

## **WELCOME**

Saint James School was instituted in 1913 and has a history that has made it strong and provided for a promising future. Saint James offers educational programs ranging from 3-year-old preschool through eighth grade. The school has always been a vital part of the St. James parish life. The parish and school community work together to provide a quality education and emphasize the belief that a strong Catholic faith foundation is fundamental to a student's future.

The school community welcomes you to a partnership of educational endeavors and the development of your child/children's Catholic faith. As a school community, we engage the whole child, emotionally, intellectually, physically, socially and spiritually.

## **PHILOSOPHY**

Saint James School is an integral part of Saint James Parish. The school and parish collaborate in passing on the Catholic faith and proclaiming the Good News of the Gospel. Our community seeks to nurture the students' relationship with and reverence for God. Acknowledging the intrinsic worth of each child, our community endeavors to create an environment which promotes excellent minds and exceptional hearts in our students. We also value the need for our students to become faith-filled responsible citizens who can contribute positively to the world. Students are encouraged to be of service, to recognize and respect diversity; and to grow in awareness of justice as found in Catholic Social Teaching.

## **BELIEF STATEMENTS**

- The school is a vital part of the parish community and shares in the ministry of the church.
- The students will be well grounded in their Catholic faith which includes doctrine, liturgy, the sacraments, sacred scripture, and personal prayer.
- The students will develop stewardship for the earth and its resources.
- The school will provide opportunities for service to others so that the students can incorporate and integrate the gospel value of serving others.
- The students will develop behavior that demonstrates respect for others and recognizes the diversity which exists among people.
- The school will engage the whole child, emotionally, intellectually, physically, socially, and spiritually.
- The faculty and staff will provide a safe and nurturing environment which enables the students to reach their potential and acknowledge their intrinsic worth.
- The faculty and staff will integrate technology into the curriculum to enhance the curriculum and prepare the students for their futures.

**WHERE WE EXCEL**  
**Excellent Minds – Exceptional Hearts**

History is often an indication of the strength and effectiveness of an educational institution. This is certainly true for Saint James School which has been educating children since 1913. The commitment to education for Saint James Parish is evident in the thousands of children who have passed through the doors of the school.

Saint James School endeavors to excel in all academic areas. Using the curriculum provided by the Diocese of Pittsburgh and guided by the Pennsylvania state standards, our students have the opportunity to master the academic skills and higher order thinking skills at all grade levels. This is verified in standardized test scores which demonstrate continued academic growth as students move through the grade levels. The majority of students are well above the national norms on their standardized tests and often qualify for honors classes when entering high school.

It is our belief that the educational and spiritual process provided at Saint James School opens children's minds for other academic endeavors. The balance of academics and faith helps students be attuned to the many opportunities their Catholic education provides, and it makes them aware of the numerous life choices which are available to them.

**GOVERNANCE**

Saint James School is under the aegis of Saint James Parish. The parish is a separate operational entity of the Catholic church of Pittsburgh. The pastor represents the Bishop in the mission of Catholic Education. The Diocese of Pittsburgh Schools Office provides policies and guidelines which assure that State and Diocesan academic standards are followed. The pastor and principal, with the direction of the School Advisory Board, guide the school toward academic excellence and Catholic faith development.

**CURRICULUM AND METHODS**

Saint James School provides a learning environment which promotes and encourages the holistic development of each child, fosters the dignity of each person, develops the students' understanding of justice issues in relationship to Gospel values and Catholic Social Teaching and advances the principles of the Catholic faith.

The core curriculum is aligned with the curriculums sent forth by the Education Office of the Diocese of Pittsburgh, the Pennsylvania Department of Education's Academic Standards, and the Terra Nova Testing.

The core curriculum is enhanced by the instructional strategies employed by the faculty. Cooperative instruction, differentiated instruction and flexible grouping are some of the strategies utilized in the classrooms. Teachers attend various workshops and classes to obtain Act 48 credits as specified by the Pennsylvania Department of Education and Act

In addition to the mandated course of studies, students at Saint James School are afforded the opportunity to participate in other areas:

- |                               |                                   |
|-------------------------------|-----------------------------------|
| • Religion                    | Preschool – 8 <sup>th</sup>       |
| • Computer                    | Kindergarten – 8 <sup>th</sup>    |
| • Spanish                     | Pre-K – 8 <sup>th</sup>           |
| • Library                     | Preschool – 8                     |
| • Art Club (Sweetwater)       | K – 3 <sup>rd</sup>               |
| • Chess Club                  | K – 8 <sup>th</sup>               |
| • Math Club                   | 6 <sup>th</sup> – 8 <sup>th</sup> |
| • School Musicals             | K – 8 <sup>th</sup>               |
| • Forensics                   | 6 <sup>th</sup> – 8 <sup>th</sup> |
| • Private Music Lessons       | 4 <sup>th</sup> – 8 <sup>th</sup> |
| <input type="checkbox"/> Band | 4 <sup>th</sup> -8 <sup>th</sup>  |
| • PJAS                        | 7 <sup>th</sup> – 8 <sup>th</sup> |
| • Service Projects            | Preschool – 8 <sup>th</sup>       |
| • Soccer                      | 3 <sup>rd</sup> – 8 <sup>th</sup> |
| • G/B Basketball              | 3 <sup>rd</sup> – 8 <sup>th</sup> |
| • Cross Country               | 3 <sup>rd</sup> – 8 <sup>th</sup> |
| • Cheerleading                | 2 <sup>nd</sup> – 8 <sup>th</sup> |

These integrated courses and activities are part of a continually expanding program which strives to meet the needs of the children.

Students in grades 5-8 are taught the **Catholic Vision of Love**. This program sets forth the beauty of the Church’s teaching on the family, marriage, and human sexuality.

### MIDDLE STATES ACCREDITATION

The Middle States Association of Colleges and Schools accredits Saint James School. The Middle States accreditation is an expression of confidence in Saint James’ mission, goals and objectives, performance, and resources, and validates publicly the school’s commitment to excellence in education.

### ABSENCE/TARDINESS

#### **Attendance - 570.01 Diocese of Pittsburgh**

A student who is absent for three (3) or more consecutive days is considered lawfully absent if a written excuse is provided by a physician. A student who has been absent for ten (10) days during the school year is considered lawfully absent if a written excuse is provided by a physician.

Regular attendance at school is a major factor in determining academic success. Absence from school is defined as either **Excused** or **Unexcused** according to guidelines from the Pennsylvania School Code. Excused absences include illness, quarantine, impassable roads, recognized religious holidays, and urgent situations, such as death in the family or court appearance. The state guidelines also permit an **Excused Absence for Educational Trips** if a request is sent to the school **prior** to the dates of the trip\*\*. If no **prior** notice is received, the absence is classified as **Unexcused**.

\*\*Because lesson plans may change during a week, teachers cannot provide the exact work to be completed prior to a student's departure. Therefore, teachers will provide what they can, but a student is responsible for making up all work upon his/her return. Teachers need to be notified five (5) days in advance.

Parents should call the school office on the first day that a child is absent from school. Give the child's name, homeroom teacher, and reason for absence. It is the child's/parents responsibility to make arrangements for missed assignments. Homework/classwork assignments are posted on-line.

