ST. JAMES CATHOLIC SCHOOL

PARENT STUDENT HANDBOOK
2025 - 2026

4625 Garnet Street

Torrance, CA 90503

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MISSION STATEMENT

The staff of St. James School is committed to excellence in Catholic education within the structure of the Roman Catholic faith. We recognize parents as the primary educators of their children and assist in their task throughout all aspects of school life.

In a positive, caring, and supportive environment, we work to facilitate the development of confident, competent, and caring Catholic-Christian citizens prepared to be responsible members in service of their church, local, and global communities.

SCHOOL PHILOSOPHY

The staff of St. James School believes Catholic education has five distinct goals:

1. Religious Development
2. Academic Achievement
3. Commitment to Community Service
4. Personal Development
5. Social Development

We guide the spiritual formation of the student in partnership with parents. We strive to influence the moral values of each child and help strengthen their personal relationship with God.

We believe in the uniqueness of every student and their right to education. We develop self-esteem and individual talents to the fullest, supporting personal growth and recognizing the essential role of parents as primary educators.

Following the call of Jesus, we prepare our students to be active participants in both the Catholic-Christian and secular communities in which they live.

SCHOOL STUDENT NON-DISCRIMINATION POLICY

St. James Catholic School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate based on race, color, disability, medical condition, sex, or national/ethnic origin in the administration of educational policies, scholarship programs, athletics, or school-administered programs.

While we do not discriminate against students with special needs, a full range of services may not always be available. Admission and continued enrollment depend on the student's emotional, academic, and physical abilities, and the school's resources to meet those needs.

This policy does not imply the Archdiocese waives legal exceptions or exemptions applicable to religious nonprofit organizations.

This policy is published in all staff, parent/student handbooks, recruitment materials, parish bulletins, and school newspapers. Applicable grievance procedures are also published.

SCHOOLWIDE LEARNING EXPECTATIONS (SLEs)

St. James Catholic School graduates are expected to be:

Catholics who:

- Participate in their faith through prayer, worship, and service
- Know the history and teachings of the Catholic Church
- Exhibit strong moral principles
- Love one another through prayer, sharing, and care

Academically Prepared Individuals who:

- Master basic skills in all curriculum areas
- Read and think critically
- Write and speak effectively
- Organize and accomplish goals
- Use a variety of tools, including technology

Respectful and Compassionate Individuals who:

- Demonstrate Catholic Christian values daily
- Are helpful, considerate, and caring
- Appreciate differences in others

Globally Aware Citizens who:

- Are informed about current events and world affairs
- Respect and celebrate diversity
- Take responsibility for their environment

Well-Rounded Individuals who:

- Have varied religious, academic, and life experiences
- Are confident and self-disciplined
- Communicate effectively
- Work independently and collaboratively
- Balance religious, academic, and social lives

Life-Long Learners who:

- Show enthusiasm and curiosity for learning
- Possess strong study skills
- Develop their natural talents
- Accept responsibility for their choices

PRINCIPAL'S WELCOME

Dear Parents/Guardians and Students,

Welcome to the 2025–2026 school year!

We hope this handbook is a helpful resource. We encourage you to print it and keep it in a convenient location for easy reference.

The purpose of this handbook is to support an orderly, safe, and nurturing environment where all students thrive academically, socially, physically, and spiritually. Everyone shares responsibility for fostering a positive and supportive school community.

If any updates are made during the school year, we will inform you via email and update the Parent & Student Handbook on our website.

Thank you for your continued support of St. James Catholic School and all who make up our vibrant community.

Go Pelicans!

Prayers,

Mr. Jae Kim
Principal

A. GENERAL INFORMATION

INTRODUCTION

St. James Catholic School is a WCEA/WASC-accredited parochial school operated by the Archdiocese of Los Angeles and staffed by dedicated lay faculty.

PURPOSE OF THIS HANDBOOK

This handbook helps families understand the school's mission and how it is lived out daily through its philosophy, administrative procedures, and discipline policies. It serves as a guide to a successful experience at St. James.

USE OF THIS HANDBOOK

The Principal has full discretion in interpreting and applying the rules in this handbook. This authority includes applying discipline for conduct on or off campus that impacts the school's mission. Updates may be made at any time, and parents will be notified accordingly.

HISTORY

St. James School opened in Redondo Beach on September 10, 1918, with three Sisters of St. Joseph of Carondelet. It expanded to the Torrance campus in 1963 and celebrated 100 years of service in 2017. The Sisters served the school faithfully for over the entire century.

GOVERNANCE

St. James Catholic School operates as part of the mission of the Church and the Archdiocese. The Pastor oversees all parish matters, including the school. The Principal functions as the chief administrator and a member of the parish staff. School governance involves collaboration between the Pastor, Principal, School Board, and Room Parents Association.

School Board: Advises on strategic planning, policy, finance, marketing, and development. It meets quarterly and supports the school's mission.

Room Parents Association: Coordinates fundraising, supports the school program, and strengthens parent-school communication. Room Parents meet monthly.

PARENT/GUARDIAN COOPERATION

The school-parent relationship is a partnership. If that partnership is broken, the school may require student withdrawal.

Parents are the primary educators of their children. By enrolling a child at St. James, parents commit to modeling faith and supporting school efforts.

Parents are expected to:

- Develop and share their faith
- Align with Catholic values
- Attend Mass regularly
- Discuss religious concepts with their child

PARENT COMMUNICATIONS

All official communication must be approved by the Principal. Class-specific content must be approved by the homeroom teacher.

Class parent emails may only communicate school-approved events. Personal solicitations or opinions are not allowed.

MESSAGES DURING SCHOOL

Messages to students must go through the school office to avoid classroom disruption. Parents may not call or text their child during the school day. No digital devices are allowed on campus as they interrupt learning and instruction. Public Schools in CA have finally aligned with Catholic School policies regarding the use of digital devices on campuses.

Students may only call home with urgent need, after teacher approval, and only using the front office phone.

FORGOTTEN ITEMS

Only essential forgotten items should be delivered to school. Items will be placed in the teacher's box unless they are food. Students should learn responsibility from these moments.

