

**PARENT/STUDENT
HANDBOOK
2023-2024**



St. James School

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Dear Parents and Students,

Welcome to St. James Catholic School. In choosing St. James Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. James Catholic School for the 2023-2024 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. James Catholic School during the 2023-2024 school year.

The faculty and staff of St. James Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Eric Chamberlain
Principal

St. Catholic School

St. James Catholic School is a pre-kindergarten through grade 8 Catholic school in the Diocese of Evansville. The curriculum stresses academic achievement within a Catholic community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. James Catholic School, we are attempting to "teach as Jesus did."

FORWARD

This book has been prepared as the means of helping all to understand the policies at St. James School. The study of this book will provide a mutual understanding of parents, teachers, and students resulting in improved cooperation. The school and principal retain the right to amend policies for just cause, and parents will be given prompt notification if changes are made.

MISSION STATEMENT

St. James School provides faith formation and a holistic educational experience which enables students to become self-confident, contributing members of society.

ACCREDITATIONS

St. James School is accredited by the State of Indiana and Cognia. The school is also an active member in the National Catholic Education Association (NCEA), and the Indiana Non-Public Education Association (INPEA).

NON-DISCRIMINATION CLAUSE

St. James School does not discriminate against students on the basis of race, color, sex, age, national origin, disability, or any other status or condition protected by applicable state or federal law.

St. James School serves students with special learning needs, both in the general education classroom and in the learning resource room. Students who have been diagnosed with mild learning disabilities will have their accommodations met within the general education classroom. In addition, small group and individual testing accommodations will be given outside of the regular classroom as needed, as indicated in the child's service plan. The learning resource teacher will work in cooperation with the classroom teachers to create the weekly resource schedule and meet student needs. Prior to new students enrolling at St. James, copies of all testing results and current service plans must be provided. Students requiring one-on-one instruction or more individualized attention may have their needs better met in a true Special Ed. setting.

CATHOLIC DIOCESE OF EVANSVILLE CODE OF CHRISTIAN CONDUCT

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited

to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parent/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus ground and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

YOUTH PROTECTION

The Diocese of Evansville has come up with a framework on child abuse. It is mandatory that ALL VOLUNTEERS at St. James go through a training session. If you plan on being a volunteer in any way (room-parent, recess/lunch helper, catechist, coach, assistant coach, library help, or being around the school children in any form) here at St. James, this training is a must. Once you go through the initial training session, you will be required to sign a pamphlet each year. For more information, visit www.evdio.org.

CRISIS/CONFRONTATION POLICY

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities,

therefore, must often make judgements which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway or may occur absent intervention:

- A. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- B. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;
- C. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian conduct;
- D. A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
- E. A student knowingly possesses, handles, conceals or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
- F. A student knows, but fails to disclose to school authorities, that another student either:
 - (i) has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or person; or
 - (ii) has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

Pursuant to existing binding agreements between the Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of its discipline process, to report to law enforcement ANY offense involving possession or use of ANY illegal substance or alcoholic beverage by ANY student which occurs at ANY school function or ANYWHERE on school property.

INTERNET ACCEPTABLE USE POLICY

CATHOLIC DIOCESE OF EVANSVILLE ST. JAMES SCHOOL INTERNET ACCEPTABLE USE POLICY

We are pleased to bring Internet access to St. James School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in or outside of the school by devices of any kind (including, but not limited to, cellphones computers, tablets, smart watches, and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of Internet communications may include, for example, the posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another; or
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

STUDENT AGREEMENT

1. **Personal Responsibility.** I will accept personal responsibility for my misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, bullying, inappropriate sexual content or intentionally wasting limited resources.

2. **Acceptable Use.** My use of the Internet and email will be for educational purposes only and in support of educational research and the educational goals and missions of St. James School as defined by the teacher in charge. I agree to not “surf” the Internet for non-instructional purposes. I agree to obey all federal and state laws and regulations, as well as any rules put in place by my school or classroom teacher.

3. **Network Etiquette.** I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, other inappropriate language, or any language that could be taken as bullying.

4. **Privacy.** I will not reveal my full name, usernames, passwords, email, home address or my personal or family phone numbers or those of any member of my school community to anyone over the Internet at any time.

5. **Expectation of Privacy.** I understand that electronic mail, Internet history, or other documents accessed or saved on the network are not guaranteed to be private. I will not send or publish anything that I do not want others to see or read.

6. **Security.** Under no circumstances will I order any material over the Internet. I will not download and/or attach files from any user or users I am not familiar with. I will not attempt to gain unauthorized access to resources or files.

7. **Copyright.** I understand that to copy another person’s work on the Internet and call it my own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people’s work, I will ask permission when possible and credit the author accordingly.

8. **Chat/Messaging.** I will not use chat or messaging programs or services unless it is part of a class activity which is supervised by my teacher. When posting messages for an activity, I agree to not post anonymous messages or post messages using a false name or the name of another person.

Use of the Internet and e-mail at our school is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of my Internet use or access privileges may be revoked and school disciplinary action may be taken.

SOCIAL MEDIA POLICY

Engagement in online social media such as, but not limited to Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page may result in the children of the parent being separated from school.

No parent should open a Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. account under the name of the school or a particular grade or school organization. The only official St. Catholic School Facebook®, Twitter®, or Instagram® page are the ones created and monitored by the school/parish. A parent who chooses to create such an account may result in the children of the parent being separate from school.

CHROMEBOOKS

Students will each be issued a Chromebook to use during the school year. Students in grades 5-8 must sign a Chromebook agreement before the child will be issued a Chromebook, since they may bring it home daily. Students in grades K-4 may bring a Chromebook home if we have a virtual learning day. A Chromebook is like a laptop, but it doesn't run Windows or the Microsoft Office program. The machines are to be used while connected to the Internet, where most of the students' documents are saved to the Cloud. The students will be using Google Docs and be part of a Google classroom, where the teacher can send and receive assignments, and students can create documents, edit them, and often collaborate with other classmates to complete their assigned work. Google Docs allows students to use programs similar to Word, Excel, and Powerpoint throughout the school day and in the evenings at home. Online textbooks may also be accessed via Chromebooks. Students will be issued an email account to allow them to utilize Google Docs. A dependable web filtering software is installed and running on the Chromebooks while at home and school, entitled "Securly," to keep students safe while using the Chromebooks.

BULLYING POLICY

The Catholic Diocese of Evansville and the Catholic Schools Office (CSO) believe that each school in the Catholic Diocese of Evansville must be aware that its purpose is rooted in the mission of the Church. Each school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself", and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying. Bullying, as defined by the CSO, is any overt acts by a student or a

group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on or off school grounds where acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation. Any person who has a complaint of bullying must bring that complaint to the attention of the school principal. Forms for reporting alleged bullying are appended to this manual and may be obtained from the school principal's office. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations. A copy of an Incident Form must be sent to the superintendent as soon as possible.

St. James School embraces the following as school rules against bullying:

- * We will not bully others.
- * We help students who are bullied.
- * We will include students who are easily left out.
- * When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Consequences of bullying may include any of the following:

- * Violation
- * Detention
- * Counseling
- * Behavior Contract
- * In/out of school suspension
- * Expulsion (last resort)

USE OF SECLUSIONS AND RESTRAINTS

The School Council believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the school corporation. The Council recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others.