Upon returning to school from an absence, a **written excuse (or email to the school office)** is to be submitted to the child's homeroom teacher as required by state law. If there is a consistent violation of this requirement, absences may be considered unexcused.

A written excuse needs to be given to the teacher/principal for the following reasons:

- Following an absence
- Excused from gym class
- Permission for out of school appointments (child is expected to return when possible)
- Attending funerals
- Vacation
- Change of plans in leaving school (bus, ride or walk)
- Early Dismissal
- Attending *After School Care* if the service is not used on a regular basis.

According to the Pennsylvania School Code, Section 1332, "The absence of any pupil who remains out of school with or without his parent's permission, and is not absent because of illness or for other urgent reasons, as defined in the School Code, shall be unexcused. Such absence will be recorded as 'unlawful-unexcused' for a pupil who is under the compulsory attendance age." Section 1333, "Any such child who has been absent three days, or their equivalent, during the term of compulsory attendance, without lawful excuse...shall be given written notice. If, after such notice is given..., attendance is again violated by the person, such person shall be liable...for referral to the magistrate." Under certain circumstances, Children and Youth Services may also be contacted.

Parents and guardians of students who acquire excessive absences will be required to provide documentation from a physician indicating that the absences are relating to an existing medical condition. Students who are absent for more than thirty days during the academic year may be denied academic promotion.

## **EXCESSIVE TARDINESS**

Being on time for school is imperative to the success of each individual student as well as the classroom as a whole. When a child is tardy, he/she may disrupt the flow of a class already in progress; this is disrespectful to the teacher and fellow classmates. When a child is tardy significant time is lost for class preparation. Excessive tardiness is also a serious matter and may also necessitate intervention with a magistrate and/or Children and Youth Services.

The tardy bell rings at 8:00 a.m. Students must be in their classroom by 8:00 a.m. This is a 10 minute grace time between the first bell and the tardy bell.

## ACADEMIC ELIGIBILITY POLICY

Students who participate in the sports program at Saint James must maintain a “C” average in each subject area to be eligible for participation in practice and/or games.

Grades are posted on GradeBook. If in the middle of a grading period, a student has a grade below a “C” average in any subject area, parents will receive written notice. The student will then have two weeks to bring the grade up to a “C” average. **If a student does not achieve a “C” after the two week period, he/she will be suspended from sports for a full two week period effective immediately. Even if the grade improves during that two week period, the student is not permitted to practice/play until the two week suspension is completed.** If the grade(s) is not improved at the end of the two week suspension, the suspension will continue until a “C” average is obtained. The same process will be followed at the end of a grading period when students receive their report cards.

Parents and coaches will receive official notice by e-mail, in writing or by phone from school personnel informing them of a suspension and when or if a child is eligible to begin practice/play based on the criteria mentioned above. **A student’s verbal message is not an official notification and parents/coaches are not to allow him/her to participate in practice/play based on the student’s word.**

It is expected that a student be present for a full day of school on the day of the event in order to participate in any sporting event and/or school activity (such as a dance). In the case of a doctor’s appointment, a slip from the doctor must be presented in the school office before a student is permitted to practice/play. If there are other special circumstances, the school office must be notified in writing so a determination can be made for participation.

***Special Note:*** A student’s consistent lack of academic performance may result in the loss of participation in any school sponsored or school related activity including graduation and/or graduation activities.

## ACADEMIC PROGRESS

***Kindergarten*** evaluations are scheduled for January, March and June. These are based upon the child’s progress in social, emotional, and developmental readiness and may determine entrance into the first grade.

***First through Eighth Grade*** – The children are assessed and evaluated on all subject areas according to their progress and mastery of grade level information. Grades are in accordance with the grading-scale present on Diocesan report cards. Progress reports are sent home once during a grading period. Report cards are issued quarterly for these grade levels.

Terra Nova Achievement test administered to students in grades 2-8 each year.

## **ACCIDENT/INJURY**

An Emergency Card is sent home the first day of school for each child. It must be completed and returned to school the next day. When an accident or injury occurs at school, parents are contacted to determine what action the parent would like taken. Actions include taking the child home, to a doctor, or a hospital. It is vital that the emergency information sent home at the beginning of each school year be completed and sent back to the school immediately. If there is a change in the emergency information, the school office needs to be informed right away.

If a child suffers an unexpected injury parents need to contact the principal, and/or teachers to make them aware of the problem. Any case of a communicable health issue needs to be reported to the school office immediately. Example: head lice

## **ADMISSION PROCEDURES**

Saint James School admits students of any race, or national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students formally accepted into the school. We do not discriminate on the basis of race, or national, or ethnic origin in the administration of our educational policies, admission policies, athletic or other school administered programs. Any student who attends Saint James School must participate in religion classes, worship services and other religious activities.

### ***Acceptance***

Applications will be reviewed for acceptance once all materials are submitted and all interviews and conferences are completed. Applications are considered and informed of acceptance in the following order:

1. Siblings of currently enrolled students
2. Parishioners
3. Non-Parishioners
4. Non-Catholics

### ***Admission***

New students are granted admission on a probationary basis of nine weeks of school. New students and their families should be cognizant of, and willing to comply with, all school expectations. Students may be dismissed for any of the following reasons:

- Lack of cooperation
- Recurring unacceptable behavior
- Failure to disclose any special needs of students
- Delinquent tuition

This list is illustrative but not exhaustive of possible reasons for dismissal. Administration reserves the right to revoke admission of any student for just cause.

### ***Application***

\* **Siblings of currently enrolled students** who are just enrolling at Saint James School must complete the entire **New Student Application process** before being considered for acceptance.

\* **New students** – Applications are considered **submitted** once **ALL** the following materials are submitted to the principal:

- 1. Application for admission**
- 2. Birth Certificate** - To be considered for acceptance a child must reach the required school age (pre-3=3, pre-4=4, pre-K=4, Kindergarten=5) by **SEPTEMBER 1<sup>st</sup>**
- 3. Immunization Record**
- 4. Baptismal Certificate** (N/A if baptized at Saint James Parish)
- 5. Permanent Records** (Required for students who are applying for acceptance to grades 1-8)
- 6. Teacher Letter of Recommendation**
- 7. Non-Refundable Application Fee of \$50** (Waiver for all siblings of currently enrolled students)
- 8. Pastor Verification Forms** (Required for all students who are not members of Saint James Parish but are members of another Catholic Parish)
- 9. Student Interview** (as needed)
- 10. Parent Conference with Principal**

### **AFTERCARE**

Saint James School offers an Aftercare Program from 2:30 until 6:00. Early dismissal times are from 11:30 until 6:00. This service is available according to need, such as daily, weekly, etc.

The fee schedule is determined on a yearly basis and will be listed on the registration form. When payment is delinquent, services will be suspended until payment is made.

When a student missed the bus or when parents are late picking a student up, the student may be sent to the Aftercare Program. The Aftercare fee may be assessed in these situations.