LUNCH

Lunch is served daily via School Choice, a local family-owned vendor. Students may also bring lunch from home.

Note:

- No refrigeration, microwaves, or hot water is provided
- Students must bring all necessary items (utensils, condiments, napkins, etc.)
- No glass containers
- Food delivery services (e.g., DoorDash) are not allowed. This takes away valuable time from the office staff. Thank you in advance for your cooperation.

EMERGENCIES

Forgotten items (e.g., lunch, P.E. clothes) are not considered emergencies. True emergencies involve health or safety. Parents must notify the front office if such situations arise.

PARENT SUPPORT

Parents must demonstrate support for the school's mission, policies, and administration. Disrespectful conduct or non-compliance with the handbook may result in student dismissal.

VISITORS AND CLASSROOMS

St. James is a closed campus. All visitors must check in at the front office and wear a visitor badge. Personal meetings with teachers must be scheduled outside of class hours.

BIRTHDAY CELEBRATIONS

- Birthdays are celebrated Fridays at morning assembly

- Parents must coordinate with teachers to bring treats
- No individual parties or recess treats allowed
- Birthday treats may be distributed at end of day only
- Free dress is allowed on a student's birthday. If the birthday is on a weekend, the student may wear free dress on the first day back to school.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

St. James Catholic School requires that students and parents/guardians conform to Christian standards of conduct. The school reserves the right to require withdrawal of a student if this partnership is broken.

Christian Principles Include:

- Cooperation with school personnel in academic, moral, and behavioral expectations
- Respectful communication at all times
- Prohibition against scandalous, disruptive, or hostile conduct
- No abuse or threats against school personnel on or off campus

These standards apply to all school-sponsored programs and events. The school may take immediate action in severe cases.

GENDER IDEOLOGY

St. James Catholic School adheres to the Catholic Church's teachings on morality, marriage, and sexuality, under the guidance of the Archdiocese of Los Angeles.

Key Resources:

- *Amoris Laetitia* by Pope Francis: Link
- Congregation for the Doctrine of the Faith: On the Collaboration of Men and Women
- USCCB: Marriage: Love and Life in the Divine Plan
- USCCB: Gender Ideology Resources (PDF)

SCHOOL SCHEDULE AND CALENDAR

- Start Time: 8:00 AM (Gates open at 7:30 AM; students line up by 7:50 AM)
- Dismissal: 2:45 PM (Mon–Thu), 12:30 PM on Fridays
- Mass Attendance:
    - Normally Fridays at 8:15am on campus.
- Calendar: Refer to school calendar for holidays, minimum days, and events

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USE OF SCHOOL NAME, LOGOS, AND MOTTOS

Use of the St. James name, logo, or motto on any medium (e.g., shirts, social media) requires written permission from the Principal.

ZERO TOLERANCE / SAFE ENVIRONMENT

Zero Tolerance Policy:

- Anyone guilty of sexual misconduct with a minor may not hold any position in Archdiocesan ministry or volunteer roles involving minors.
- Registered sex offenders who might be parents or guardians, must meet with the Principal to discuss compliance requirements.

Safe Environment Training:

- All students Grades K–9 participate in the *Empowering God's Children* program.
- Training includes lessons on personal safety and internet safety.
- Adults and student volunteers must sign required Archdiocesan forms before participation.

Program Contact: Office of Safeguard the Children – (213) 637-7460

GRIEVANCE PROCEDURES

Complaint Review Process:

- Begin by addressing the issue with the person involved, for example faculty or staff members.
- If unresolved, escalate to the Principal, then Pastor.
- If still unresolved, submit a written complaint to the Department of Catholic Schools.

Procedural Steps:

1. Attempt resolution at the source.
2. Submit a signed, written complaint if unresolved.
3. Employees are given the chance to respond in writing.
4. The Archdiocese reviews policy application and fairness.

Pastor and Principal Roles:

- Pastor is the ex-officio chief administrative officer.
- The principal oversees instruction, personnel, facilities, budget, and school relations.

REPORT OF ABUSE

All school personnel are legally mandated reporters. Any suspected abuse must be reported immediately to Child and Family Services. Failure to do so may result in legal consequences.

B. ADMISSION AND ATTENDANCE

GUIDELINES FOR ADMISSION

- Preferences shall be given to active members of the parish
- A child must be potty-trained before enrolling in Transitional Kindergarten
- Children entering Transitional Kindergarten must be 4 years old by September 1
- Children entering Kindergarten must be 5 years old by September 1
- The recommended age for first grade students is 6 years old on or before September 1, unless waived by the Principal
- All students must comply with current California immunization and health requirements prior to enrollment
- St. James Catholic School will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The Pastor and Principal will review a students' continued eligibility for enrollment

SCHOOL NON-DISCRIMINATION POLICY

St. James Catholic School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

St. James Catholic School does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While St. James Catholic School does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

INCLUSION PROGRAM: STUDENTS WITH LEARNING CHALLENGES

The mission of St. James Catholic School is to support the learning of all students by appropriately addressing the unique learning needs of students with special needs. These are identified through comprehensive testing provided by the student's neighborhood public school or other recognized and certified professionals.

As a Catholic school, every attempt is made to serve students whose parents desire a Catholic education. Although a full range of services may not be available to every student, the school will strive to include students with varied learning needs. All educators in Catholic schools follow *Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP).*

Parents or guardians who feel that their student may need a **minor adjustment** to enable him/her to participate in the general education curriculum of the school should talk to the student's teacher and Principal to implement the STEP. Parents or guardians who need a structure for resolution of complaints arising out of a student's disability may request the "Disability Discrimination Complaint Review Process" from the Principal.

Upon enrollment, parents/guardians are responsible for reporting and providing documentation of special education needs. Lack of divulging this information could jeopardize the school's opportunity to meet the child's needs.

PREFERENCE FOR CATHOLIC STUDENTS

The schools of the Archdiocese of Los Angeles are established as religious schools; therefore, preference in admissions shall be given to contributing members of the Archdiocesan Catholic community.