Seclusion and physical restraint as defined in this policy shall be used only as a last resort as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the imminent safety of students and others. Positive behavior interventions and supports and conflict de-escalation methods shall be used regularly to minimize the need for use of restraints and seclusions. The use of these methods must be done before the use of restraints and seclusions. School employees must make every effort to prevent the need for use of restraints and seclusion on students.

Use of seclusion or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or the IEP will control the use of these measures.

Seclusion or physical restraint shall never be used as a form of punishment, as a disciplinary measure, as a means of coercion or retaliation, or as a convenience.

The superintendent shall determine the appropriate training program of physical restraint and seclusion to be used in the corporation. The training program must include positive behavioral interventions and supports, prevention, de-escalation and crisis response techniques. Training shall be done on an annual basis and given to the appropriate employees in each building as determined by the superintendent and the building principal.

Except in the case of an emergency, only school employees who are current in the corporation-designated training program may implement physical restraints or seclusion with a student. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two years, as indicated by written evidence of participation.

Physical restraints and/or seclusions should be used only when a student's physical behavior poses an imminent threat of serious physical harm to the student or to other persons present or damage to school property.

Seclusion

“Seclusion” means the confinement of a student alone in a room or area from which the student is physically prevented from leaving.

Any area used for seclusion shall be subject to the following requirements:

1. Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student;
2. Be constructed of materials or objects that cannot be used by students to harm themselves or others, and be designed so that students cannot climb up the walls;
3. Be designed to allow continuous visual monitoring of and communication with the student; and
4. Comply with all applicable health and safety requirements.

Any device that requires the use of a key or special code on any exit from the area enclosure is prohibited.

An adult must supervise the student while confined and must be able to see the student at all times.

A student shall be kept in seclusion for a short period of time and shall be discontinued as soon as the imminent danger of serious physical harm to the student or others has dissipated. If a student is placed in seclusion pursuant to a BIP or an IEP, any time limitations identified in the BIP or IEP will control.

Physical Restraint

“Physical restraint” means physical contact between a school employee and a student in which the student unwillingly participates and involves the use of a manual hold to restrict freedom of movement of all or part of a student’s body or to restrict normal access to the student’s body.

Physical restraint should be employed only when:

1. The student poses a physical risk to himself, herself, or others;
2. There is no medical contraindication to its use;
3. Other less restrictive intervention were used and were ineffective; and
4. The employee using the restraint has been trained in its safe application.

Mechanical or chemical restraints are not authorized to be used in school. Prone or Supine forms of restraint are not authorized to be used in school and shall be avoided.

Students shall not be subjected to physical restraint for using profanity or other verbal displays of disrespect for themselves or others. A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat.

Any application of physical restraint shall take into consideration the safety and security of the student. Further, physical restraint shall not rely upon pain as an intentional method of control.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising employee shall consider the potential for injury to the student, the educational and emotional well-being of other students in the vicinity, and if applicable, any requirements pursuant to a BIP or an IEP.

If physical restraint is imposed upon a student whose primary mode of communication is sign language, the student shall be permitted to have his or her hands free of restraint for brief periods, unless the supervising employee determines that such freedom appears likely to result in harm to the student or to others.

A student shall be released from physical restraint immediately upon a determination by the supervising employee administering the restraint that the student is no longer in imminent danger of causing physical harm to themselves or to others.

Reporting and Reviewing of Incidents

Any school employee using restraint and/or seclusion shall report such to the building principal, their supervisor, or other designated administrator. A written report of each incident shall be completed by the employee who used such techniques or by the designated administrator. The written report is required to contain the information required by the school corporation's restraint and seclusion plan. Parents of the student involved in the restraint or seclusion incident shall receive a copy of the written report of the incident.

The parent or guardian must be notified verbally of the use of the physical restraint and/or seclusion with their student as soon as possible, preferably by the end of the school day.

An annual review of the use of physical restraint and seclusion including a review of all individual corporation cases involving the use of physical restraint and seclusion shall be completed and documented to ensure compliance with the school's policy and procedures. In addition, this information and other related data will be used to implement modifications to the school corporation's restraint and seclusion plan.

When reviewing individual cases, it is recommended that when a student has experienced three instances of seclusion or physical restraint, the school personnel who initiated, monitored, and/or supervised the incidents shall review the effectiveness of the procedure(s) used and prepare an individual behavior plan for the student that provides either for continued use of these interventions or for the use of other specified interventions. The plan shall be placed into the student's student record. The review shall also consider the student's potential need for an alternative program or for a referral for a special education evaluation, if the student does not have an IEP.

Training Requirements

Physical restraint should be applied only by individuals who have received systematic training through the corporation-designated program and who have obtained written evidence of successful participation in such training.

Training with respect to physical restraint should include but need not be limited to the following:

1. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, and the use of alternatives to restraint;
2. A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted, including compliance with any BIP or IEP requirements;
3. The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;

4. Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
5. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
6. Demonstration by participants of proficiency in administering physical restraint.

Nothing in this policy should be construed to limit the rights and abilities of school employees to keep order and administer necessary discipline in their classrooms and on school grounds as set out in state law and school council policy.

All complaints regarding the use of physical restraints and seclusion will be investigated according to the provisions of council policy on public complaints.

The school council shall adopt a restraint and seclusion plan as developed by the superintendent. This policy and the corporation's plan shall be distributed to all parents whose children are enrolled in the school corporation.

LEGAL REFERENCE: IC 20-20-40

ASBESTOS

St. James School has complied with the Federal Asbestos Hazard Emergency Act (AHEAD) by completing the following requirements.

1. All facilities were inspected for both friable and non-friable asbestos-containing building materials.
2. Samples were taken during the inspections of all materials suspected of containing asbestos and the samples were analyzed at a PA accredited laboratory.
3. A management plan was written based upon the inspection report and laboratory findings outlining the administration's intent in controlling and abating any asbestos building materials.

Some asbestos-containing materials were found in this school facility, part of which have been removed. An operations and maintenance plan, which is part of the Management Plan, describes the location of remaining materials until their ultimate removal. The management plan is available for review in the school office or in the Diocesan Office of Education in Evansville.

STUDENT RECORDS

St. James School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Student records will be kept and maintained in compliance with The Family Educational Rights and Privacy Act of 1974 (P.L. 93 380), as amended. Schools, as custodians of their students'

official school records, shall allow parents or legal guardians to inspect their child's records upon written request.

INDOOR AIR QUALITY

The principal will serve as the indoor air quality (IAQ) coordinator for St. James School. If St. James School is inspected by the state inspector, the principal will be available to meet with the inspector and provide access to the necessary facilities. The custodian and principal will together ensure that St. James complies to administrative code as it pertains to Indoor Air Quality.

SCHOOL PEST CONTROL POLICY

All applications of pesticides will be made in strict compliance with diocesan policy, label instructions, and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice will be given to you no later than two days before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

SCHOOL COUNCIL

The School Council is the policy making body of St. James School subject to the regulations of the Diocese of Evansville, the pastor, and the Parish Council. The School Council, with assistance from the principal, performs policy-making, policy review, and provides assistance in budget setting for tuition and fees to meet the needs of the school.