### **AFTER SCHOOL ACTIVITIES**

Students who are attending sports practice or other after-school activities, and have a space of time between school ending and the activity beginning, must go to Aftercare. Students are not permitted to leave grounds alone or in groups and return later unless they have written permission. Students will not be permitted to call home during the day to make these arrangements. Planning ahead is the key.

### **ATTENDANCE NOTIFICATION**

For the safety of the student, parents need to call the school to report a student's absence.

#### ***Late to School***

Grades K-8 (arrive after 8:00 a.m. but before 10:30 a.m.).....tardy  
Grades K-8 (arrive between 10:30 a.m.-12:00 p.m.).....1/2 day absence  
Grades K-8 (arrive after 12:00 p.m.)..... 1 day absence

#### ***Appointments***

Leave early morning and return within two hours (must have doctor's excuse)...present  
Leave before 12:00 p.m. without returning.....1/2 day absence  
Leave after 12:00 p.m. .... present

## **AUXILIARY SERVICES**

The following services are offered through the Intermediate Unit:

**Health:** Quaker Valley School District provides a school nurse. The nurse schedules doctor's visits for dentals and physical examinations that are required by PA law. The nurse also conducts the vision and hearing tests and height and weight screenings for designated grades. Health information and emergency cards are kept on file in the school office.

**Remedial Reading:** A reading specialist teacher is provided through Act 89 for those students who are eligible. The reading specialist also serves students who are eligible for Title I.  
**Speech and Language:** Speech and language services are also provided through Act 89.

**Counseling:** A certified counselor provides individual and small group counseling sessions to children in grades K-8. Children can be referred by parents, principal, and teacher or by self-referral. The counselor is permitted to see a child once without parental permission. If further sessions are requested by the school or self, parental permission is necessary.  
**Psychological Testing:** When it has been determined by parents, principal, teachers and other support teachers that testing would be appropriate for a student, the parents must request the testing from a child's local school district. Information about how to request testing is available in the school office. Results are formally reported to parents, principal and teachers along with a list of recommendations made by the psychologist. This information is kept confidential and only shared with necessary school personnel. When teachers are asked to complete a behavioral assessment or other forms in regards to testing, these forms will only be mailed or faxed to a doctor's office and/or the child's school districts office. Forms will not be given to parents.

**Student Assistance Program:** The Student Assistance Program (E-SAP) is mandated in the Commonwealth of Pennsylvania by Act 211 of 1990. It is a comprehensive program of prevention, intervention, and support for students in grades K-12. The members of the team are the principal, faculty members and school counselor of the school who have received special training through Approved Agencies.

The program exists in order to promote the growth and development of a child. The team members work with students who are experiencing behavioral/academic difficulties which impact their social, emotional, and educational progress.

Referrals for the program are made by faculty and/or parents. Once a referral has been received by the team, classroom teachers are asked to complete a form which helps identify the behaviors. The team then makes informed assumptions as to what is needed to help the student, conveys this information to classroom teachers, parents/guardians and evaluates the results. If necessary, after consultation with parents, appropriate referrals are made to outside agencies.

Team members must maintain all information regarding students and their families under **safeguard of privacy and confidentiality**. Access is limited to those who have a legitimate educational interest.

## **BIRTHDAY INFORMATION**

**Invitations:** Birthday invitations may not be distributed at the school unless all the children, all the boys, or all the girls are invited.

**Treats:** Students may bring in healthy snacks for their birthday treats. Small treats are recommended as large treats often get wasted. Treats with peanuts/peanut butter are not permitted.

## **BOOKS**

**Textbooks:** Saint James School participates in Pennsylvania's Act 195/90 whereby the state purchases textbooks and instructional materials of non-religious items. A parent form giving permission to use these books is kept on file in the school office. Books are to be covered at all times. Books taken to and from school are to be carried in a book bag. Students are responsible for the condition of the books loaned to them. Parents are responsible to pay for lost or damaged books at replacement value. If payment is not made, a student may not receive his/her books for the new year until payment is made.

**Library Books:** Students are responsible for the condition of the library books and videos taken from the library. Parents are responsible to pay for lost or damaged books at replacement value.

## **CAFETERIA**

Saint James offers a hot lunch each day. Students can pay for their lunches on a daily, weekly, or monthly basis. Tickets must be used by the last day of school. Refunds will not be given, so it is advised that attention be given to student tickets at the end of the year.

Students are to order their lunch in the morning during homeroom period. When a student comes to school late, he/she must inform the school office if he/she would like to order a lunch.

**Students are not permitted to bring glass containers of any kind into the cafeteria.** Non-breakable containers are permitted. Containers that resemble any type of alcoholic beverage, snuff, etc. are not permitted. **Students are not permitted to bring energy drinks.**

The expectations for student behaviors and consequences are listed in the Code of Conduct.

## **CELL PHONES**

Due to the number of working parents and family schedules, we understand the need for students to carry cell phones. However, cell phone use is not permitted at any time during the school day unless it is determined by the principal or a teacher that use of the cell phone is necessary.

If a cell phone is used in school without permission, the school retains the right to take the phone from the student. In some cases the child will have it returned at the end of the day, and/or parents may be required to retrieve the phone from the school office. Other consequences are listed in the Code of Conduct. Please do not call or text your child during school hours.

At no time are pictures or videos to be taken with a cell phone in school, on school property. This may result in a suspension or expulsion depending on the use of the pictures taken. School-sponsored functions off of school property are considered on an individual basis, i.e. 8<sup>th</sup> grade class trip.

## **CHILD ABUSE**

The school will follow the policy set forth by the Diocese of Pittsburgh and in accordance with the provisions of the Child Protective Services Law of the Commonwealth of Pennsylvania, Act. No.124 of 1975. School personnel are mandated reporters in regards to child abuse.

## **CLASSROOM PROGRAMS/ACTIVITIES**

Throughout the school year various programs and activities are held in the classrooms and/or the Gathering Space. While we encourage parents, grandparents, and non-school age children to attend, the policy of Saint James School is that no siblings are excused from class to attend these programs. Thank you for your understanding.

## **CLOTHING IDENTIFICATION**

Parents are strongly urged to mark their children's personal belongings with the child's name. Since children do not readily claim lost items, proper identification helps us to find the owner and save parents the cost of replacement. The lost-and-found area is located outside the school office. Parents and children are encouraged to look for lost clothing in this area. Other lost items, such as glasses, watches and purses are kept in the school office. Items that are not claimed are donated to charity.

## **OPTION C PARENT-ALERT**

The Option C Parent-Alert is used in many situations to provide information to parents. At the beginning of each year parents are asked for contact information. Parents will be notified by phone and/or email with school information through the Option C Parent-Alert system.

## **COMMUNICATION**

**Home/School:** An informational folder is sent home with the youngest child the first day of school and each Wednesday. Parents are urged to ask their children for the folder or to check the book bag. The empty folder is to be returned to the homeroom teacher right away.

Any information that needs to be included in the family folder must be **approved by the principal** and submitted by **Tuesday morning**. Anything submitted after Tuesday morning is not guaranteed to go home on Wednesday.

**Parent/Teacher:** Questions concerning your child should be directed to the teacher first by email, note, or phone call. Direct communication between parent and teacher is vital to our total educational program and a child's educational success. The principal may get involved when necessary.