In the case of parish elementary schools, preference shall be given to the admission of children of parents/guardians actively engaged in the parish. Therefore, at St. James Catholic School, preference is given to:

- Families registered in St. James Parish and any other parishes without schools
- Families who financially support their parish at which they are registered and have confirmation from the parish of regular contributions.

No one shall be admitted as a student in St. James Catholic School unless that child and the parent/guardian subscribe to our philosophy and agree to abide by the educational policies and regulations of our school, parish, and Archdiocese.

ATTENDANCE POLICY

California State Law requires regular school attendance. If a student will be absent please call or email the school office, no later than 9:00 AM. A student absence without a note will be marked as unexcused. Parents will have three days to clear the absence. Students with 10 or more unexcused absences in a semester or 20 or more in a school year will be deemed excessively absent and subject to loss of academic credit and possible retention.

In special and rare cases, where there is documented evidence that additional days of absence are necessary, a student may be allowed up to 10 days of absence without being in jeopardy of losing academic credit. However, if a student exceeds 10 days of absence, he/she may lose academic credit, regardless of the academic grade. Any student that exceeds 15 absences in a trimester may lose academic credit for that trimester regardless of the grade or reason(s) for the absence(s).

Medical appointments should be made after school hours if possible. Students must be signed out in the office by the parent or other responsible adult and must check back in to the school office when they return.

All absences have to be recorded as an absence whether it is excused or not. According to the state of California, Medical/Dental absences are no longer distinguished from regular absences.

A student will be marked with a half day absence:

- If they are tardy for more than 1 hour in the morning
- If they are signed out of school more than 1 hour before dismissal

The administration strongly discourages students from missing school due to vacations and recommends that vacations are taken only during regular school vacation periods.
Both the administration and the teacher must be notified in advance if a student will be missing school. Teachers are not required to prepare work for, or allow make-up tests and quizzes for students who will miss school for a vacation. On return from vacation, students will be given a

reasonable timeframe to make up all the work. It is the student's responsibility to acquire missed assignments.

STUDENTS ARRIVING LATE TO SCHOOL

Parents are asked to have their child(ren) arrive at school on time, as frequent tardiness is detrimental to learning and disruptive to the class. Students arriving after assembly must be walked into the main office by the parent/guardian transporting them. Students need to be signed in by their parents/guardian before they are allowed to report to class. On Mass days, the parent/guardian will need to sign the student in and then walk the student to Mass.

PARENTAL RESPONSIBILITIES

Parents have the primary responsibility for the education of their children. The school, Church, and community support and complement this role. It is important to realize that the school has a stated philosophy and specific expectations for families and their students enrolled at St. James Catholic School. Parents'/Guardians are expected to contribute to the educational process. Parents/Guardians who do not agree with the school's philosophy and expectations, should withdraw their students from St. James.

Parents have the responsibility to supervise their child(ren) in the actions that take place on the Internet. At times, student internet postings can be of a derogatory nature and such postings can be construed as harassment, or worse, of a fellow student or a faculty and staff member.

RELIGION REQUIREMENT

It is the policy of the school that all students take the required religion curriculum. In these classes, all students are graded on academic achievement and not on their religious affiliation, personal belief or the practice of their faith. All students attend the general religious activities of the school; sacramental participation like first communion is not required of non-Catholic students.

EXPECTATION OF STUDENTS

Students enrolled will abide by the following:

1. Respect for the religious beliefs of the Catholic Church, its moral principles and liturgical practices (respect does not imply adherence by those who are non-Catholic)
2. Respect and care for school property, including adherence to standards of campus order and cleanliness.
3. Respect for the person and property of others, including faculty and staff members and fellow students
4. Adherence to the standards of the school as set forth in this Handbook, including the requirements of dress and hair codes
5. A basic attitude of respect for those in authority
6. Regular attendance and participation in class
7. A dedication to studying and learning in accord with the ability of the individual student

ADMISSION POLICIES

Admission Requirement

St. James Catholic School retains the right to set admissions standards and policies in addition to those specified in this Handbook.

Ordinarily, admission to St. James Catholic School carries with it the understanding that the student will be retained until the 8th grade unless that student withdraws voluntarily, gives, has given, or is given cause for dismissal. No student shall be admitted unconditionally to St. James Catholic School; a student may be admitted on a probationary basis with criteria for evaluation and reporting clearly established in writing.

St. James Catholic School begins the enrollment process in the fall for the new academic year. All applications are reviewed by the administration. On approval of administration, current students will be invited back for the next academic year based on the standards of admission. Any new student seeking admission will be required to take an entrance evaluation and his/her previous school will be contacted.

For any child that is requesting enrollment for the first time, parents/guardians are required to complete the school application and to present the following documents:

A. Birth certificate
B. Baptismal certificate
C. Mandated health assessment form
D. Proof of compliance with immunization requirements
E. Evaluation from prior school if available

For the admission of students beyond the First Grade, parents/guardians are required to present the following documents in addition to those listed above:

- Last report card and standardized test scores
- Proper transfer or some appropriate notification from the previous school

Admission Policies

Although special consideration will be given to siblings of students currently enrolled in St. James Catholic School no student is automatically accepted. Actual admission is determined by these categories.

1. Supporting Parishioners
    a. Active participation in parish ministries
    b. Regular attendance at Mass
2. Families transferring from other Catholic Schools
    a. Have just cause for transfer
    b. Left in good standing (report cards/conduct, completed financial obligations) 3.

Non-Supporting Catholics/Non-Catholics

Admission Standards

St. James Catholic School will accept any child for whom an appropriate program can be designed and implemented, following the enrollment procedures. Each child's admission and continued enrollment is based upon the emotional, academic, and physical needs of the child, and the resources available to St. James Catholic School in meeting those needs.

The final decision in this matter is made by the Principal in collaboration with the child's teacher and the administrative team. Enrollment is on a one-year probationary period to be reviewed at the end of every grading period or at the discretion of the Principal.