Voting members consist of the pastor and six elected representatives of the parish, three men and three women who serve terms of three years. Elections are held in the spring of each year, and members assume their position on the council during the August meeting. Council members must be a member of St. James Parish for one year and be 21 years of age or over. No salaried employee, faculty member, or close relative of staff may be a member of the council. Meetings are open, and meeting agendas and minutes are available upon request. A copy of the School Council bylaws can be obtained at the school office.

ENROLLMENT POLICY

Order of Enrollment- In the case that a class is getting close to the maximum number of students, the order of enrollment of a new student at St. James is as follows:

- 1) Parishioners with current siblings at St. James
- 2) Parishioners without siblings

- 3) Deanery students with current K-8th grade siblings (Sts. Peter and Paul, then Holy Cross)
- 4) Non-parishioner with current K-8th grade siblings
- 5) Deanery Students without current siblings (Sts. Peter and Paul, then Holy Cross)
- 6) Non-parishioner without siblings

K-8 Class sizes will be capped at 25 students. Exceptions to this rule will be determined on a case by case basis and will be left up to the principal's discretion with School Council approval. Parishioners in the above enrollment order include those parishioners of our neighboring parishes, Sts. Peter and Paul and Holy Cross.

Pre-registration for the next school year will take place early in the second semester. Parents will need to pay a \$100 application fee per student that will hold their student's spot. This \$100 dollars per student will not be refunded. Upon registration, a book/supply/technology fee of \$200 per student will be collected. This will be added to the tuition. Choice Scholarship Voucher families will not pay this \$200 fee. Parishioner students will have priority in enrollment.

Classroom Teacher Aides:

Kindergarten

When number is 15-18, utilize a part-time aide (2-4 hours a day)
 When number is over 18, full day aide (5-6 hours a day)

4th-8th grade

At the principal's discretion with input from the teachers, an aide may be used to assist in special projects or small group lessons or testing periods.

1st and 2nd grade

When number is 18-20, part-time aide
 When number is over 20, full day aide

Preschool

If class size is over 15, may utilize a part-time aide for one hour in the mornings.

3rd grade

When number is over 20, part-time aide if special circumstances exist

TUITION-BOOKS-FEES

TUITION:

In addition to tuition commitments, we ask St. James School families to be good financial stewards supporting the overall operation of St. James Parish. Because the school operating budget is supported to such a large extent by general parish funds (per pupil cost to educate a child at St. James is much more than tuition covers), it is important that school families, as beneficiaries of the support, make a "fair share" commitment through the Sunday collection. St. James School provides your children with a quality education. This high quality is maintained only through combined financial support through tuition and through Sunday contributions. Tuition rates are adjusted each year. Only families who are contributing members of the Parish are subsidized. Staff members' children may attend St. James at the parishioner rate.

Tuition payments are made in four equal installments throughout the current school year. The first payment is due at summer registration. The remaining three payments are due on or before the last day of the preceding quarter.

Timely payments are imperative on everyone's part in order for the Parish and school to meet all their financial responsibilities. Therefore, the following fees will be assessed to those families who make late tuition payments.

1. Late payment fee of \$5.00 will be assessed if quarterly payment is not paid on or before the due date.
2. A one percent per month additional fee will be assessed on the amounts still due after 30 days. This payment is based on the unpaid balance due.

Full payment of tuition must be paid on or before May 15th. If you cannot meet this deadline, an agreement for payment on the balance must be made with Father. No child will be admitted to a new school year if the total tuition bill is not paid or special arrangements have not been made with Father.

BOOK AND SUPPLY FEES:

The book rental fee for the school year is due at registration or the first day of school. Fees are subject to change from year to year as costs increase. Book fees are established by a recommendation from the principal and the final amount is approved by the School Council.

Lost, misplaced, damaged, or stolen books remain the responsibility of the student in whose name the book was issued. The fee is determined by the principal and shall not be less than one-half of the price of a new book. At the end of the year a fine will be charged for each defaced book.

LUNCH PROGRAM

The school lunch program provides every child with a well balanced meal prepared by experienced cooks. Students are encouraged to take part in this lunch program which follows federal and state guidelines. Lunches brought in from home must follow the wellness guidelines of no fast food or soda. Drinks must be juice or water, or students are welcome to purchase milk.

The price of lunch and milk is established each year at the beginning of school. 2023-24 prices are as follows: Student lunch \$3.00, extra entrée \$1.25 (grades 3-8 only), healthy snack item \$.75 (grades 6-8 only), milk \$.50, staff lunch \$4.50, guest lunch \$4.50. Lunch money is collected and entered into the computer program periodically during the school week. Parents are asked to send lunch money in an envelope marked with the family

name. Once a family lunch balance reaches a negative \$50, the student must start bringing a lunch from home or an alternative meal will be provided. Parents will be given a one week notice prior to the alternative meal being served.

Free or reduced meals are available to families whose income is at or below the levels shown on the annual eligibility scale. The number and names of participating families are strictly confidential. Applications are distributed at registration. If family circumstances change any time during the school year, an application form may be picked up from the principal's office. A family can appeal a decision made with respect to a free/reduced application. If a family requests a hearing, the child shall continue to receive free or reduced-price meals until a decision is rendered.

HEALTH AND IMMUNIZATIONS

Through South Gibson School Corporation we have a visiting nurse who yearly conducts vision and hearing tests and maintains health records. The nurse is available for special programs and health concerns at the request of the school. All students at the time of Kindergarten registration must furnish proof of the following: 5 "DPT.", 4 Oral Polio, 2 MMR, 3 doses of Hep. B, 2 doses of Hep. A, and 2 Chicken Pox (Varicella).

KINDERGARTEN

Students enrolling in Kindergarten should be five years old on or before August 1 of the year they will start the Kindergarten program.

SCHOOL WEATHER CLOSINGS

St. James is subject to the closing of two different school systems. If the weather is bad, listen to the radio for South Gibson Schools and/or Evansville/Vanderburgh Schools. If either school system closes, dismisses early, or has a delay in starting - we will also. If school is delayed, then morning daycare will be provided for a minimal fee. If school dismisses early there will be no after school daycare. We will utilize our School Messenger automated phone messaging system to keep you abreast of weather related changes in our school schedule. St. James School may utilize virtual learning days at the discretion of the principal.

DISTINGUISHED SCHOLAR AWARD

Students that receive a GPA of 3.75 or higher in the first, second, and third grading periods will receive the Distinguished Scholar Award. This award is given to students in grades first through eighth who meet this criteria. Students who achieve this level of achievement will receive a letter notifying them of their award and a medal.

ST. JAMES STUDENT DRESS CODE

I. UNIFORMS

Please remember that even though a clothing item is found in a uniform section of a department store, it still may not be St. James dress code. Students will have four dress code reminders/passes per grading period, and upon a violation of the dress code, the pass will be sent home for a parent signature. After four warnings, they will serve an after school detention.