Teachers send homework by email on a daily basis.

## **DRESS CODE**

See **addendum #1**

## **EARLY DISMISSAL**

Parents should make every effort to schedule appointments at a time when school is not in session. However, if a child must have an early dismissal, he/she must have a written note. Parents or an authorized adult must meet the child at the school office and sign him/her out. Any missed work will be given to the student the following day.

## **EMERGENCY CARDS**

At the beginning of each school year, parents are required to complete a Student Emergency Card. It is imperative that the school be able to reach parents to inform you of illness or an emergency situation. It is also important to list the names of others who can be contacted should you be unavailable. The school office must be contacted immediately if there is any change in the information.

## **FINANCIAL OBLIGATIONS – FROM THE DIOCESAN EDUCATIONAL OFFICE**

The following rule is a matter of policy and justice: No transfer student will be accepted into another Catholic school until all outstanding tuition obligations are met at the previous school. Principals are required by policy to contact the principal from the school where the student is transferring from to be certain that all outstanding tuition has been paid.

A form must be signed by the former principal or pastor verifying that all of the financial obligations have been met. Admission will not be complete until this form is received.

Any family with an outstanding tuition balance, volunteer commitment balance, or aftercare balance at the end of the school year will not receive final report cards or school records until your account has been paid in full.

### ***Tuition***

Tuition is set annually in the spring of the year for the upcoming school year. Catholic families are given lower tuition prices than non-Catholic families. Families with multiple children are given discounts for each successive child in the family. In every case, the amount charged for tuition does not cover the *cost per pupil* required to maintain the school building, pay salaries and benefits and operate the school's programs. Saint James School parents are expected to commit to participating in the school's fundraising efforts (beyond the opportunities that offset family tuition) as well as to give 40 volunteer hours to school functions per school year.

### ***SCRIP Program and Other Opportunities to Help Offset Tuition***

The Scrip Program was adopted by parents and encouraged by the Diocese of Pittsburgh as a way to manage the increasing cost of tuition in Catholic elementary schools. Essentially the program created an opportunity for families who support local merchants to have the merchants pay a "commission" to the school. The Scrip Program has saved school families over \$60,000 through profits paid by merchants and credited to individual families to pay their tuition costs each year.

There is no limit to the amount of tuition discount you can generate from Scrip profits (commissions to the school) --- allowing Giant Eagle and other vendors to pay your tuition costs. Basically, 100% of any family's Scrip profits will be credited directly to their tuition bill. (For example, if you and your extended family generate \$1000 in Scrip profits, then you pay \$1000 less in tuition.) Other profits that also count toward tuition credit are profits from Anderson Candies sales, One-Cause purchases, and Market Day purchases.

Parish staff members administer the Scrip Program and other eligible fundraisers, keeping a full record of all purchases and profits. A report is sent to each family in November, January, April and June to clarify the family's tuition balance, profits/deductions, and credit due. In both January and June, each family has the ability to choose to apply any tuition credit to the upcoming year's tuition or to receive a refund check.

If a family has established consistent use of the Scrip Program from year to year, that family will have the option to reduce the monthly FACTS tuition payment up to \$600 per year (ie. Up to \$60 per month.) Clarification of this anticipated Scrip profit will appear in a June report mailed to

families by the parish staff. Any shortfalls in anticipated Scrip and other eligible fundraising profits will be collected the following May.

### ***Fundraising Events/Programs***

As with any Catholic elementary school, Saint James School depends heavily on raising funds in addition to tuition to meet its annual operating budget. The Diocese of Pittsburgh mandates that each Catholic school in the Diocese raise at least 15% of its operating budget through fundraisers unrelated to tuition. Saint James School does this through three specific fundraisers throughout each year. We sponsor an annual Race for Education in the fall, a Gala dinner dance in the spring, and solicit contributions to an Annual Fund throughout the entire year.

The parish also hosts Lenten Fish Fries to benefit the school, and we have received generous donations from individuals to upgrade specific aspects/programs in the school. These fundraisers are an essential part of paying for our school. If they are not successful, we have no choice but to increase tuition costs to cover the budget shortfall. Annually we ask every family to strongly consider participating in some aspect of making these fundraisers successful.

### **FIELD TRIPS**

Every class is permitted field trips during the school year. Each student must have a signed permission slip provided by the school before he/she is permitted to participate

Tuition for an eighth grade student must be paid in full before he/she can participate in the end-of-the-year trip, activities or graduation.

Overnight field trips are not permitted except for the Pennsylvania Junior Academy of Science.

The number of parent chaperones will be based upon the Diocesan guidelines. It is not always possible to have every parent who wishes to attend. The Diocesan policy calls for one (1) adult for every seven (7) children. Depending on the trip and age of students, this may be adjusted to one (1) adult for every five (5) children. If more adults volunteer than needed, a random drawing will determine the chaperones. Chaperones may volunteer for one field trip a year for their child's class. As the field trip is for class participation, it is not possible to have siblings accompany the class.

### **FIRE DRILLS**

Fire drills are held throughout the year. Exit directions, which are posted in prominent places in each room, are to be followed. No teacher, student or other personnel may remain in the building during fire drills. When the students hear the bell, they are to leave the room quickly and quietly in single file. Students remain outside until summoned back to class.

Students are to remain in absolute silence during all fire drills. Misconduct of any nature is to be reported to the principal.

### **HONOR ROLL**

Students in Levels 6, 7, and 8 may achieve the honor roll by meeting the academic criteria as set forth by Saint James School.

High Honors – A's in all core subjects; nothing below a B for other subjects.

Honors – A's and B's in all core subjects; nothing below a B for other subjects.

Honorable Mention – A's, B's, and 1 C in all core subjects.

**Core Academic Subjects:**

Religion, Reading, English, Spelling, Social Studies, Math/Algebra/Geometry, Science, Spanish, Health

**Other Subjects:**

Handwriting, Physical Education, Computer, Art, Music

**HOMEWORK**

Homework is an opportunity for students to practice independent study and to reinforce material presented in class. A reasonable amount of homework, according to grade level, is of great educational value and therefore is assigned every day. Assignments are not always written. Study and memory work are frequently assigned. Students also need to review material on a daily basis. Homework is assigned on a regular basis to:

- enrich school experiences
- provide practice and review
- develop good study habits
- teach responsibility, and foster originality.

Parents can assist students with home assignments in the following ways:

1. Provide a quiet spot away from the television, telephone, or other distracting elements;
2. Check to see what was accomplished during the designated study time regarding completeness, neatness, and correctness;
3. Be willing to listen to reading, spelling, and math facts and to explain procedures, but never do the assignment;
4. Consult the teacher if the child uses the excuse "no homework" too often.
5. Review math facts every day. Flashcards are always a good resource.

Parents doing homework for their child/children is never beneficial for a student.

The Diocese recommends the following time schedule for home study:

Primary (levels 1-3)	30 minutes
Intermediate (levels 4-5)	45 minutes
Upper Elementary (levels 6-8)	1 – 1-1/2 hours

At the discretion of the teacher, homework is not always assigned on weekends. In case of a student's absence, requests for homework need to be made in the morning and picked up in the office after 2:30 or in aftercare until 5:30.