Admission of new families and continued enrollment of current families will be determined by the following:

1. Tuition and fees paid as due and remain current and Parent service hours and other obligations are completed
2. Academic performance of the student
3. Parents/Guardians value our Catholicity and support the Church's traditions and practices
4. Parents/Guardians/Students cooperate with and support administration, faculty, and staff
5. Parents/Guardians/Students actively participate in school events and activities

C. HEALTH AND SAFETY POLICIES

Immunization Regulations

California law requires specific health screening procedures for all students entering school for the first time. No child shall be admitted as a student in a school unless he/she has been immunized against all the childhood diseases as mandated by the state. All students entering Kindergarten must be immunized for Hepatitis B and chickenpox. All 7th grade students, new and existing, must be immunized for Hepatitis B, have had the T-dap vaccine and their second immunizations. Evidence of this is kept on file in the school office.

Immunization Waivers (SB277, SB276, SB714) As of January 2016, California law states that vaccine requirements may no longer be excused due to personal beliefs, including religious beliefs. Personal beliefs exemptions that have previously been filed for students in grades TK through 6th grade remain valid until the student reaches 7th grade. Medical exemptions are allowed through the state.

Students Who Are Ill

Records are kept on each child who visits the office with health complaints and phone calls made when it is necessary to send a child home. If a child becomes too ill, school personnel will call the parent/guardian or authorized person. The child will be released from school only after the parent/guardian or authorized person signs the child out at the school office. Should a student be injured or become ill, the parent/guardian shall be contacted. No student shall be permitted to go home before this contact is made. We ask for your cooperation in picking up your sick child in a reasonable amount of time.

If a parent/guardian cannot be reached, such designated persons named on the student's emergency information card shall be contacted. In cases of extreme emergency, the school may need to contact 911.

Children who are ill should be kept at home. If a child has a fever and/or one of the following symptoms, they must stay home until they are symptom free: cough, sore throat, headache, muscle ache. Sick children put the teacher and the rest of the class at risk for illness. Parents/guardians must call/email the school to report an absence. In order for a student to return to school he/she must be fever free and/or no vomiting for at least 24 hours.

Communicable Diseases

If a communicable disease is suspected (i.e. pink eye, strep throat, chickenpox, fifth disease, etc.,) the parent of the student will be notified. You will be asked to take your child to a doctor for treatment. The student may return to school only when cleared with a doctor's note.

A letter will notify parents/guardians when a communicable disease is present in a child's classroom.

Head Lice

Parents/guardians of a child found with head lice will be notified immediately and asked to take the child home. The child will be allowed to return to school only when a doctor's note clears the child of the head lice and school personnel have done a complete check. Archdiocesan and school policy mandate REMOVAL of all nits before the child may return to school.

A head check of all students in the child's class will be conducted as discreetly as possible and a notice will be sent home informing the classroom parents/guardians of the situation.

Medication
The school does not provide medication of any kind. The school needs a signed form provided by the office to administer any type of medication prescribed or over the counter for students by the parents or legal guardian. More details regarding medications:

- A Medication Authorization and Permission Form from the office stating the nature of the medication, signed and dated by the doctor and also signed by the parent
- All medication administered at school must be in the original container and labeled with instructions
- Students must come to the office for medication
- Students may not carry medication of any kind, with the exception of an inhaler, which requires a special release from the doctor and parent/guardian
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, a location determined by the school with consultation with the parents will be designed.
- All medications must be kept in the front office or clinic and appropriately labeled as described above.
- School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

If parents/guardians do not complete the medication form for the prescribed medication, they will have to come to school and personally administer the medication. NO EXCEPTIONS WILL BE MADE.

EMERGENCY PROCEDURES

Disaster Release Form
All students are required to have a Disaster Release Form on file. In the event of a disaster, the Principal is responsible for deciding whether or not to release students; the students will be released according to the parental directions provided on the form. If there is no form available for a student, the student will not be released until a parent or legal guardian comes for the student.

Earthquake Emergency
The immediate warning for an earthquake is the shaking of the earth. All students will follow the DROP-COVER-HOLD ON procedure:

1. **Drop** to your hands and knees—to avoid being knocked over.
2. **Cover** your head and neck. Crawl under a sturdy table or desk, or if none is available, move next to an interior wall and protect yourself with your arms.
3. **Hold On** to your shelter (or your head/neck if no shelter). Stay in this position until the shaking completely stops.

Fire Emergency
The immediate warning for a fire is the sound of the fire alarm. A fire alarm must be obeyed without question. At the sound of the bell all students will immediately evacuate.

Evacuation Procedure
Regardless of the type of disaster that occurs, the evacuation procedure will be the same and is as follows:

1. All students will leave the classroom in a single file.
2. Absolute silence must be maintained when filing out and while standing in the assigned areas.
3. Students are to walk, not run.
4. The last person out of each room is to see that DOORS ARE CLOSED BUT LOCKED and LIGHTS ARE OFF.
5. Students are to form one line in the assigned area. If that area cannot be used due to obstruction, an alternate assembly area will be chosen.

The school has contingency plans to care for students in a safe area of campus until the disaster situation becomes stable and travel off campus becomes normalized. In the event of a serious disaster causing major damage to utilities and roads, the students will be released in accordance with their signed emergency release form.

Lock Down

In the event of an incident involving police action, campus intrusion, hazardous materials leak or any other incident requiring school and/or room security, these procedures will be followed:

1. The immediate warning for a lock down will be an announcement from an administrator. In the case of a lock down, a bell tone will be activated and sounded repeatedly.
2. At this signal, all classroom teachers will immediately lock their doors and move students away from windows. Students should sit on the floor against the interior wall, closest to the wing/building hallways. All staff members will lock their office doors and remain inside. Students, faculty or staff members who are outside or in the hallway when the signal is made should proceed to the closest classroom and remain there.
3. Students who have been temporarily added to a classroom should be reported to the office immediately.
4. Once all students are secured inside a classroom, no one should leave any classroom and no one should be admitted to any classroom until an announcement has been made or an administrator has delivered a message indicating that the unsafe situation has been resolved. Until that time, all teachers and students are to remain in the classroom and all staff members are to remain in their offices, for as long as necessary, awaiting further instructions.

