip will be accepted. Parent-generated notes and/or phone calls will not be accepted in place of the official permission slip. Students who fail to submit a properly signed official permission slip will be excluded from the trip.

Field trips are privileges afforded to students; no student has an absolute right to attend a field trip. Students can be denied participation for failure to meet academic or behavioral standards.

GRADING SCALE

Kindergarten classes are not graded; however, parents will receive reports on student progress.

Grades 1, 2, and 3 will use the following grading scale:

100-99-98=A+	79-78-77 = C
97-96-95 = A	76-75-74 = C-
94-93-92 = A-	73-72-71 = D+
91-90-89 = B+	70-69-68 = D
88-87-86 = B	67-66-65 = D-
85-84-83 = B-	64 or lower=F
82-81-80 = C+	

Grades 4, 5, 6, 7, and 8 will use the following grading scale:

100-99-98=A+
97-96-95 = A
94-93 = A-
92-91-90 = B+
89-88-87 = B
86-85 = B-
84-83-82 = C+

81-80-79 = C
78-77 = C-
76-75-74 = D+
73-72-71 = D
70-69 = D-
68 or lower F

GROUPING

All subjects with the exception of reading and mathematics are taught on a heterogeneous basis. Teachers in grades one and two determine the ability groups for reading and math. The third grade teachers determine the math ability groups. A standardized formula is used to determine the reading groups in grades 2-8 and the math groups in grades 4-8. The formula includes standardized test results, mastery tests, student grades, study habits, and teacher recommendations.

A great deal of time is spent making sure each child is assigned the math and reading classes that are best suited to the ability of the student and the constraints of class sizes. **Changes in ability grouping will not be considered until after the second EDLINE progress report is issued in the first quarter (unless there was a technical error on our part).** If at that time, a parent feels that a change in grouping should be considered, he or she should contact the teacher of the particular subject area and thoroughly discuss the matter. **No changes will be considered after December 1st.**

Parents and students, please be aware that the higher ability groups for math and reading are accelerated programs. As such, the subject matter is covered faster and with greater depth, and requires greater amounts of effort and homework. Students and parents must be ready to accept the challenges associated with these accelerated classes.

HOMEWORK POLICY

In general, if the student effectively uses the time provided during the school day, he/she should not have to spend amounts of time with homework that are significantly greater than the minutes listed for each grade:

- | | |
|-------------------------------|------------------------------|
| ◆ 1 st grade – 35 | ◆ 5 th grade - 60 |
| ◆ 2 nd grade – 45 | ◆ 6 th grade - 75 |
| ◆ 3 rd grade – 45 | ◆ 7 th grade - 90 |
| ◆ 4 th grade -- 60 | ◆ 8 th grade - 90 |

NOTE: Students in advanced reading and math classes should expect to devote more time to homework.

Homework consists of unfinished classroom work, test preparation, written assignments, textbook reading assignments, novel reading assignments, and long-term projects (which may require additional time).

Other than make-up work due to absences, homework will not be assigned over holidays.

REPORT CARDS

The children will receive a report card approximately one week after the end of the first three quarters, and the final report card for students in grades K-7 will be mailed home the week after school closes. Written progress reports will no longer be issued; however, current grades and standing will be posted on EDLINE approximately one-third and two-thirds of the way through each quarter. Check your EDLINE calendar for posting dates. Promotion and retention procedures at St. James are handled on an individual basis. Report cards will not be issued if financial obligations are not met or if there are outstanding textbooks, library books, cafeteria fees, etc.

SAINT JAMES CIRCLE OF EXCELLENCE RECOGNITION (GRADES 4-8)

A list of the students who qualify for the Circle of Excellence will be posted after each quarter for grades 4-8. The following subjects are used to determine qualifying students: religion, math, reading, English, spelling, social studies, science/health, and specials.

There are two ways a child may qualify for this award. A three point system will be used. A student must either earn a **grade point average of 2.6** or higher in the above subjects or an **effort mark average of 2.6** or higher in these subjects. A student who receives a grade of D or F or N, or an effort mark of N, or a detention or a suspension during the quarter will not be named to the Circle of Excellence even if he/she has the necessary point average.

Point Values:

GRADES	EFFORT
A=0=3	0=3
B=S+=2	S=2
C=S=1	
S-=0	

STANDARDIZED TESTING PROGRAM

The testing program at St. James School is as follows:

- Three times each school year, The DIBELS Reading Assessment is administered to all students in grades K, 1, 2, and 3.
- Fall testing consists of a cognitive abilities test administered in grades 2, 4, 6, and 8, as well as, achievement tests administered in grades 2, 3, 4, 5, 6, 7, and 8.
- Each spring achievement tests are also given to students in grades 3, 4, 5, 6, and 7.