**ILLNESS**

It is often difficult to decide if your child should stay home from school when complaining of illness. An objective sign is an elevated temperature. It is recommended that a child be kept home from school until the temperature has remained normal (below 100°) for 24 hours.

If a child has a temperature of 100° or more, skin rash, diarrhea/vomiting, strep throat, pink eye, or evidence of lice, the child will be sent home. Parents are asked to use discretion in sending their children to school if they display any of these symptoms. Please inform the school office if your child becomes sick with a contagious illness. Notes will be sent home with the other children to warn parents of contact and incubation of communicable diseases.

## INTERNET USE

Saint James School provides access to the Internet for all students, faculty and staff. Students must have permission from their parent/guardian to access the Internet in school.

The use of the Internet is a privilege and is to be used as an educational tool to enhance learning. The student accessing the Internet on a school site is responsible for his/her activities. When using a network students must comply with the rules appropriate for that network. Inappropriate use will result in disciplinary action.

The following actions (which are not inclusive) constitute inappropriate use of the Internet regardless:

- Using impolite, abusive or otherwise objectionable language in either public or private messages.
- Using the Internet illegally in ways that violate federal, state or local laws or statutes.
- Changing any computer file that does not belong to the user.
- Using Internet for commercial purposes.
- Sending or receiving any copyrighted materials without permission.
- Using another person's password.
- Using Internet access for sending or retrieving pornographic material, inappropriate text files or files dangerous to the integrity of the network.
- Circumventing security measures on school or remote computers or networks.
- Attempting to gain access to another's resources, programs or data.
- Attempting to harm or destroy data of another user on the Internet including uploading or creating computer viruses.
- Attempting to alter, change, interfere with any computer operations, programs, other students' files/work, etc.

Each year a copy of this policy is sent home for review and signatures. **A student must have the signed agreement on file before being allowed to use the Internet.**

## MEDICATION

Whenever possible, medicine is to be given at home, and parents are to request the physician to adjust the schedule for administration so that it can be given before and after school hours. A student is never permitted to carry any type of medication in his/her book bag, pockets, or on his/her person. Labeled medication (including cough drops) need to be turned in at the office with a note stating a time the medications are to be given. Students can report to the office at the stated time to take their medication.

If medicine must be administered at school, the following guidelines apply:

1. The medication must be delivered to the school office by a responsible adult along with a physician's written request for distribution by school personnel.

2. Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.

Parents must sign an Indemnity Agreement which has been prepared by the Legal Office and distributed through the school office.

## **PLAYGROUND**

Weather permitting; the students enjoy an outside break supervised by a staff member and/or volunteers. Rough games are not permitted. Students are never to leave the playground area without the permission of the principal and the knowledge of the playground monitor. In case of illness or accident, the student is to report to the school office. Students are to report any problems to the playground monitor immediately.

## **PROCEDURES FOR SCHOOL DELAYS, CLOSINGS, EARLY DISMISSALS**

Saint James School follows the Quaker Valley School District when delays and closings occur.

Through our "One Call" system, parents receive a phone call and/or email when there is a delay or closing. Delays and closings are also listed on local TV stations and their websites. It is very important that families complete a "One Call" form. Any changes in contact information must be reported to the office immediately. This helps ensure effective communication.

### ***School Delays/Closings***

When Quaker Valley School District has a two hour delay or a closing, Saint James School will also be delayed two hours or a closing respectively. There are several school districts that bus students to Saint James School and you will need to follow **your** district's schedule. For a two hour delay, students need to be at school at 9:50 and not before 9:30.

***SPECIAL NOTE:*** If your local school district closes, and Saint James School is open, your district **will not** provide bus transportation. Transportation to and from school becomes the responsibility of the parent.

### ***Weather-Related Early Dismissal***

Discuss the possibility of an early dismissal with your child(ren). You need to discuss where they are to go in the event of an early dismissal.

Students who are riding busses from **ANY** district will be dismissed when the busses arrive unless we are instructed otherwise by parents. Again, we have many school districts, so please pay attention to the TV/Radio for information concerning your local district when inclement weather happens.

If your child is normally picked up or you will be picking your child(ren) up on a weather-related early dismissal day, please park by the old convent and come to the school office. We will call for your child(ren). Children will not be dismissed until a parent or designated person comes to the office.

Forms are sent home in the fall. These forms provide the school with information about your family procedures when a weather-related early dismissal occurs.

**THERE WILL BE AFTERCARE IF AN EARLY DISMISSAL OCCURS.**

**\*REGISTRATION/TRANSFER**

Kindergarten:

- Child must be five (5) years of age by September 1.
- Child must have proof of required immunizations.
- A birth certificate is required.
- A baptismal certificate if baptized Catholic.

Grade One:

- Child must be six (6) years of age by September 1.
- Child must have proof of required immunizations.
- A birth certificate is required.
- A baptismal certificate if baptized Catholic.
- If a child attended another Catholic school, proof that all financial obligations have been met.
- Proof that no behavioral, educational or psychological problems were demonstrated in another school.

Grade Two (2) through Eight:

- A birth certificate is required.
- Proof of completed immunizations is required.
- A current year report card and any current standardized test results are required.
- Any additional testing which a child may have had is required.
- If a child attended another Catholic school, proof that all financial obligations have been met.
- Proof that no behavioral, educational or psychological problems were demonstrated in another school.

**Further Requirements for Transfer Students**

Saint James School retains the right to contact a student's last school to gather information concerning behavior, academics, or any other information deemed necessary.

A student who transfers to Saint James School is accepted conditionally even though registration requirements have been completed. If a student demonstrates the inability to adjust academically and/or behaviorally to Saint James School and/or the parent/guardian demonstrates an unwillingness to support the school's mission and/or policies, the administration reserves the right to dismiss the student at any time.

**RIGHTS OF NON-CUSTODIAL PARENTS**

The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, State's statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Such an order is to be on file in the school and those persons responsible for the child(ren) are to be informed of the circumstances. Every effort is made to keep the non-custodial parent apprised of the progress of the child(ren) through reports, report cards and parent/teacher conferences.

## **REPORTING INCIDENTS/PARENT INVOLVEMENT**

Parents must call the school immediately when there has been an incident with other student/students. Waiting several days or longer to report an incident makes it difficult to investigate the incident.

Parent/parents of one student are not permitted to confront or question another child regarding an incident that may have occurred between students on school grounds, the bus, or at a school sponsored activity. All communication must be through a teacher and/or the principal. Violation of this may result in the dismissal of the family from Saint James School. Parent-to-parent communication in regards to an incident is a personal choice.

## **SACRAMENTS/LITURGY**

The reception of the Sacraments and regular attendance at Sunday liturgy are a vital aspect in the children's Catholic faith development.

**Liturgy:** Students attend liturgy once a week. Families are invited to join the school liturgy and are encouraged to attend Sunday liturgy on a regular basis.

**Penance:** Penance is scheduled for students during Advent and Lent. However, families are encouraged to participate in this sacrament on a regular basis.

**Second Grade:** Students are prepared for and receive the Sacrament of Penance and First Eucharist in conjunction with the parish Religious Education Program.