DROP OFF AND PICK UP OF STUDENTS

We understand that our school beginning and ending times may not fit into every parent's daily work schedules, but there are no school staff members assigned to supervise children before or after these times. We want our students to be safe. We are particularly concerned if we find children have been waiting at the front door before 7:00 AM or have not been picked up by 6:00 PM.

We will not leave a child alone waiting to be picked up at the end of the day, so it impacts our personal lives when we wait with a child for a late-arriving parent. We appreciate your understanding and consideration on this issue, and please be assured that we will be flexible if there is an unforeseen circumstance preventing you from picking up your child on time. Please call the Extended Care Program(ECP) telephone as soon as you can in that circumstance.

Children who have not been picked up 15 minutes after dismissal will automatically be sent to our Extended Care Program.

Middle school students who walk home will need to have a parent signed waiver in the office to allow them to walk off campus. They may take siblings with them as long as that's listed on the

waiver. Other scenarios would need approval by administration.

Please notify your students' teacher if they will be picked up by someone who is not on the emergency contact list.

EXTENDED SCHOOL DAY PROGRAM

Supervision of Students

The Principal is responsible for the supervision of students during the entire time they are on school premises during the regularly scheduled school day. All faculty members and staff share this responsibility with the Principal. No student is to be sent on errands outside the school campus. A student may be released from school only at the written request of the parent/guardian. Any student who remains after 3:15 pm (1:00 PM on Fridays) will be placed in the Extended Care Program and charged the appropriate fees.

After School Extended Care

The After School Extended Care Program (*ECP*) serves the students of St. James Catholic School. The program is an extension of our school day. The philosophy and policies that govern the school day will also be followed in the After School Extended Care Program. Only families enrolled at St. James Catholic School may participate in the program. The program is staffed by school personnel and serves children in grades Pre-Kindergarten through eight. Both full time and drop-in care will be provided on a space available basis.

The purpose of the after School Extended Care program is to provide a safe, caring environment for our students. We are open after school from 3:00 (12:45 PM on Fridays) to 6 pm on school days. We strive to meet the needs of our students and parents/guardians. Homework time and recreational activities are just a few of our planned activities. Since the program is located on school grounds, your child can also participate in our athletic programs.

The following are our policies and procedures and the basic program information. We may decide to make changes as part of our ongoing evaluation of the program in the school. You will be notified of any changes that may affect your child.

Late Pick-up from After School Extended Care

Any student who is not picked-up by 6:00pm is considered a late pick-up. The charges will be recorded and the parent/guardian will be required to sign in for it when the child is picked-up. A $2 per minute late fee will be assessed and billed to your FACTS Tuition account.

Enrollment

Every child enrolled and attending St. James Catholic School may use the program. It is a separate charge from tuition and will be to your FACTS Tuition account.

After School Extended Care Program Fees

Families who use the program will be billed at the published rate through their FACTS Tuition account. Your child will not be allowed to participate if fees are outstanding. A fee of $25 will be charged on all returned checks and only cash will be accepted for the service after the 2nd returned check.

Holidays

After School Extended Care operates only on days when children are in school. The program

is available on minimum days. The exceptions are the minimum days before major holidays begin (Thanksgiving, Christmas, Easter, etc..), and the last day of school to begin summer vacation. The late pick-up fee of $2 per minute will apply if a child is picked-up late on these days, paid immediately to the teacher.

Parent/Guardian Responsibilities for After School Extended Care Program

At St. James Catholic School, your child's safety and well-being is paramount. It is important that you fill out an emergency card and adhere to the instructions given.

One of the more important regulations is in regard to the child leaving the school grounds:

- Parents/Guardians must not take any child from the school grounds or other areas without notifying the After School staff and signing the child out.
- Our staff will not permit any child to leave the facility unless accompanied by a parent/guardian, or person designated by the parent/guardian and listed on the emergency card.
- Students may not leave campus and then return to Extended Care.
- Parents/Guardians who want to discuss their child's behavior at Extended Care may arrange a meeting with the supervisor and/or the Principal.

Student Responsibilities
As members of a Christian and caring community, the students are expected to respect the staff, each other, and the materials and environment provided. Behavior that disturbs the program or the safety of its students will not be tolerated. Parents/Guardians will be informed of any behavioral problems. Parents/Guardians will be held responsible for any damages incurred by a child and will be billed accordingly.

Homework
Each afternoon, time will be made available for the students to do their homework while at Extended Care. The supervisors are in no way held responsible for the completion, quality, or correctness of the homework assignment.

Cell Phones or calling devices of any kind

Cell phones or other similar devices like apple watches or gizmos are not allowed to be used during school hours or on campus. They pose a disruption to learning and a severe distraction from academic endeavors. Students must silence or turn them off on campus while they are stored in the classroom. Once school is over and they are off campus, they may use their devices.

Toys/Games
We ask that toys and games NOT be brought from home. Often these items are personal and important to the child and create unwanted problems or distractions in school.

Snacks in Extended Care
Be aware that children will get hungry after a long day at school and play. Students may bring snacks from home or lunch on minimum days. Although snacks may be provided at times, Extended Care fees do not include snacks.

PRIVACY AND ACCESS TO RECORDS
Maintaining confidentiality is the legal, ethical and professional responsibility of every member

of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the Principal and the Pastor.

Use of Student Pictures
The school reserves the right to use student pictures in publications and on the school's website. Any parent/guardian who does not wish his/her child's picture used must notify the Principal in writing prior to the beginning of the school year. A form with this information is provided to parents at the beginning of every year.

Pupil Records
Parents of currently enrolled or former pupils have an absolute right of access to any and all pupil records related to their children which are maintained by school districts or private schools (*Family Rights Privacy Act, 1974*).
By definition "parent" means a natural parent, an adoptive parent, or a legal guardian. Under federal law this can include an individual acting as a parent of the student in the absence of a natural parent or guardian.