TEXTBOOKS

For the most part, textbooks are provided at no cost to the students. Students are to treat them with the utmost respect. No self-adhering products are to be used when covering the books. St. James School keeps a small supply of extra textbooks on hand. Extra textbooks will be made available for use at home, only as long as they are available, and only with a doctor's note stating there is a medical reason for extra textbooks to be kept at home.

ATTENDANCE POLICIES

DAILY ATTENDANCE

The maximum number of absences in each quarter without loss of credit is 7. Failing quarter grades may be issued for all classes when absences exceed 7 in any given quarter, UNLESS for all but 7 of the absences:

1. written medical verification with the doctor's signature has been received;
2. absence is due to:
 - a. a death in the immediate family;
 - b. a required court appearance;
 - c. lack of school bus transportation due to inclement weather; and/or
3. special arrangements have been made with the building administrator beforehand.

Please note that, while it is NOT required that medical verification be submitted for each and every doctor's appointment on school time, absences which exceed 7 will need medical verification on file in order to be excused. It is the responsibility of the parent(s) to monitor their individual child's absences within a given quarter. Attendance information may be accessed using Edline.

Excessive Absences---(Absences exceeding 28 days for the entire school year)

A student may not pass to the next grade if his/her cumulative absences during the year exceed 28 – with or without medical verification.

An exception could be made in the event of a student's hospitalization or chronic and prolonged illness following a conference between the parents, the school administration, and the student's teachers. In such an event, the student's physician must write a letter to the principal which documents the student's absences from classes as a result of the illness. In any case, the school reserves the right to lower a student's grades significantly when absence from school is considered excessive.

LATE ARRIVALS, EARLY DISMISSALS, & MID-DAY APPOINTMENTS

Tardiness

A student will be considered tardy if he/she arrives at school after 8:10 A.M. but before 8:40 A.M. Only three unexcused tardies per quarter will be tolerated prior to disciplinary action. The **ONLY** excused tardies are those that are documented with an original note from a doctor verifying a medical appointment that particular morning. For all other tardies, the student must

have a note from the parent/guardian stating why the student was tardy. Upon receipt of a third unexcused tardy in a given quarter, an advisory letter will be sent to the parents. The Assistant Principal will assign an after-school detention to the students in grades 4 through 8 for each unexcused tardy after the limit of three per quarter. Students in grades 1 through 3 will spend a recess period in the office for each unexcused tardy after the limit of three per quarter. Excessive tardiness may be referred to the appropriate authorities. Students arriving on a bus which is late will not be counted as tardy.

Incomplete Days

When a student is out of school for any reason between 8:40 and 3:05 (for two hours or less), his/her attendance will be marked as "incomplete" for that day.

Half-Day Absences

If a student is absent for **two to four hours** on any given day, he/she will be marked absent for one half day.

Full Day Absences

If a student is absent for **more than four hours** on any given day, he/she will be marked absent for one full day.

Early Dismissals

If it is necessary for your child to leave school early, please send a note to your child's homeroom teacher explaining the reason. This note will be sent to the office for review, approval, and recording. At the proper time, report to the main office and your child will be called for early dismissal. Do not go to the classroom to pick up your child. If you are called by the nurse to come to school to pick up your child, you must report to the school office before going to the nurse's office. A picture ID is required for all persons (other than parents) picking up a student. Please note that early dismissals will be recorded as an incomplete day or half-day absence per the above guidelines.

ABSENCE FROM SCHOOL

Each day a child is absent from school, a parent or legal guardian must call the school office prior to 10:00 A.M. (741-5333). Follow the prompts on the attendance phone line. Please state your name; the student's name, grade and homeroom; the reason for absence; and the current date. St. James School must comply with the "Missing Child Act" which requires daily contacts with the parents of every absent child. When the child returns to school he/she is required to bring a note dated and signed by the parent or guardian, indicating the reason for the absence. A doctor's excuse may be required after three consecutive days of absence.

Parents/students can retrieve information regarding homework when absent from school after 4:00 P.M. each day through each teachers' EDLINE postings. Appropriate textbooks and related materials will be gathered at the request of a parent. **These requests should be directed to the student's homeroom teacher's voice mail before 10:00 A.M.** Requests after 10:00 A.M. may not be able to be prepared. **Do not leave such requests on the attendance**

phone line. Requests left on the attendance line cannot be forwarded to your child's teacher. Materials will be ready for pickup between 2:30 and 3:30 P.M. in the school office. Please refrain from asking other students to bring home textbooks, etc.