**Eighth Grade:** Students are prepared for and receive the Sacrament of Confirmation in conjunction with the parish Religious Education Program.

## **SCHOOL HOURS**

The school day begins at 7:50 a.m. and ends at 2:30 p.m. Early dismissal is at 11:30. The tardy bell rings at 8:00 a.m. Students must be in their classroom by 8:00 a.m. This is a 10 minute grace time between the first bell and the tardy bell.

## **SECURITY/SAFETY**

All doors to the school will be closed and locked during school hours. Parents and visitors need to enter the school through the security system.

Students are not permitted to leave school grounds while participating in extra-curricular activities. Example: A student attending a dance, basketball game, etc. is not permitted to leave the designated area.

## **SPORTS**

Registration for St. James Sports Program may be completed on-line by visiting the SJS website. No student is to participate in practice until all forms – *physical, parents' release, insurance, and emergency contact* – are on file.

## **STUDENT RECORDS**

Student records are maintained in compliance with the State Board of Education Regulations on Pupil Records adopted July 12, 1974.

Confidential information about the student and/or family may not be held in the student's permanent record without the knowledge of the student and/or parents. Any requests for student records must be in writing. Records are not released unless there is parental consent.

Eighth grade record transfers to high schools will be sent to one school. If sending applications to more than one school a \$3.00 mailing fee will be charged to parents. The \$3.00 fee must be sent with each request after the first set of records is sent.

## **TELEPHONES**

A child is not permitted to use the school phones except for emergencies. Forgotten homework, books, gym clothes or changing afternoon plans with friends, etc. are not sufficient cause to call home. If calls are deemed necessary, school personnel will make the phone call. If a lunch is forgotten, the student will be provided a hot meal from the school cafeteria, and parents will be responsible to pay the following day.

## **TRANSPORTATION**

It is important that we know the means by which each child arrives and departs daily. A note is to be sent to the school office when a change is necessary. On the first day of school, please return the information sheet which provides us with your child's bus number. These sheets are sent home in the summer mailing.

Students are provided bus transportation from their home school district. Currently seventeen (17) school districts provide busing to Saint James School. State law does not permit students to ride buses from another district.

Saint James School is located in the Quaker Valley School District, we follow its yearly calendar as closely as possible and also follow their lead for weather delays and cancellations.

**Bus:** Students who live more than a 1.5 mile radius from Saint James School are eligible to be bused to the school. Those who live along a route that has been declared "hazardous" are also eligible for busing. The Board of Education Transportation Division determines "hazardous route" claims. The student transportation policies and procedures of the local educational agencies responsible for busing students are applicable to all students in the Commonwealth of Pennsylvania.

While on the bus, students are expected to remain in their seats at all times. This insures their safety and the safety of others. If inappropriate conduct occurs, the driver may prepare a report which is sent home to alert the parents about the problem. A copy is also sent to the school. If the inappropriate behavior persists, the student's privilege of riding the bus may be suspended temporarily or permanently. Appropriate behavior must be demonstrated in the bus line.

## **VALUABLES**

Students are not to bring anything of value to school such as large amounts of money, electronic games, iPods, etc. The school cannot be held responsible for lost or stolen items.

## **VISITORS/VOLUNTEERS**

For security reasons, anyone entering Saint James School is to report to the office immediately regardless of the purpose of the visit. For the safety of all students, a visitor's badge is required.

Communication with teachers and students will be handled by the school office and will be done in a manner that does not disrupt the educational process in the school. Visitors and/or volunteers are not permitted to visit classrooms while in the building. This disrupts instructional time. This is also true on days when there is a school liturgy. Random visits are not permitted at any time. Any articles or items that a student needs must be left in the school office, and school personnel will see that the child receives the materials, etc. This will eliminate any unnecessary interruptions to classes and instruction.

The morning time is very important for classroom routine and is not time for an unscheduled conference. It is a time that students prepare for their day. We recognize the importance of parent/teacher communication. A conference time must be scheduled through the school office or through teachers email.

## **VOLUNTEER COACHES**

Anyone who volunteers to coach at Saint James School is asked to follow the coaching guidelines set forth by the Diocese of Pittsburgh. Anyone not willing to complete the requirements set forth by the Diocesan Guidelines may be subject to dismissal from the coaching position. The guidelines are explained at an annual coaching meeting and/or in writing.

## **VOLUNTEER REQUIREMENTS AT SAINT JAMES SCHOOL**

At Saint James School, volunteers play an integral role in the education of our children through involvement in the life of the school. There are many opportunities for volunteering and your time and talents are vital to the operation of the school. We recognize the vast and valuable resources our parents have to offer. We look forward to working with you to accomplish our goal to make your child's educational experience both meaningful and productive.

The Diocese of Pittsburgh's Safe Environment Policy is a program designed to create a safe environment for children throughout the diocese and here at Saint James School. These procedures are a means to insure that our school not only fulfills the mandate of the United States Conference of Catholic Bishops as outlined in the *Charter for the Protection of Children and Young People* but also meet the requirements of state and federal law.

The Safe Environment Policy requires that all volunteers who have regular contact with the children of our school complete the following items. **THESE PACKETS ARE AVAILABLE AT THE RECTORY OFFICE.**

1. Create an electronic file by completing an on-line database application (instruction card attached).
2. Attend a Protecting God's Children Session (Sessions are posted on the Diocese of Pittsburgh Website ([www.diopitt.org](http://www.diopitt.org))).
3. Read the *Code of Pastoral Conduct Booklet* (enclosed) and sign the last page indicating your consent. Return the signed page to the rectory office.
4. Read the *Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania Booklet* (enclosed) and sign the last page indicating your consent. Return the signed page to the rectory office.
5. Pennsylvania Criminal Record Check – this will be done for you as part of the on-line database application (#1).
6. Pennsylvania Child Abuse History Clearance – attached, please complete **Section 1 ONLY** of the Clearance form and return to the rectory office. We will send it to Harrisburg for you. **Please Complete the Release Form attached to it so that your Pennsylvania Child Abuse History Clearance will be mailed directly to us.**

If you plan on volunteering your time in our school, these items will need to be completed in a timely manner. If not completed in a timely manner, volunteering will no longer be an option until said requirements are fulfilled. The process only needs to be completed one time.

## **WEATHER EMERGENCY DRILLS**

Weather emergency drills are practiced during the year. Teachers follow the policy governing weather emergencies for student safety. Students must maintain silence at all times during a weather emergency drill.

## **WITHDRAWALS**

When a student withdraws or is dismissed from Saint James School, the school must be notified where the student will be attending school. If notification is not given within a week from the date of withdrawal, it is standard procedure that a letter is sent to the school district in which the student resides informing them that the child is no longer attending Saint James School.

## **BULLYING POLICY**

Kindergarten through Eighth.

Bullying is prohibited at St. James School. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying is contrary to the teachings of Jesus Christ; and this behavior is against fundamental Gospel values and destroys respect for the dignity of a student, undermines the Philosophy and Belief Statements of the school.

### ***Span of Policy***

This bullying policy is to be applied to kindergarten through eighth grade. It addresses bullying and does not replace any policies that deal with individual student misconduct. Student behavior is addressed in the Code of Conduct section of the Parent/Student Handbook.