"Access" means a personal inspection and review of a record or an accurate copy of a record, receipt of an accurate copy of a record, an oral description or communication of a record, or an accurate copy of a record and a request to release a copy of any record.

In cases of a legal separation and/or divorce, California state law gives only the custodial parent the right:

a. Consent to the release of records (unless both parents have notified the school in writing of a mutual agreement to permit either parent to authorize release).
b. Challenge the content of records
c. Write responses to information regarding disciplinary action to be included in the record. The non-custodial parent has all the other rights of a parent.

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the Principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision.

Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access.

Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write

responses to information regarding disciplinary action. A noncustodial parent without visitation rights has no right of access to records of any kind.

Directory Information
"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents of legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Verbal/Written Confidences
Confidential information may be provided by students, parents, or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the Pastor, Principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

TRANSFER OF RECORDS

Student Transfers, Withdrawals and Graduation
A student who withdraws from St. James Catholic School will have an official copy of his/her transcript released directly to another school only upon written request of the parent or upon written notification of enrollment from the student's new school. Parents/Guardians are expected to notify the office in writing if the student will not be returning to the school at the end of the semester or is not re-registering for the following year. Transcripts may be withheld if financial obligations are not met. Requests must be made in person or by mail.

For a student transferring not at the end of a semester, grades at time of transfer are forwarded to the new school.

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report will remain at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the

student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer. The Principal may be required by the County Board of Education to report the severance of attendance by any student.

Withholding of Records
Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

D. CURRICULUM

ACADEMIC POLICIES

St. James Catholic School provides a challenging, comprehensive and relevant curriculum, which fulfills the school's purpose, strengthens Catholic identity, and results in student achievement of school wide learning expectations. The curriculum is designed to provide a balanced, holistic education for our students.

The school curriculum encompasses all the learning experiences planned and directed under the leadership of the Principal in compliance with Archdiocesan policy, the school philosophy, and to meet the state standards.

The school curriculum:

- Gives witness to the Gospel values, the teachings and traditions of the Church.
- Develops within students an openness to acquiring knowledge.
- Empowers each student in communication, critical thinking, and decision-making.
- Encourages positive acceptance of self and others.
- Provides opportunities for students to demonstrate responsibility within the community.
- Promotes accountability for the care of the earth and all God's creation.

COURSES OF STUDY

The following courses will be taught to all students with the corresponding standards:

- Mathematics – Common Core State Standards
- Religion – Archdiocesan Standards
- Language Arts – Common Core State Standards
- English – Common Core State Standards
- Social Studies – California State Standards
- Science – Next Generation Science Standards for Middle school.
- Fine Arts – California State Standards
- Physical Education – California State Standards

RELIGION

The educational mission of the Church and the reasonable expectations of parents/guardians require that the Catholic school be distinguished by an atmosphere and a formal program which relates religious belief and practice with the normal development and education of children. Religious instruction is an integral part of the educational program for all students at all grade levels. Student progress in acquiring an intellectual grasp of the religion course materials is to be assessed, evaluated, graded, and reported according to the same procedures established by the school for other subjects in the curriculum.

MIDDLE SCHOOL SERVICE HOURS

As part of the St. James School mission statement, students are poised to achieve their God given potential for greater things in service of Church, family, and community. Therefore, all middle school students are required to do service hours as part of their Religion grade.

Service Hours can include: Helping at the DePaul Center at St. James or elsewhere, helping teachers/faculty/staff at school, helping in any events that have to do with school or the parish, school involvement (service projects, student council, altar serving, sports events, etc). Students are responsible for getting their service hours signed by the correct person in charge of the event and

keeping/tracking their hours before it is turned in at the due date.

PHYSICAL EDUCATION PROGRAM

All students participate in a physical education program. This is not an option. Primary emphasis will be placed on the development of life skills and positive attitudes. All students must be dressed in regulation uniform for all PE classes.

- Girls and Boys must wear the school-approved shorts and shirts
- Athletic/tennis shoes, appropriate for PE
- The school-approved track pants and sweatshirts may be worn on cold days. NO slip-on shoes are allowed.

Physical Education provides opportunities for all children to learn activities that are developmentally, socially, mentally, and emotionally stimulating. The program is designed to develop each individual to his/her highest potential. The primary goal of the physical education program is to develop neuromuscular, perceptual motor, and social-emotional developmental skills. The physical education program also strives to teach the student constructive use of the leisure time.

Children are encouraged to participate wholeheartedly in the program. Excuses should only be written to excuse a child from participation if he/she is recuperating from an illness or injury. A written note from the child's parent/guardian to the PE teacher will suffice to have the child excused from activity during the PE period. However, the child must attend the PE class. This excuse from physical activity will also include recess and lunch play time.

CARE OF BOOKS AND SCHOOL PROPERTY

All textbooks and library books are the property of St. James Catholic School. Each student is expected to take care of the books and supplies. If through carelessness, these books are marked or damaged in any way the student will be charged a fine. Any books, technology, or property that are lost or severely damaged must be replaced at the cost to the student.

Students are expected to respect and accept responsibility for all school property. Failure to do so will result in an appropriate consequence.

HOMEWORK

Homework is planned to meet the needs of students and has an essential place in the education program. Homework is assigned to:

a. Reinforce concepts and skills that have been taught in class
b. Foster the student's creativity and discipline through enrichment projects or research
c. Train the student to work independently and to accept responsibility for completing a task

Skills for the development of good study habits must be taught – they are not inborn. Homework will be assigned for the purpose of fostering independent study, for review of the day's lessons and for providing opportunities for more diversified and challenging assignments. It is expected that homework be neatly done and handed in on time. Much good can be done if the parent/guardian fosters systematic study habits in an environment free from distractions like video games, smart phones, Internet social sites, and television. Homework is NOT always written. We ask that research, reading, and memorization be done with as much attention as written assignments.