VACATIONS

Every effort needs to be made to have all children in attendance every day. It is understood that children will need to be taken out of school to attend family weddings, funerals, and for other serious or emergency reasons. Parents are asked not to take children out of school for family vacations and shadow days at the parent's place of employment. Students simply miss too much when not in school for extended periods of time. Parents who do take their children out of school for family functions/vacations may request assignments to be prepared in advance of the trip; however, **teachers are under no obligation to do so. In addition, it is the student's responsibility to acquire and complete all work upon his/her return to school. Information regarding homework, etc. while on vacation can be obtained by way of each teacher's EDLINE postings.**

DISCIPLINE POLICY

CODE OF DISCIPLINE

Discipline usually means the systematic development and training of a child's physical, social, intellectual, moral and spiritual capacities through guided instruction, controlled self-activity and through the full personal commitment to the attributes of Faith, Courage, Loyalty, Justice, Respect, Hope, Honesty, and Love. It is the purpose of St. James School to aid parents in the formation and education of Christian children. Discipline is not regimentation; nor does it imply the detailed surveillance of every action of each child. The following code is not intended to place undue restriction on the students, but rather to prescribe and encourage students to act in a proper manner.

Students are expected to respect teachers and other persons in authority as well as each other.

1. This is your school and students are expected to respect the property of St. James School. Writing on desks, walls or ceilings will not be tolerated. Floors are to be kept clean of paper, etc. Damaging school property is a serious matter and violators will be sternly disciplined.
2. If conversations in halls are necessary, they should be in a soft tone.
3. The library is a place of complete silence.
4. Students are not permitted to leave school property during school hours without permission.
5. Stealing is a serious offense and will be met with strict measures.
6. Proper behavior in the cafeteria is a must. It should reflect home training. No throwing of food or lingering in the eating areas will be tolerated. All food must be eaten in the cafeteria. Food is a gift from God and all students are expected to eat all the food brought from home and/or purchased in the cafeteria.
7. All books are to be treated with utmost care. Charges will be assessed for loss of or malicious damage to books. Children should not mark in books. This applies to books assigned to students as well as books used in the classroom. Individual teachers may require students to cover their textbooks. When covering textbooks, no self-adhering products are to be used.
8. Positively no chewing of gum anywhere on the school premises. This includes during the lunch hour, gym period, and recess period or after school if still on the school grounds.
9. Children may be kept after school if parents have been notified in advance.
10. Students may not have beepers, CD players, MP3's, IPOD's, cassette recorders, tape players, radios, compact discs, cassette tapes, cameras, or electronic games on school premises. This school is not responsible for personal property students bring to school.
11. Because so many students are involved in after school activities that

may require them to make contact with parents, cell phones will be permitted to be brought to school; however, they must remain in the student's book bag, and the book bags must remain in the student's locker. The cell phones must be turned off. If the phone rings, or if the phone is seen by any staff member, it will be confiscated immediately and further disciplinary action may be taken. The phone will not be returned to the student, and the student's parent will have to come to the school office to retrieve the phone.

There are certain instances of misconduct that are subject to immediate action and could result in suspension or expulsion. An example of such misconduct would be:

1. Intentional damage or destruction of school property.
2. Verbal or physical assault on a teacher, student or other persons.
3. Smoking, possession/distribution/sale of and/or drinking alcoholic beverages, possession, use and/or distribution/sale of other drugs or look alike drugs while on school premises or on a school bus.
4. Truancy.
5. Complete disregard for school assignments or teacher/administrator instructions.
6. Possession of a weapon and/or any object that is intended to be and/or construed to be a weapon on parish/school property.
7. Any verbal, written or implied threat against any person and/or parish/school property.
8. Cheating.
9. Plagiarism—claiming another author's work as one's own.

Special Note: A student will be considered for immediate expulsion if selling and/or dispensing drugs, alcohol, weapons, and/or other contraband on parish/school property.

CONDUCT CARDS (Grades 7-8) / WORK HABITS SHEET (Grades 4-6)

Each student carries a conduct card or work habits sheet on which marks may be received for misbehavior or missing assignments. When a student accumulates 10 marks within a quarter, he/she will receive a detention.

- 10 marks = detention
- 2 detentions = a detention and a conference between teacher(s) and parent(s).
- 3 detentions = a detention and a conference between teacher(s), parent(s), and administrators.
- 4 or more detentions...students who accumulate excessive number of marks over the course of the school year will be dealt with on an individual basis possibly resulting in suspension.