This policy will not apply to the pre-school program. It is recognized that these children are too young and are learning social skills. Unkind acts that occur at the pre-school level will be handled by the child's teacher. The teacher will work with the student, family, and principal to address these situations.

### ***Definition of Bullying***

*“A person is bullied when he or she is exposed, repeatedly and overtime, to negative actions on the part of one or more persons, and he or she has difficulty defending himself or herself.”*

This definition includes three important components:

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of strength.

Bullying can take on many forms.

- Verbal bullying including derogatory comments and name calling
- Bullying through social exclusion or isolation
- Physical bullying such as hitting, kicking, shoving, and spitting
- Bullying through lies and false rumors
- Having money or other things taken or damaged by students who bully
- Being threatened or being forced to do things by students who bully
- Racial bullying
- Sexual bullying
- Cyber bullying via cell phone or internet

*Definition of bullying and types of bullying are printed with permission by Hazelden Foundation copyright 2011. Reprinted by permission of Hazelden Foundation, Center City, MN*

*Olweus Bullying Prevention Program.*

### ***Repeated Misconduct***

Bullying in violation of school policy must be in accordance with the three components listed in the definition of bullying. An isolated incident, however egregious, is not “bullying”. While serious, both isolated incidences of bullying behavior and numerous acts of misconduct against different students will be appropriately addressed under the school’s Code of Conduct and will be documented in an effort that a pattern of bullying behavior does not develop.

### ***Reporting an Act of Suspected Bullying***

School administration/designee is responsible for receiving oral or written complaints alleging violations of the bullying policy, as is true for all inappropriate behaviors that are listed in the Code of Conduct. Parents/guardians are encouraged to report suspected bullying immediately. This aids in the timely investigation of any alleged incident.

Students may report allegations of bullying to any school employee, faculty, or staff. All employees, faculty, and staff are required to report, in writing, any allegations of bullying or violations of this policy involving students to school administration/designee.

Parents of the victim and the accused will be notified of the alleged bullying. If the allegations are verified the victims parents and the parents of the accused will be notified. The parents of the accused will be informed of the disciplinary interventions. In providing notification to the victim’s parents, the statutory privacy rights of the person responsible for bullying must be respected and will not be disclosed to the parents or guardian of the victim, except as provided by law.

### ***Consequences of Actions***

Once an investigation is complete, the school administration shall determine the consequences for the individual(s). Consequences may vary according to the severity of the bullying actions and in accordance with the school's Code of Conduct. In keeping with gospel values and the school's philosophy, the goal is forgiveness, growth, and to stop the bullying. The following steps may be taken when bullying behavior has been identified.

Non-disciplinary interventions: When acts of bullying have been identified and proven in a reasonable time period, and depending upon severity, students committing the acts of bullying may be asked to see the school counselor in order to better understand the actions defined as bullying, and his/her responsibility to avoid any conduct that could be considered bullying.

Disciplinary interventions: When acts of bullying are verified and a disciplinary response is warranted, students are subject to the list of consequences listed in the Code of Conduct. These may range from detention, in-school suspension, out-of-school suspension, or expulsion.

Students may also be referred to the Student Assistant Program which can result in further compulsory sessions with the school counselor.

Notifying law enforcement may be necessary in severe cases.

### ***Educational Measures***

St. James will include education about the harm, culture, and injustice caused by bullying into the curriculum where it is possible and appropriate. Special presentations from outside agencies may also be utilized to aid the students in understanding the ramifications of bullying for all involved.

Saint James School  
Sewickley, PA

Conduct Code

**INTRODUCTION**

A Christ-centered environment is structured in a way that attempts to provide an atmosphere which is conducive to learning and respecting each individual (student, teacher, administration, parent volunteer, etc.).

In order to establish this atmosphere and as part of the students' maturation process, students are encouraged to assume responsibility for their actions, to develop self-control, and to accept the consequences of their behaviors. Learning Gospel values and responsibilities can help ensure a Catholic school setting that builds upon the school's philosophy and allows each student to be in an environment that enhances learning.

In order to aid in a student's maturation process, to create an atmosphere favorable to learning, and to support the school's philosophy, the following **Code of Conduct** will be used in response to behavior that is deemed to be a detriment to the overall atmosphere of the school.

**BEHAVIORAL EXPECTATIONS**

Church/Prayer:

1. Students attending a liturgy or a prayer service need to display behavior that shows a sense of reverence. A quiet and prayerful demeanor for the presence of Jesus in the Tabernacle is a sign of reverent behavior.
2. Students need to participate in liturgical services/prayer services by singing, and responding to or reciting prayers.
3. Students need to demonstrate quiet and respectful behavior when praying in the classroom.

General:

1. Students need to:
  - walk whenever moving through the building.
  - talk in a quiet manner when moving through the building to ensure that classes in session are not disturbed.
  - use appropriate language at all times.
  - respect the property of teachers, administrators and other students and school property.
  - be mindful of the safety of other students and not participate in behaviors which have the potential to harm another student.

- maintain a respectful attitude toward teachers, school staff, administration, and other students.
- follow the prescribed Dress Code Policy.

**Before Classes Begin:**

1. Students need to:
  - be at school by 7:50 a.m.
  - report to their homerooms upon arrival.
  - engage in quiet conversation before morning exercises begin.
  - participate in morning prayer.

**Classroom:**

1. Students need to:
  - follow the rules established by the individual classroom teachers.

**Cafeteria:**

1. Students need to:
  - practice proper table manners.
  - maintain a respectful attitude toward the cafeteria personnel and volunteers.
  - keep the cafeteria area clean and safe by cleaning up after themselves.
  - walk in the cafeteria at all times.
  - talk quietly while in the cafeteria area.
  - keep all food in the cafeteria. Food or drinks are not permitted outside.

**Dismissal Procedures and Bus Behavior:**

1. Students need to:
  - report to the cafeteria and wait until they are called to board their bus.
  - remain in their bus seats at all times.
  - use appropriate language at all times on the bus.
  - respect the authority of the bus driver.
  - talk quietly on the bus.
  - behave in a manner that does not endanger the safety of the other students.

**Playground:**

1. Students need to:
  - respect the authority of the playground supervisor and volunteers.
  - stay in the designated playground area. Students are never permitted to leave school grounds.
  - participate in behaviors and activities that ensure the safety of other students.
  - line up as soon as the bell rings.
  - be quiet when reentering the building from the playground as other classes are in session.

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**Note:** This list of expected behaviors is illustrative but not exhaustive of the behaviors expected of a student at Saint James School.

## CONSEQUENCES FOR INFRACTIONS OF THE CONDUCT CODE

### Grades K - 3

Recognizing the developmental needs of the students in these grade levels, the teachers will develop age-appropriate behavior codes. Suitable consequences will be decided for a child according to the degree of seriousness and the frequency of behaviors demonstrated. In some cases, the principal, and/or SAP\* Team will be involved with a particular situation to help determine a course of action, which is in the best interest of the child and the school. The school reserves the right to require that a student be professionally evaluated, receive counseling and/or treatment if the child is to remain in the school. \*Student Assistant Program

### Grades 4 -8

**Reminders:** Some behavior simply needs to be acknowledged and talked about. If the behavior ceases, no further action needs to be taken.