Homework is assigned Monday through Thursday and may be extended through the

weekend as appropriate and necessary. Approximate time allocations per day:

● Kindergarten: 15 to 20 minutes AND 15 minutes of reading

● Grades 1 and 2: 30 to 35 minutes AND 20 minutes of reading

● Grades 3 and 4: 35 to 45 minutes AND 25 minutes of reading

● Grades 5: according to teacher syllabus yearly

● Grades 6, 7, and 8: according to teacher syllabus yearly

Individual students may require more time or less time to complete their homework, depending on their skills and talents. Reading is encouraged everyday.

If a child is absent, the parent/guardian must call the school office by 9:00 AM. Please do not call for homework and assignments that a child is in no condition to complete. Please do not approach their teacher during school hours; teachers need to be alert to their students. For prolonged absences, please email the teacher to work out a reasonable homework schedule.

Projects are long-term homework assignments that are based on the area of study in class. Parents/Guardians should encourage continuous work on projects instead of a few hours of stressful labor at the time the project is due.

Homework due to Vacations/Planned Absences
The school calendar provides for extended weekends throughout the school year. Parents/Guardians are encouraged to schedule trips or family vacations during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

1. No assignments ahead of time, for vacations.
2. Same amount of days of absence, amount of days to make up the work.
3. Teachers are not required to give make-up tests or assignments for absences due to vacations. Assignments are not given in anticipation of a vacation. Depending on the circumstances of the absence, if a teacher assigns a special project it must be completed as any other assignment for a grade to be given. It does not make up for the class time missed.

Tutoring

● If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
● Teachers may not be paid for tutoring students assigned to their own classes. With prior permission from the Principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents but never get paid to tutor students in their own classroom.
● A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring. Independent entities must have appropriate licenses, agreements for use of the premises and insurance
● All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at

Parish or Parish School Activities or Events

THE ROLE OF PARENTS/GUARDIANS WITH HOMEWORK AND ASSIGNMENTS
Since this work is finished at home, parents/guardians do have the responsibility for the success of their child in this regard and for the profit to be derived from serious study. The child's attitude toward homework, assignments, and projects is likely to reflect that of their parent/guardian. Parents/Guardians should only help, NOT DO the child's homework. It is important for the teacher to know if a child is having difficulty. Homework is a form of assessment. Homework should not be given the same priority as extra-curricular activities.

Some recommendations for an effective period of home study are:

- Review your student's grades bi-weekly on Gradelink
- Set a definite and appropriate time to work
- Find a quiet, well-lit place to work that insures freedom from distraction
- Give encouragement and approval for work well done
- Periodically check with their teacher for updates and study information
- Nurture a positive attitude for good study habits
- Encourage recreational reading, and talk about what the child is reading
- Limit the amount of time spent watching television, video games, or on the Internet
- Establish regular mealtimes and bedtimes

If parents/guardians have questions or concerns about the homework, they are asked to contact the teacher.

GRADES AND GRADING
St. James Catholic School is responsible to evaluate the progress of each student through a continuum of skills or the sequence adopted by the school in each area of curriculum. A variety of techniques and assessments are utilized for student placement as well as for demonstration of mastery of material or level of achievement. Any decision concerning, placement, acceleration, retention or academic referral of a student will be done based on data collected through evaluation and grading instructions AND in consultation with the student's parents/guardians and their teacher(s).

The Archdiocesan grading scale is as follows:

<u>Grades PK and TK</u>
Standards Based Report Card

<u>Grades Kindergarten to 2</u>

- O – Outstanding (90-100)
- G – Good (80-89)
- S – Satisfactory (70-79)
- NI – Needs Improvement (69 and Below)

<u>Grades 3rd - 8th Grades</u>

Principal Honor Roll - 3.7 to 4.0
Honor Roll - 3.2 to 3.69

- A = 93-100% (4.0)

- B+ = 90-92% (3.3)
- B = 87-89% (3.0)
- B- = 85-86% (2.7)
- C+ = 80-84% (2.3)
- C = 75-79% (2.0)
- C- = 70-74% (1.7)
- D = 65-69% (1.0)
- F = 64% and Below (0.0)

The school issues either a progress report or trimester report card periodically. These grade reports indicate grades and comments on conduct and academic performance. Attendance records are also included on report cards. Progress report cards are issued at the midpoint of every trimester. Report cards are issued at the end of every trimester. Low grades on the progress report cards are indicators that a student needs academic help from both their teacher(s) and their parents/guardians. Trimester grades are not an average. The final year-end grade is cumulative. Only the final year-end grades appear on the student's transcripts.

Students will be given the progress and report cards and are responsible for bringing them home. The report cards are important sources of information for parents/guardians concerning the progress of their child(ren) at school. Parents/Guardians should read the report cards carefully and discuss it with their student(s). If there is not a steady pattern of growth, the parents/guardians should be aware of the reasons why the child is not progressing. If a child has failing averages, the child may be either retained in the same grade level or promoted on condition of extra school and placed on academic probation.

Gradelink

St. James Catholic School uses *Gradelink*, an online grading-reporting system. Parents may monitor the progress of their student's grades, assignments, and attendance. Parents/Guardians and students have access to grades with the use of a personal password. Access codes will be distributed to parents at the beginning of the year. For questions about individual grades, contact the teacher directly through their faculty email address or leave a message at the office.

PARENT TEACHER CONFERENCES Parents/Guardians are given the opportunity to meet briefly with their child's teacher after the first trimester report cards are issued. The date for this conference is listed in the school calendar. Parents are encouraged to contact the teachers directly by email or by leaving a message in the office to request additional appointments as necessary.

Teachers are free to schedule conferences with parents/guardians as the need arises. The parent/guardian as well as the teacher may request the Principal or Assistant Principal to be present during the conference. Making an appointment gives everyone involved time to prepare for an effective meeting.

Classroom aides are never to be consulted regarding student performance or classroom issues.

ACADEMIC PROBATION, RETENTION

A student may be placed on Academic Probation if it is determined that the combination of grades achieved by the student in any quarter warrants such an action. For example, any student who receives two F's in a single quarter will be placed on probation. A student will be placed on academic probation when grades are consistently low due to lack of effort, inattentiveness, incomplete/missing assignments, or excessive absences. There is a strong possibility that the child will not be promoted to the following grade for the reasons mentioned above and be retained in the same grade to assist with academic growth.