UNIFORM POLICY

SAINT JAMES SCHOOL UNIFORM POLICY

Personal appearance of the students should reflect cleanliness, neatness, and generally accepted standards of good taste. Parents are responsible to see to it that the student(s) comes to school each day in full compliance with this policy. **PLEASE MARK ALL ITEMS OF CLOTHING WITH THE STUDENT'S NAME.**

GIRLS:

Skirts:

- Standard uniform jumper from SCHOOLBELLES SCHOOL UNIFORMS. Sixth, seventh and eighth grade girls have the option of removing the “bib” from the jumper. The skirt length must be no shorter than two (2) inches above the knee. Skirts must have a sewn-in hem.

Shirts/blouses:

- Buttoned short or long sleeve solid white or solid light blue blouses with collars.
- Short or long sleeve solid white or solid light blue pullover knit shirt with a collar (“St. James” logo may be embroidered in red on the left front side).
Students may wear a solid white long sleeve crew neck shirt **under** the short sleeve uniform shirt.

And/Or

- Solid white long sleeve turtleneck shirt.
(No logos, brand labels or designs permitted on any of the above. All blouses and shirts must be fully tucked in at all times so that the waistband is fully visible at all times.)

Pants/Slacks/Shorts:

- Navy blue dress or corduroy slacks may be worn throughout the school year.
- Navy blue uniform shorts may be worn between April 1st and October 31st.
- Standard shorts may be worn under the uniform jumper or the uniform skirt, however, they may not extend beyond the length of the skirt.
(Pants, slacks and shorts may not have patchwork pockets, exposed brand names, or logos, and may not be pegged or rolled at the cuff. If the pants, slacks or shorts have belt loops, a navy blue, brown, or black belt must be worn.)

Leg Warmers:

- Leg warmers, wind pants, or sweat pants may be worn to/from school and during lunch recess. They are not to be worn during class time.

Sweaters/Sweatshirts:

- A V-neck uniform sweater of red, white, gray or navy blue color with “St.

James” embroidered on the left front may be worn.

- A uniform sweatshirt sold only through the St. James P.T.O. may be worn over a uniform shirt. This is a specially designed sweatshirt totally unrelated to other P.T.O. spiritwear items. The uniform sweatshirt must match the body size of the student—no oversizing.

Shoes:

- Dress shoes or gym shoes with closed toes and closed heels must be worn.

Socks:

- Socks must be worn at all times. Sock colors may be solid white, navy blue, or black and may not have any logos or designs on them.

Undergarments:

- White or navy blue opaque or knit tights may be worn only with the uniform jumper or uniform skirt. White or navy blue uniform socks may be worn with the tights. Tights with holes must be discarded rather than repaired. Undergarments with emblems, writing or colors which show through the shirt or blouse are not permitted.

BOYS:

Trousers:

- Solid navy blue dress or corduroy trousers. Trousers may not have patchwork pockets, exposed brand names or logos, and may not be pegged or rolled at the cuff. If the trousers have belt loops, a navy blue, brown, or black belt must be worn.

Shorts:

- Solid navy blue uniform shorts may be worn from April 1st through October 31st. All other aspects, for trousers, as stated above, apply to the uniform shorts.

Shirts:

- Buttoned short or long sleeve solid white or solid light blue dress shirt with a collar.
- Short or long sleeve solid white or solid light blue pullover knit shirt with a collar (“St. James” logo may be embroidered in red on the left front side.)

Students may wear a solid white long sleeve crew neck shirt **under** the short sleeve uniform shirt.

And/Or

- Solid white long sleeve turtleneck shirt
(Shirts may not have any logos, brand labels, or designs on them. Shirts must be fully tucked in at all times and the full waistband must be visible at all times.)

Sweaters/Sweatshirts:

- A V-neck uniform sweater of red, white, gray or navy blue color with “St. James” embroidered on the left front may be worn.
- A uniform sweatshirt sold only through the St. James P.T.O. may be worn over a uniform shirt. This is a specially designed sweatshirt totally unrelated to other P.T.O. spiritwear items. The uniform sweatshirt must match the body sizes of the student—no oversizing.

Shoes:

- Dress shoes or gym shoes with closed toes and closed heels must be worn.

Socks

- Socks must be worn at all times. Sock colors may be solid white, navy blue, or black and may not have any logos or designs on them.

Undergarments:

- T-shirts or other forms of undergarments with emblems, writing, or colors which show through the shirts may not be worn.