**Level One Behaviors** will result in a discipline referral slip. The third discipline referral slip will result in a detention. When a student receives a discipline referral slip, it will be sent home. A parent must sign the slip and have his/her child return it to his/her homeroom teacher the following day.

**Level Two Behaviors** will result in an automatic detention. The third Level Two infraction will result in an in-school suspension. When a student receives a detention, a notice will be sent home. A parent must sign the notice and have his/her child return it to his/her homeroom teacher the following day.

#### Special Notes:

- *An accumulation of three detentions during a marking period will result in an in-school or out-of-school suspension. This will be determined by the nature of the behavioral infractions.*
- *Level One detention and conduct points are not cumulative and will be forgiven at the end of each marking period.*
- *Level two detentions are cumulative throughout the year, not forgiven, and can result in an in-school or out-of-school suspension at any time during the school year. They are not forgiven at the end of a marking period. The length of the suspension will be determined by the severity of the behavior and/or the student's behavioral history.*
- *Detentions must be served within five days of receiving the detention. Refusal to serve a detention or failure to serve a detention within five days will result in an in-school suspension. Parents are responsible for a child's transportation home after a detention is served. Detentions are served from 2:30 until 3:30.*

**Level Three Behaviors** will result in an automatic suspension or expulsion depending on the severity of the behavioral infraction.

Note: Refer the list of infractions at each level. The list is illustrative but not exhaustive of possible behaviors.

### *Suspensions of Students*

A student may be temporarily suspended by the principal for a serious infraction of school regulations or for repeated detentions. A suspension may vary in length from one to ten days depending on the infraction. No prior notice is needed. The principal shall contact the parents and the parents shall receive a written **Notice of Suspension**. The document will explain why the student was suspended and may also contain a written statement for the student/parents describing the student's/parents' future cooperation in bringing about a resolution to the problem/behaviors. If behaviors do not change, expulsion may be necessary.

### *Expulsions of Students*

**An expulsion may be necessary for persistent and willful disregard of school rules and regulations. The following examples are illustrative but not exhaustive:**

- Chronic undesirable conduct detrimental to the physical and/or moral well being of self or other students
- Continued malicious disobedience or disrespect for school authority
- Continued refusal by parents and/or students to comply with school policies.

**An expulsion may also be necessary for a single serious incident or event or situation involving disregard for or a clear violation of a school rule or regulation. In the event a behavior at this level occurs, the police will be notified. The following are illustrative but not exhaustive:**

- Possession of and/or selling, or using drugs/ alcohol
- Possession of a weapon on school property, including, but not limited to, the school building, outdoor areas, outdoor facilities, vehicles used to transport students, or school related activities. For the purpose of definition, a weapon is a gun, knife or any other article or object, which could be used to cause injury.
- Physical abuse of other students or staff
- Indecent behavior
- Arson
- Theft

Although the authority for expulsion rests with the principal and pastor, consultation with the Department for Catholic Schools is necessary.

The principal, and/or SAP\* Team will be involved with a particular situation to help determine a course of action that is in the best interest of the student and the school. The school reserves the right to require a student to be professionally

evaluated, receive counseling, and/or treatment if the child is to remain in the school. \*Student Assistant Program

### *Other Disciplinary Actions*

Chronic behaviors which result in consistent Level One, Level Two detentions, or suspensions, may also result in the loss of participation in school sponsored or school related activities including field trips, assemblies, graduation activities, sports, and extra-curricular activities.

In some cases other appropriate consequences will be given if students fail to meet required expectations for behaviors. These consequences may include, but are not limited to:

- Time out from classroom
- Lunchtime detention
- Written assignments

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**Note:** This **Conduct Code** is an attempt to address as many behavioral situations as possible. However, it is impossible to predict every behavioral situation that could arise in a school setting. Therefore, the principal and pastor are the final recourse in all disciplinary situations and on occasion, may consult with the Diocese or refer to the policies set forth by the Diocese. Consequences listed in this code may be waived for just cause. The basic tenets of due process will be followed in relationship to this Conduct Code.

## Saint James Conduct Code

Level 1 Conduct Point	Level 2 Detention	Level 3 Suspension/Expulsion
<ul style="list-style-type: none"> <li>■ not following established bus-boarding rules</li> <li>■ chewing gum in school</li> <li>■ eating at inappropriate times</li> <li>■ violation of teacher/classroom policies</li> <li>■ running or making excessive noise in any area of the school</li> <li>■ disorderly behavior during lunch</li> <li>■ disruptive classroom behavior</li> <li>■ violation of dress code</li> <li>■ talking during a fire drill or other drills.</li> </ul> <p style="margin-top: 20px;"> <b>■ For Levels 1, 2, and 3</b>  <b>■ These lists are illustrative but not exhaustive of possible behaviors and resulting consequences.</b> </p>	<ul style="list-style-type: none"> <li>■ violation of the computer “acceptable use policy”(AUP)</li> <li>■ disrespect for faculty and staff/any adults in authority/volunteers</li> <li>■ disrespect toward other students</li> <li>■ use of obscenity, profanity, or abusive language (written, spoken, or gestured)</li> <li>■ snowballing</li> <li>■ disruptive behavior during field trips and other school events</li> <li>■ consistent disruptive behavior</li> <li>■ inappropriate behavior during liturgy or any formal prayer service</li> <li>■ bullying another student</li> <li>■ leaving assigned area on school grounds without permission</li> <li>■ intimidating another student</li> <li>■ fighting</li> <li>■ inappropriate behavior during fire drills or other emergency drills</li> <li>■ using any type of electronic equipment on school grounds (CD’s, MP3’s, cell phones, etc.)unless approved by faculty</li> <li>■ second request to stop talking and/or disruptive behavior during a fire drill or other drills.</li> <li>■ not returning signed conduct point slip</li> <li>■ defacing school property</li> </ul>	<ul style="list-style-type: none"> <li>■ serious defacing, damaging, or vandalizing school property or another person’s property</li> <li>■ repeated bullying of another student</li> <li>■ bringing indecent materials to school</li> <li>■ possession or pretension of having objects that endanger others, such as a drug, alcohol, or weapon (This may result in expulsion)</li> <li>■ possessing smoking materials such as cigarettes, lighter, matches, etc.</li> <li>■ using racial or ethnic slurs</li> <li>■ stealing</li> <li>■ leaving the school grounds</li> <li>■ blatant disrespect toward teachers, staff, or other students</li> <li>■ serious violation of the computer AUP policy</li> <li>■ violent fighting and acts of violent behavior</li> <li>■ verbal assault on a teacher, staff member, or another student</li> <li>■ threatening or intimidating a student with physical harm</li> <li>■ sexual harassment</li> <li>■ refusing to comply with school rules and regulations</li> <li>■ inappropriate use of cell phone ex. Pictures/text messaging.</li> <li>■ Im’s etc. that come into the school by any means</li> <li>■ Endangering students during fire drills or other drills.</li> </ul>