DRESS CODE FOR GIRLS

- Grades K-8: Plaid or navy jumper, plaid or navy skirt or skorts.
- Pants: Navy uniform style meaning no outside or side pockets such as those found on 'cargo' pants. Pants must have belt loops, and a belt must be worn.
- Shorts: Navy blue or plaid, uniform style, walking shorts, measuring not shorter than the fingertips and not longer than the knee, may be worn from the first day of school through October 31st and from April 1st until the last day of school. Shorts must be navy uniform style meaning no outside or side pockets such as those found on 'cargo' pants. Shorts must have belt loops, and a belt must be worn.
- Shirts: Plain white blouse with collar, plain white, red or navy polo shirt or turtleneck/mock turtleneck. Gray or gold polo with logo may be worn and may be obtained from the St. James uniform exchange. Shirts must be tucked inside skirts, skorts, pants or shorts.
- Sweaters: Uniform solid navy, red or white cardigan or pullover. No hoods.
- Sweatshirts: Navy blue, gold, red or gray with St. James logo. A turtleneck or school shirt must be worn under the sweatshirt.
- Jackets: Navy fleece jacket with school logo purchased through office. Only St. James fleece and uniform sweatshirts or sweaters may be worn between buildings during class. No coats allowed in class.
- Socks/Tights: Solid navy, red, white, gray, or black crew socks or ankle socks. No "no-shows". Girls may wear knee socks, tights, or full-length leggings with their skirts, but tights or leggings are mandatory from Nov. 1 through March 31, so legs are completely covered during the colder weather. Solid navy, red, white, gray, or black means the socks may not have logos (ex. Nike swish, Adidas) or more than one color. Socks must be visible above the shoe, around the entire ankle, and not be hidden in the shoe.
- Jewelry: No jewelry associated with body piercing other than earrings. No dangling or hoop earrings. No necklaces unless of a religious, symbolic nature. No bracelets, with the exception of a watch or fitness tracking device without internet capabilities.

DRESS CODE FOR BOYS

Grades K-8

- Pants:** Navy uniform style meaning no outside or side pockets such as those found on ‘cargo’ pants. Pants must have belt loops, and a belt must be worn.
- Shorts:** Navy blue uniform style, walking shorts, measuring not shorter than the fingertips and not longer than just below the knee may be worn from the first day of school through October 31st and from April 1st until the last day of school. Shorts must be navy uniform style meaning no outside or side pockets such as those found on ‘cargo’ pants. Shorts must have belt loops, and a belt must be worn.
- Shirts:** Plain white shirt with collar, plain white, red or navy polo shirt or turtleneck/mock turtleneck. Gray or gold polo with logo may be worn and may be obtained from the St. James uniform exchange. Shirts must be tucked inside pants or shorts.
- Sweaters:** Uniform solid navy, red or white cardigan or pullover. No hoods.
- Sweatshirts:** Navy blue, gold, red or gray with St. James logo must be purchased through school office or through the company. A turtleneck or school shirt must be worn under the sweatshirt.
- Jackets:** Navy fleece jacket with school logo purchased through office.
- Socks:** Solid navy, red, white, gray, or black crew socks or ankle socks. No “no-shows”. Solid navy, red, white, gray, or black means the socks may not have logos (ex. Nike swish, Adidas) or more than one color. Socks must be visible above the shoe, around the entire ankle, and not be hidden in the shoe.
- Jewelry:** No jewelry associated with body piercing. No necklaces unless of a religious, symbolic nature. No bracelets, with the exception of a non-internet capable watch or fitness tracking device.

II. GENERAL GUIDELINES FOR DRESS CODE

1. No torn or ripped clothing on uniform days, Spirit Dress or Free Dress.
2. Light makeup is allowed for seventh and eighth grade girls only.
3. No uniform clothing will be permitted with manufacturers’ logo or emblems.
4. Belts must be worn with pants or shorts. Belts must buckle or fasten.
5. Shoes- No sandals, crocs, shoes without backs or light up shoes may be worn. includes free dress and spirit dress. If boots are worn, uniform pants must be worn over the boots. Boots may not be on the outside of uniform pants.
6. Hats are not allowed unless given special permission. This includes free dress and spirit dress.
7. Spirit Dress is allowed on the first Thursday of each month. Students may

- come to school in jeans, jean shorts, khaki pants, khaki shorts, uniform pants, or uniform shorts and any shirt or sweatshirt that has “St. James” on it. All guidelines regarding shoes, socks, make-up, jewelry, hats, and length of shorts still apply on these days. If students choose not to come in spirit dress they must wear their regular school uniform.
8. The third Thursday of each month will be Free Dress tops with Spirit Bottoms. Students may come to school in jeans, jean shorts, khaki pants, khaki shorts, uniform pants, or uniform shorts and any appropriate top. Athletic shorts, sweatpants, and any other type of pant not included above is not allowed. **Students must still come to school dressed neatly and decently. All guidelines regarding shoes, make-up, hats, and length of shorts still apply on these days.**
 9. No sleeveless shirts are allowed, and shirts must cover midriffs at all times.
 10. Since styles change frequently acceptable dress for free dress will be left to the discretion of the principal.
 11. Proper grooming and styling of hair is required. Styles considered inappropriate for school are not permitted. Boys hair must be out of their eyes and off the collar. This will be left to the discretion of the principal.

We consider proper dress and grooming to be part of the learning process. The school administration reserves the right to determine what meets these guidelines when there is a question of acceptability or appropriateness.

If a student is repeatedly not in compliance with this dress code, the administrator will contact the parents. If the infraction continues, the matter will be referred to the St. James School Council who sets the dress code policy.

Approved: January 1998 by St. James School Council.

Revised: January, 2023, by St. James School Council.

MULTI-PURPOSE ROOM POLICY

The multipurpose building was designed for the use of school and parish functions. As in any building, rules and regulations must be followed by all parties who use this facility.

The following rules have been set by the Saint James School Council:

1. All parties must reserve the facility through the parish designee.
2. No balls or objects can be bounced off the walls or thrown at the ceiling.
3. No objects can be thrown onto the floor during any sports event.
4. Students may not practice in any hallways prior to game time.
5. Restroom facilities must not be abused.
6. No child is permitted to be in the kitchen during any school activity.

All persons are asked to behave in an acceptable manner. Any student found violating

the rules, here or away, may be dismissed from all extra-curricular activities. The Athletic Board and School Council members will see that these rules are enforced during extra-curricular events. If rules are not followed, a warning will be given. If rules continue to be broken, the parties will be asked to leave. In case of a minor the parents will be called and asked to pick up their child/children.

ATHLETIC PROGRAM

St. James offers cross country to boys and girls in 3rd-8th grade, soccer for boys and girls in K-2nd grade, soccer for girls in 3rd-6th grade, a basketball program for girls and boys in grades 3-8, wrestling for boys in grades K-8, track for students in grades 4-8, and volleyball and cheerleader programs for girls in grades 5-8. These activities and number of teams are subject to change according to enrollment and participation. All participants in the athletic programs are visible ambassadors for St. James School and are to exhibit good manners and sportsmanship.

Sports Physical: Prior to their first practice, students in grades K and 6, and all new students to the school, should have had a physical examination by a physician holding an unlimited license to practice medicine. All students must have written consent of a parent or guardian for participation. Evidence of both must be on file in the principal's/athletic director's office prior to the student's first practice. Physical examinations must be on or after April 1 for the following school year. It is recommended that all student athletes have insurance.

St. James recognizes the importance athletics play, but also feels that academics take first priority. See: EXTRA-CURRICULAR/ACADEMIC EXPECTATIONS in the handbook.