PERSONAL GROOMING AND APPEARANCE:

GIRLS:

- Nail polish, acrylic nails and make up are not permitted.
- One earring may be worn in the lobe of each ear. No hoop earrings or earrings that fall below the lobe of the ear may be worn.
- Body piercings and body piercing devices are not permitted at any time.
- Temporary or permanent tattoos are not permitted.
- Hair must be clean, neatly groomed, and of its natural color. Hairstyles which cause safety concerns and/or are disruptive to the educational process are not permitted. Bows, ribbons and hair clips may be worn. Bandannas are never permitted.
- Students may wear small religious medals and small crosses on a thin chain or cloth type scapulars under the shirt or blouse. Students may also wear a wristwatch. No other forms of jewelry, necklaces, rings, wristbands, etc. are permitted.

BOYS:

- Earrings, body piercings and body piercing devices are not permitted at any time.
- Temporary or permanent tattoos are not permitted.
- Hair must be clean, neatly groomed, and of its natural color. Hair must be trimmed so it is above the eyebrows, no more than half the way down the ear, and above the shirt collar. Hairstyles which cause safety concerns and/or interfere with the educational process are not permitted. Bandannas are never permitted.
- Students may wear small religious medals and small crosses on a thin chain or cloth type scapulars under the shirt. Students may also wear a wristwatch. No other forms of jewelry, necklaces, rings, wristbands, etc. are permitted.
- Facial hair is not permitted on boys.

The above constitutes the full school uniform policy regarding clothing students may wear and items relating to personal grooming and appearance. If an item is not included in the above, it is not permitted. With the exception of the uniform jumper, the uniform skirt, and the V-neck sweater, all of which can only be purchased at Schoolbelles Supply, and the official school sweatshirt sold by the P.T.O., all other items may be purchased at the outlet of choice as long as they are in full compliance with the St. James School Uniform Policy. The uniform policy and the policy regarding personal appearance and grooming will be reviewed again during the 2010/2011 school year, however, the Education Commission may review the items relating to personal grooming and appearance on an as needed basis.

DRESS CODE FOR OUT OF UNIFORM DAYS

Student Picture Day and “Kids’ Day” during Catholic School week are out of uniform days. Special directions will be issued for proper attire on these days.

The following dress code will be in effect for all other OUT OF UNIFORM days throughout the year.

SHIRTS:

- Tee shirts must feature St. James School colors. Solid red, black, or white tee shirts or a tee shirt combining these colors. No other colors, logos, words, pictures, imprints or writing, (including handwritten items) are permitted on them.
- Any piece of Spirit Wear sold by the PTO.
- DARE tee shirts.
- St. Jude Mathathon and PTO Charity Walk tee shirts.
- St. James School Club tee shirts, or St. James School Choir shirts.
- Official Saint James Scouts tee shirts.
- 2007 Blue Ribbon tee shirts.

Notes:

- All shirts/tops must have sleeves.
- No athletic jerseys of any sort, except for St. James sports related shirts or sweatshirts such as basketball, volleyball, track, etc. purchased when on the St. James team.
- No cheerleading uniforms of any sort.
- No handwritten words, pictures, or drawings on any tee shirt.

PANTS:

- Shorts or Capri pants (August, September, October, April, May and June only). Absolutely no short shorts. Shorts must extend to mid-thigh.
- Any full length style of pants. Jeans, slacks, wind pants, and St. James Spirit Wear sweat pants are permitted. No other fleece type sweat pants permitted. Wind pants are to be fully buttoned or zipped at all times. No holes, rips, tears or patches are permitted on all forms of pants worn. Belts must be worn if loops are on the pants.

SHOE/SOCKS:

- As set forth in the regular St. James dress code.

HEADWEAR:

- No hats, caps, scarves, bandannas of any sort.

NOTE:

- Other than the above, all other aspects of the regular St. James dress code are to be followed on a designated out of uniform day.

PARENT VERIFICATION FORM

Please sign, date, detach, and return this form to your **youngest** child's home-room teacher by **September 3, 2009**.

STUDENT(S)' NAME(S)	GRADE	HOMEROOM

My child (children) and I are aware of the contents of this book and we agree to observe the stated guidelines.

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE

Dear Parents:

We will be including photos from classroom activities and field trips on our school web site, in newspapers, school publications, and advertising brochures. **Personal data about the students will not be used.** Please fill out the form below to grant or refuse your permission for your child(ren)'s pictures to be used.

I **GRANT PERMISSION** for my child(ren)'s image to be used on school web sites, in newspapers, school publications, and advertising brochures.

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE

I **REFUSE PERMISSION** for my child(ren)'s image to be used on school web sites, in newspapers, school publications, and advertising brochures.

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE

Miss Donna Beebe
Principal