Athletic Directors: The athletic department is run by parent volunteers who report to the principal and school council. The athletic department generates money to be used for sports activities, equipment, and uniforms. Participants are expected to help in any fundraising activities. This position is a three year term. It is recommended that a new parent/committee shadow during the third year of the current athletic director's term to become familiar with the duties and expectations of the position.

ATHLETIC FEE POLICY

Each individual child participating in sports will be charged a fee. This fee will be set by the Athletic Director/s at the end of the current school year. The amount charged will be based on the financial needs of the athletic department for the next school year. The fee will be reviewed by the School Council at the May meeting and assessed to each family after the approval by the council.

FIELD TRIPS

All classes are permitted to take educational field trips each year. The day, destination, transportation and plans for all trips must be approved by the principal. The cost is determined by mileage and destination and a fee may be required from each student to help defray transportation or facility cost.

The following are the St. James Guidelines for field trips:

FIELD TRIPS: Diocesan school field trips (away from school premises) must conform with the following guidelines:

1. The trip must be intended to provide a definite learning experience for the students involved, considering their level of achievement.
2. The students should be prepared for the observations they will make and the information they will obtain on the trip.
3. The students may be given a follow-up assignment to help them express and assimilate what they have observed on the trip.
4. The trip must be taken within the school year.
5. Students must maintain at least an 85% attendance rate in order to attend field trips. Excessive unexcused absences will result in the student staying at school to make up missed work.
6. Siblings of students attending the field trip are not permitted even if the parent is a chaperone.
7. A chaperone is expected to assist the teacher with active supervision of students. Active supervision involves knowing where each student is at all times and making sure the safety of all students is consistently monitored.
8. Students must turn in a signed permission slip prior to the field trip date. No student is permitted to call home for verbal permission over the phone. A fax of the original permission slip is acceptable.

An adequate number of responsible adult chaperones must accompany the students to assist in supervision. Trips involving a substantial amount of travel should be discouraged in the case of elementary school students. A licensed public carrier should be employed to transport students on all school field trips. Written permission must be secured from the parents of all students planning to attend the scheduled trip. Information provided to parents should include the date, time, destination, and educational purpose of the trip, anticipated expenses, means of transportation and expected time of return.

SPEECH AND HEARING

St. James School has a part-time, certified speech and hearing teacher to assist those students, who by referral or by testing, are in need of special instruction in one or both of these areas. Students may work with this teacher on a one-to-one basis or in a small group setting depending on the student's needs.

TESTING PROGRAMS

St. James School is accredited by the State of Indiana and follows state guidelines for testing. (Chapter 1 services for Gibson students are determined from this testing.) Teachers follow a test security policy to ensure confidentiality and validity of test results.

Individual testing of students with suspected learning disabilities or learning problems is conducted by a psychologist from Gibson County. Both parents and teachers must agree to have a student tested.

St. James School participates in Indiana state summative assessments, as well as the ACRE Test (Assessment of Catechesis Religious Education).

ATTENDANCE

Students are allowed to enter the school at 7:00 a.m. and will be monitored until being dismissed to homerooms at 7:55 a.m. Students must be seated in homeroom and ready for school to start by 8:05. Anyone not in homeroom by 8:05 a.m. will be counted tardy.

ABSENCE PROCEDURES

1. Students who arrive after the tardy bell should report to the office to sign-in and receive a tardy slip. A detention will be issued after the 4th unexcused tardy and again, after subsequent unexcused tardies per quarter. Additionally, upon receipt of the 15th tardy in a school year, a letter will be sent to the parent regarding the excessive tardies. Upon the 18th tardy, the Associate Superintendent will be notified and an *Attendance Truancy and Violation Notification Hearing* will be held in accordance with Indiana Compulsory Attendance 20-20-8-8.
2. If a student is not in attendance, a parent/guardian must call the school office by 9:00 a.m. each day the student is absent (812-867-2661). Students must be fever free and non-contagious for 24 hours before returning to school. Non-contagious means that students must be free from the following for 24 hours before returning to school: Vomiting, diarrhea, fever of 100 degrees or higher.
3. If a student signs in after 10:00 a.m. or signs out before 1:00 p.m., the student will be considered absent for one-half day.
4. In the event of an absence due to illness, arrangements must be made with teachers regarding tests and homework. Homework should be picked up in the school office between 3:00-4:00 p.m. on the day of the absence, unless other arrangements have been made.
5. The school encourages parents to schedule appointments outside of school hours as much

as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school.

6. An excuse for a known future absence (appointment, vacation, etc.) should be written in advance and presented to the office, the homeroom teacher, and any other teacher whose class will be missed. Students must make arrangements with their teachers regarding tests, class work and homework.
7. Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.
8. The parents must sign out students leaving school during the day (appointment, illness, etc.) in the office. If they return during the school day, they must sign back in at the office.

VACATION POLICY

St. James School strongly encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with studies. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered **UNEXCUSED** according to state law.

If a child is absent for an extended period of time, the child is expected to have class work made up within 5 days upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to give some assignments in advance, but the student who chooses to be gone must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers.

ATTENDANCE DEFINITION OF EXCUSED ABSENCES

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but are not limited to the following:

- Illness or appointment verified by a note from a physician or other qualified professional
- Child sent home from school due to illness
- Child sent home from school due to headlice
- Absence related a family funeral

- Absence related to deployment and return for military connected families
- Absence related Court Orders

ATTENDANCE DEFINITION OF UNEXCUSED ABSENCES

An unexcused absence is defined as any absence not covered under the definition of excused absences.

ATTENDANCE DEFINITION OF CHRONIC ABSENTEEISM

A student is considered to have Chronic Absenteeism when he/she has been absent from school for 10% or more of a school year **for any reason**. A school year consists of 180 days, thus 10% is 18 days of absences, regardless of whether they are excused or unexcused.

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.
- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent/guardian is required to be in attendance at the hearing.
- A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

ATTENDANCE DEFINITION OF HABITUAL TRUANCY

A student is considered a Habitual Truant when he/she has been absent from school 10 days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.
- If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student considered habitual truant may only miss additional days of school if the absence is excused.

- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

ATTENDANCE DEFINITION OF CHRONIC TARDINESS

A student who has **Chronic Tardiness** is defined as being tardy, or late to school, for 10% or more of a school year for any reason. A school year consists of 180 days, thus 10% is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent/guardian is required to be in attendance at the hearing.
- The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

Attendance Policy June, 2017

DAYCARE

St. James School provides after school daycare for grades K-8 from 3:00 to 5:30 p.m., Monday through Friday. In addition, preschool daycare is available on the child’s school days. Preschool daycare is not available on “off days.” Daycare prices are communicated to parents in the registration packet, and a service charge of \$10 per week may be added to daycare balances not paid by the statement due date.

MASS ATTENDANCE

We recognize that parents are the primary educators of their children and that we are partners in that task. Our purpose is to teach the Gospel values of Jesus Christ according to the Church's doctrine, faith, morals, and values. Parents and students are expected to regularly attend Sunday Mass. Students participate in liturgies and paraliturgies on a rotating basis. In addition, students participate in various group activities including the Rosary, the Way of the Cross, Reconciliation services, the Eucharist and worship services. Non-Catholic students attending St. James School are required to attend Mass and group worship programs along with their classmates but do not receive Holy Communion or other sacraments. School Masses are open to visitors.

ACADEMIC PROGRESS

Report cards are issued four times throughout the school year, as noted on the school calendar. Grades are also always accessible through the PowerSchool program.

HONOR ROLL (5-8)

First Honors: No grade below **94%** and S in effort and behavior.

Second Honors: No grade below **86%** and S in effort and behavior.

PROGRESS REPORTS are issued four times per year, mid-way through each grading period. At the middle of each grading period, ALL students receive progress reports to notify parents of the acknowledgment of achievement or the need to improve school work.

The following grading scale will be used school wide.

Percent	Grade
100	A+
94-99	A
86-93	B
78-85	C
70-77	D
69 and below	F

For grades and athletic eligibility policy, see EXTRA-CURRICULAR/ACADEMIC EXPECTATIONS.

HOMEWORK POLICY

Through their homework, students learn to work independently, to arrange their time, use good study skills, and develop self-discipline as they accept responsibility for completing assigned work.

The school encourages your children to accomplish as much of their assigned school work as possible during the regular school day. Some degree of assigned homework is essential. We suggest that parents "help" but not "do" assigned homework. Parents can help their children by arranging a quiet, comfortable place to work and by seeing that assignments are completed. Parents are also encouraged to make arrangements to pick up school work when their children are absent from school due to illness.

Although the amount of homework will vary within grade levels and on different days, a reasonable daily guideline is listed below.

Grades K-2 15-30 minutes
Grades 3-4 45 minutes
Grades 5-6 60 minutes

Grades 7-8 90 minutes

An "average amount" of homework is assigned by individual teachers. These assignments are due at the beginning of class. The amount of time spent on homework increases as students progress through the higher grade levels. The amount of time required to do homework varies with the individual child and with whether or not the student has an additional study hall at school. If your child spends an excessive amount of time on homework it may be that he/she is not making good use of his/her time at school. If you have any questions about homework, a call for a conference with the teacher is recommended.

ST. JAMES DISCIPLINE POLICY

GUIDELINES FOR SCHOOL AND CLASSROOM BEHAVIOR

We, the students of St. James, respect ourselves, others and school property by refraining from the following:

- Bullying
- Disrespect to any members of the St. James community
- Inappropriate language, gestures, and personal harassment
- Cheating and/or lying
- Fighting
- Damaging or stealing another's property
- Improper behavior on school grounds
- Disregarding the dress code policy
- Chewing gum on school property
- Public displays of affection

The above guidelines were designed to encourage the growth and development of responsible young adults.

Teachers have individual classroom rules and are responsible for implementing them in order to maintain strong classroom control. These are clearly stated in the classroom.

CONSEQUENCES

Detentions: When a student chooses to violate a school rule certain consequences will arise. The student will receive a violation notice that will be sent home to be signed by a parent/guardian. In addition the student will serve an after school detention. Parents will be notified 24 hours in advance of the detention.

Demerits: St. James will also implement a warning system for less severe infractions. Once a student accumulates 4 demerits in a quarter, a detention will be issued.

Violations include:

1. **Disrespect**
2. **Bullying**
3. **Inappropriate language**
4. **Cheating and lying**
5. **Fighting**
6. **Damaging another's property/stealing**
7. **Improper behavior on school grounds or on bus**
8. **Unprepared for class**
9. **Chewing gum**
10. **Inappropriate Chromebook usage**
11. **Other behavior deemed inappropriate by staff or administration**

DETENTION: Detentions will be served from 3:00-4:00 p.m. on a day assigned by the principal. Parents are expected to pick up their child at 4:00 p.m. in the school office. Students not picked up by 4:00 p.m. will be sent to after school day care and will be assessed a fee. The number of violations and detentions will accumulate for one *semester* and then they will begin at zero at the beginning of the new *semester*.

IN-SCHOOL SUSPENSION: A student accumulating 3 detentions in one *semester* may receive an in-school suspension. Written notification will be sent home and a conference will be necessary either in-person or via phone.

EXPULSION: Excessive in-school suspensions may result in expulsion.

RULES ON DRUGS, ALCOHOL, TOBACCO, AND VAPING

Use or possession of alcohol or other illegal drugs or the improper use of prescription drugs is never permitted on or near school property or at or near school sponsored activities. Smoking, vaping, or chewing tobacco by students is not permitted at school, on school property, or at school-sponsored activities. Possession of smoking, vaping materials, or chewing tobacco is not permitted. Parents will be contacted in the event of any violation of these guidelines. The consequences of such violations will be determined by administration.

RULES AND GUIDELINES ON SUSPENSION AND EXPULSION

Suspension means that a student is excluded from participating in school or any of its extra-curricular activities for a set period of time. This suspension may be a suspension from the classroom by teachers or a suspension from school by the principal. Prior to a suspension from school, there will be a hearing at which the student will have the right to present to the principal any relevant information. If the student is to be suspended, the principal will notify the parent(s) of the reason for suspension and the steps necessary to reinstate the student. Written notification of suspension from school will be provided to the parent(s) or guardian(s) within 24 hours.

Expulsion is the permanent dismissal of a student from school for disciplinary reasons. Due to the gravity of the consequences of expulsion, the school principal consults with the Director of Schools prior to the initiation of expulsion proceedings.

The expulsion of a student from a diocesan school is such a serious penalty that it is invoked rarely, and only as a last resort. The fact that a student presents problems to a school is not in itself sufficient reason for expulsion. The principal will use every means available to discover the cause of the problems and exhaust all other appropriate remedies. Parents will be informed of their rights and opportunity to be heard. A notification of expulsion will be sent to the Director of Schools within twenty-four (24) hours of the determination.

The following are examples of student conduct which is unacceptable wherever it appears. Such behavior may constitute grounds for expulsion of a student from St. James School:

1. Using violence, force, noise, coercion, threat, intimidation, or comparable conduct and thereby interfering with school purposes.
2. Damaging or stealing school property.
3. Damaging or stealing the property of another.
4. Threatening or intimidating any student for the purpose of obtaining money or anything else of value.
5. Threatening or doing harm to a fellow student.
6. Threatening or doing physical harm to a school employee.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
8. Knowingly possessing, handling, or transmitting any object that might be considered a weapon.
9. Engaging in any unlawful activity that interferes with the school process.
10. Insubordinate conduct.
11. Violation of school attendance policies.
12. Sexual harassment.

SEXUAL HARASSMENT

Sexual harassment by students is unacceptable conduct which may constitute grounds for expulsion. Sexual harassment may include unwelcome sexual advances, requests for sexual favors or language or conduct of a sexual nature when such activity is sufficiently severe, persistent or pervasive so as to limit a person's ability to participate in or benefit from school programs or so as to create a hostile or abusive educational environment.

Any person who has complaint of sexual harassment by a student must bring that complaint to the attention of the school principal. Forms for reporting alleged sexual harassment may be obtained from the school principal's office. All such complaints will be promptly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep

documentation of all allegations and investigations of student sexual harassment confidential and take appropriate corrective action including disciplinary measures if justified to remedy violations of this policy. Any person who knowingly makes a false report of sexual harassment by a student shall be subject to disciplinary action.

NOTICE AND OPPORTUNITY FOR HEARING

It is intended that all students be given fair and just treatment in matters of school discipline. In providing a student such treatment, St. James provides certain minimum due process, including:

1. Notifying the student and student's parents of disciplinary charges;
2. Providing the student an opportunity to respond to such charges; and
3. Granting a hearing to the student upon request.

A student adversely affected by disciplinary action of the school may appeal such action in the company of his/her parent(s) to the Director of Schools. The school principal shall inform the student's parent(s) of this right of appeal.

SEARCH POLICIES

Student Searches: The principal and teachers may search students and their personal belongings if they have a reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules.

Locker Searches: School lockers are the property of the school. A student who uses a school locker may not expect privacy in that locker or the locker's contents. The school principal may search student lockers at any time. The principal may also authorize any other school official or law enforcement officers to search any student locker at any time.

EXTRA-CURRICULAR/ACADEMIC EXPECTATIONS

ATHLETIC ELIGIBILITY: The athlete must not be failing any classes. Grades will be reviewed as report cards are issued. Upon release of a report card not meeting minimum standards, the student will be suspended from play for 15 school days from the day report cards go home (student may practice with the team). On the 15th school day, the grade situation will be reviewed by the school administrator. At that time, the student will be reinstated to the team if the grade problem is corrected. If grades are not up to standard, the student will continue play suspension and the right to practice will also be suspended for 15 more school days. After the second fifteen school day play and practice suspensions, the grades will be reviewed again. If grades are up to minimum, the student will be returned to eligibility. If the grades are still inadequate, the student will be

removed from the school team and denied practice and play for the remainder of the season.

Students who are academically ineligible at the end of the school year will be able to participate on sports teams, but will be closely monitored at the beginning of the next school year.

Exceptions on academic eligibility to participate can be granted at the discretion of the school administrator for appropriate reasons. It is expected that any exception will be documented for future reference.

Students may be disqualified from participation in sports activities based on behavioral reasons established by individual schools.

Approved by St. James School Council April, 2006

The Athletics and extra-curricular activities at St. James provide an opportunity to develop the attributes of good Christian citizenship and sportsmanship. The following guidelines are based on those rules set by St. James and the Diocesan Athletic Guidelines for Elementary/Middle Schools.

Fundraising: Each student is expected to pay a fee for each of the sports activities in which he/she participates. Therefore, there should be minimal fundraising. Any fundraising must be approved by the Athletic Director/s and the Administration. If approved by both the Director/s and Administration, the Director's will take the proposal to the Parish Council for approval.

Safety: Safety is of utmost importance when participating in any extra-curricular activities. The following are safety issues that all coaches and parents/guardian must apply to:

- All coaches will be provided with a first aid kit and an emergency card for each student on his/her team.
- Because of the contact nature of football and wrestling, no girls may participate in either sport.
- Cheerleading is not a gymnastic activity. Dangerous lifts, throws, catches, stunts, dismounts, drops are not permitted. All mounts and/or pyramids are limited to a height of 1/2 person.
- Students may not practice or play in a game if they are not in school for at least a half day.
- Students may arrive 15 minutes prior to the start of practice. No student may remain after school for practice unless the practice is scheduled immediately after school.
- It is the responsibility of the parent/guardian to pick up his/her child immediately after the scheduled time for practice to be over.
- It is the responsibility of the parent/guardian to take and pick up his/her child for any scheduled game.

Spectators and Parents will agree to:

- Allow the children to be accountable to themselves, their team and their coaches.
 - Acknowledge that coaches, administrators and support personnel are volunteering their time and deserve respect and gratitude for what they are providing in this program.
 - Respect the decisions of the coaching staff regarding playing time, training and the athlete's role.
 - Support the team regardless of their child's role on the team.
 - Acknowledge that their role at competitions is to be an enthusiastic team supporter and understand that it is inappropriate to negatively single out any player, coach, official or minor official whether by name, number or role.
 - Verbal and/or physical abuse will not be tolerated and will be dealt with accordingly.
 - Should I disagree or wish to discuss a coach's decision regarding the team or my child I will execute the following protocol:
 - Wait 24 hours following the practice or competition to express my concern.
 - Contact the coach, describe my concern and arrange to meet for a discussion.
 - Discuss my concern rationally and attempt to understand the coach's perspective.
- If I feel that my concern has not been adequately addressed, I will contact the Athletic Director.

Coaches and Sponsors will agree to:

- Follow the rules set forth by St. James and the Diocese.
- Use good judgment and give positive reinforcement during games and practices.
- Show mature judgment in your handling of students.
- Encourage sportsmanship and fairness in your dealings with your students.
- Model good behavior for the students you teach and coach.
- Instruct the students in those skills needed for the sport or activity. Be realistic in coaching. Consider the age and development level of each student.
- Coordinate your work with the school principal and/or athletic director/s. The principal of the school has the ultimate decision making responsibility for the administration of school and these programs.

Games and Practices:

- Games and events will be played as scheduled either through the league or through the school office.
- Each team may enter two tournaments per season.
- The starting and ending time for a sports activity will follow the guidelines set by the diocesan athletic guidelines for elementary/middle schools.
- No practice may be held before or after the school year. The exception to this would be volleyball and cub football.

Uniforms:

- The athletic director/s, with the approval of the school principal, will purchase

uniforms or equipment.

- Uniforms will be handed out by the coaches prior to the start of the season.
- Uniforms can not be worn during practices.
- Uniforms need to be washed with care since they are used for several years.
- Uniforms should **NOT** be handed into the office. If you cannot get the uniform in on the specific time and date you will be responsible to set a time with the coach to hand in the uniform.

BEHAVIOR ON SCHOOL BUSES

Safety for all students is extremely important. St. James students must follow these rules to ensure safety for all students during transportation to and from school. These same rules apply when students are transported by bus on field trips or class trips.

RULES:

1. Go to your seat immediately and allow other students to take a seat next to you. (No saving of seats.)
2. Be seated and remain in your seat for the duration of the trip. If this is not followed, seat selection may be determined by the driver or supervisor.
3. Do not have your arms or head outside the window at any time.
4. There will be no screaming, fighting, tripping or abusive language on the school bus.
5. No food, gum, or liquid is to be consumed on the bus.
6. No electronic devices (radios, cell phones, recorders, etc.) may be used while students are in transport.

CONSEQUENCES:

First Offense:	Warning
Second Offense:	Put off the bus for three days.
Third Offense:	Put off the bus for one week.
Fourth Offense:	Permanently dismissed from the bus.

PARTY INVITATIONS

Students should not exchange gifts for individuals at school. This gesture only creates hurt feelings. Invitations for slumber parties, birthday parties, or other celebrations should be sent via the U.S. Mail unless an invitation is given to every student (or every boy or every girl) in the class.

PARENT TEACHER CONFERENCES

Each year a Parent-Teacher Conference is scheduled by the school around the end of the first grading period. Conferences are scheduled to accommodate as many parents as is conveniently possible. The school will set aside a time to make specific appointments with parents regardless of the progress of their students. Teachers can do a much better job with students if they can share their understanding of the student directly with the

parents. If wisely spent, these conference times can be very valuable to the overall progress of the child.

Particular parents of children may need more than this formal conference during the year. If you wish to schedule a conference with any of the teachers at any time during the year, please feel free to do so. This may be done by making an appointment directly with an individual teacher or through the school office.

CUMULATIVE RECORDS

The school office maintains an accumulative folder on each student. This folder contains: semester grades, standardized test results, registration forms, attendance records, and reports from other professional sources. With prior arrangements, these records may be examined upon request.

Records are sent directly between schools if a student transfers from one school to another. A child's records will not be released to another school or agency without the parent's permission. Directory information is excluded.

GRIEVANCES

We like to think of St. James School as an extended Catholic family. As in all families, from time to time differences of opinion do occur. If a problem should arise, please follow the proper procedures. Problems should first be addressed with the teacher involved, then the principal, and then finally the School Council. If the council is to be addressed, the council president should be contacted so that the party requesting the meeting can be placed on the agenda.

PTO

St. James has an active PTO. Members serve a two year term. It provides parents a chance to actively participate in school activities on many levels. Fundraising done by the PTO provides the school with some of the basics and many of the "extras." The PTO conducts school fundraisers as needed and sponsors several events throughout the year for the benefit of students and staff.

VOLUNTEER PROGRAM

St. James invites parents and all parish members to become involved in the educational programs, athletic programs, fundraisers, etc. Areas of service include library aides, office help, and lunch and recess helpers. Volunteer forms are available at the time of registration each year or volunteers may call the office at any time. Volunteers have proved to be invaluable to our school and are greatly appreciated.

Several individuals from each class are needed to serve as homeroom helpers. Duties include assisting the teacher with field trips, classroom celebrations, and other special programs.

All volunteers must complete a background check and Safe Environment training through the CMG Connect program.

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

GENERAL ACTIVITIES

St. James offers various extracurricular activities and other enrichment programs which are beneficial to students who wish to add to their classroom experiences. Some after school practice is required for these activities and parent support is asked for transportation, occasional coaching, and possible judging.

LIBRARY

Teachers, volunteer librarians, and students are allowed to use the library and check out books. Students are allowed to check out two books at a time for two weeks. We have no overdue fees, but students are responsible for paying for books not returned by the end of the school year.

EMERGENCY PROCEDURE DRILLS

Severe Weather: Twice each semester, the school conducts emergency storm/tornado drills following state guidelines for the safety of our students. Our Emergency/Disaster Preparedness Plans have been filed with the Department of Public Instruction, Division of Civil Defense Education. In addition, bus drivers have received guidelines for severe weather when students are in their care. We try to instill a sense of precaution, warning and safety during severe weather.

Fire Drills: Once each month the school conducts a fire drill for each building, so that students are knowledgeable and reminded about proper procedures in case of fire.

Tornado and Earthquake Drills: Tornado and earthquake drills are conducted so that students will know where and how to protect themselves.

We ask your cooperation in helping your child to understand the seriousness of drills and the need for cooperation during drills.

MEDICATIONS

The following rules will govern the practice of administering medication to all students at St. James.

- I. **Prescription Medication:** No prescription medication will be given to any student at any time unless there is on file at the school the following information:
 - A. A certified prescription or physician's signed statement for medication with the following information:
 1. The student's name
 2. Type of medication
 3. The dosage to be given
 4. The time at which the medication is to be given
 - B. The parent's written authorization for giving the medication, which must be on a school medical form. No verbal permission will be accepted to administer medication.

- II. **Non-Prescription Medication:** May not be given by any employee of the school unless written directions on the Medical Form and medication is furnished by the parent. These would include aspirins, cough drops, and all other over-the-counter remedies. All medication must be kept in the office. Students cannot keep their own medication.

- III. When medication is to be given, whether prescriptive or non-prescriptive, the principal or persons designated by the principal will be in charge of administering the medications, not the student.

- IV. If a student is diabetic or for some other reason medication must be administered via injection, only someone trained and certified by a licensed practitioner (doctor or nurse) may give that injection. A written statement from the practitioner and written parental permission must be on file in the school office.

- V. Medication cannot be sent home with students. Parents or designee must pick up medication from the school office.

EMERGENCIES

Any minor accidents will be treated by the school staff. If the accident or illness is of a serious nature, the parent will be contacted at home or at work. In case neither parent can be reached when an emergency arises, the name and phone number of two persons who

could be contacted should be on file in the office on an Emergency Procedure Card. Changes in any telephone numbers (job, home, neighbor) should always be reported to the office as soon as possible.

INSURANCE

It is to be understood and acknowledged by parents and guardians that neither the school, principal, teachers, nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. It is the parents' or guardians' obligation to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

TELEPHONE

The telephone is not for social calls and students will not be allowed to make calls except in an emergency. This helps develop responsibility and organization. Children may not use the phone to ask for forgotten homework, gym clothes, lunch, things they forgot to check on the night before, etc...

CELL PHONES/ELECTRONIC DEVICES

Students may only use cell phones after school hours. They may not be allowed to be turned on or used during the school day. 6th-8th grade students will turn in their phones and/or internet capable watches at the beginning of the school day. **This also includes all other electronic devices that can access the internet. Students caught with such devices will turn them in to the principal and parents must pick them up.**

PLAYGROUND REGULATIONS

1. Food, Candy, gum, etc. is not allowed.
2. The swings should be used in moderation. Twisting or jumping off are not safe on a school playground.
3. Play areas include the field and parking lot.

GRADUATION

Eighth grade graduation ceremonies consist of Mass and presentation of diplomas. A reception usually follows which is given by the 7th grade parents. All graduates, their families, and friends are welcome to attend this reception.

WELLNESS POLICY

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture recently verified that all schools, including private schools, which participate in the National School Lunch Act or the Child Nutrition Act, must develop a School Wellness Plan. Each school in the Diocese of Evansville will engage students, parents, teachers, food service staff, and health professionals in developing, implementing, monitoring, and reviewing school nutrition and physical education policies. To achieve these goals, schools will form wellness committees, set campus nutrition guidelines, and determine nutrition education and physical activity opportunities. Copies of the plan can be found in the school office. In order to comply with the wellness policy, students may not bring in food or beverages to share with the class to celebrate birthdays. Students will be recognized on the announcements and receive a free dress pass on or near their birthday.

NO SMOKING POLICY

Smoking in any and all diocesan-owned facilities to which members of the public are invited is forbidden.

- This policy applies to all parishes and institutions within the twelve counties comprising the Catholic Diocese of Evansville.
- Any diocesan parish or institution in violation of this policy will be subject to a surcharge of 20% on its property and liability insurance assessment in the next fiscal year for each substantiated incidence.

SURVEILLANCE CAMERA POLICY

St. Catholic School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

Only authorized personnel, as determined by the one responsible for the property will be involved in, or have access to, surveillance camera images and data.

CUSTODIAL RIGHTS

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's

academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

VISITORS

Upon arrival, all school visitors (volunteers, parents, etc.) must check in at the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop into a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

WITHDRAWAL OF STUDENTS

Parents withdrawing their child/children from St. James School must notify the school office by completing the Withdrawal from School Form.

RIGHT TO AMEND HANDBOOK

The school or the principal retains the right to amend the handbook for just cause and that parents will be given prompt notification if changes are made.

Parent Signature Page

I have read the 2023-2024 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent (Legal Guardian) signature Date

Parent (Legal Guardian) signature Date

Student signature Date

Student signature Date

Student signature Date

Student signature Date

***Parents and students must both sign.**

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