In each case, a contract will be written enacting such terms as will best motivate the individual student to improve. Among the terms will be the successful completion of all courses and mandatory enrollment at summer school. Other terms may include exclusion from extra-curricular activities and athletics. Three F's in a single Trimester may warrant removal from the school.

The Principal, in consultation with their teacher, will write the contract for improvement. Parents/Guardians and students must agree to the contract, or the student may not be invited back for the following year.

COUNSELING POLICY

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professionals for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the Principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense.
- Provide high school counseling, including providing information to parents and students about high school application procedures, entrance exam tests, scholarships and financial aid. Schools may also provide high school brochures and information sessions.
- In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

HONOR ROLL (*STUDENTS IN GRADES 3 - 8 ONLY*)
Students earning a GPA of 4.0 to 3.7 will be eligible for Principal Honors. Students earning a GPA of 3.69 to 3.2 will be eligible for Honors. Only students with behavior conduct grades of O and G in all classes are eligible to receive Honors. Students in grades 3-8 will be recognized after every grading period.

For students to receive an honor roll there can be no "D"s, "F"s or "NI"s in any subject on the report card. In addition to these scholastic marks, the student must have at least a "G" in both Behavior and Work Habits.

STAR RENAISSANCE
St. James Catholic School will administer the STAR Renaissance Benchmark Assessments three times a year as determined by the Department of Catholic Schools. Test dates are published in the school calendar. Unnecessary absences should be avoided during the testing time. Results are entered into the student's permanent record and are included with the official transcripts.

FIELD TRIPS
Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet financial and/or academic and/or behavioral requirements. All purely recreational trips shall be held outside regular school hours except the 8th grade graduation field trip.

The curriculum may incorporate excursions and field trips. They must be educational in nature and related to the curriculum and content of the class. The school has established definite guidelines and systematic procedures for such trips. Permission, in writing, must be obtained from a parent or guardian before a student can participate. The school reserves the right to prohibit a student from attending a field trip for academic, attendance, disciplinary or financial reasons.

Standard Permission Form
The Archdiocesan Field Trip Permission Form must be signed and returned to the school at least three (3) days before the field trip. No student shall be allowed on a field trip without a SIGNED parent permission slip, which releases the school from liability, has been returned to the school. A separate permission slip must be obtained for every field trip. NO permission can be taken over the phone. Requests for parent/guardian permission shall be accompanied by full details of the field trip.

The Principal shall establish school procedure for verification of attendance and clearance of students prior to departure on a field trip. A roster of participating students shall be given to the Principal at least one week before the date of the field trip. The supervising teacher shall carry a roster of participants including names, addresses, and emergency telephone numbers of all students.

PARTICIPATION IN GRADUATION CEREMONY REQUIREMENTS
The following information explains the policies regarding graduation from St. James Catholic School:

1. Participation in the graduation exercises is a privilege which a student earns as a result of:
    a. Passing all the required classes for graduation

b. Satisfying all financial obligations, including tuition, fees, service hours, family pledge, and fines
c. Returning all textbooks, equipment and library books
d. Maintaining a satisfactory citizenship record
e. Meeting behavioral expectations in regard to conduct.

2. The 8th grade fee is non-refundable. This fee covers most, but not all of the expenses associated with 8th grade and graduation activities
3. An 8th grader will NOT be allowed to participate in the graduation ceremony (walk) if the student:
    a. Receives a failing grade in any subject on the final report card
    b. Fails to meet the other requirements specified above.
    c. Has an outstanding balance on their FACTS tuition account.
4. Students who do not participate in the Graduation ceremony for any of the reasons above will receive a diploma only after those requirements have been satisfied.

EXTRA-CURRICULAR ACTIVITIES

Where feasible, a variety of extra-curricular activities suitable to the age and needs of the students shall be offered. All school-sponsored activities must have the approval of the Principal. Such activities, under the supervision of the teacher, ordinarily are to be scheduled at other than class time; however, they may be built into the class schedule when the activity is integral or complementary to the instruction and curriculum. Service activities in the school, parish, and community shall be encouraged. Nevertheless, care should be exercised to prevent excessive demands that would interfere with a student's academic progress.

The school sponsors a number of extra-curricular activities that provide students with wholesome ways to spend their leisure time. The primary goal of the extra-curricular programs is to foster community and nurture healthy, spiritual relationships among and within the student body and parent group.

ELIGIBILITY FOR SPORTS/ACTIVITIES

St. James Catholic School Athletic Program is dedicated to building the physical and moral character of the students. Students are encouraged to be involved in all sports offered by the school since it helps them develop physical skills, mental discipline, sportsmanship, and leadership.

All students must be academically eligible to participate. They must maintain a C (2.0) average with no failing grades in any subject. Grades will be checked weekly to see if students can participate in practices and games.

While we encourage all students to be involved in our athletic program, we do require that each student put effort in the classroom and homework assignments. The teachers will evaluate this regularly. Parents/Guardians/Students must take appropriate steps to ensure continual progress in daily assignments, projects, and tests.

Students who join the athletic program are required to attend practice on the days scheduled, put forth 100% effort at each practice, and attend all games unless there is a notice from the parent/guardian for valid reasons.

St. James Catholic School is committed to providing everyone a fair chance to participate. The decision of the coach, especially with regards to the amount of playing time an athlete plays during a competition, is final. Ordinarily, the Principal will not intervene in these decisions.

Financial payments to the school for tuition or other fees must be current to participate in any sports activities. Having delinquent tuition and playing in sports is not a feasible scenario for the school. To participate in school functions, all obligations must be fulfilled in a timely manner.

Fees
A fee will be charged to each student participating in sports. This fee is payable at the time the student is registered for the sport and is non-refundable once practice begins. The participation fee for each season will be determined at the beginning of the school year.

Scholarships for sports are available for families in need. Please approach the administration privately.

Student Expectations
In order for students to participate in an extra-curricular activity they must maintain a 'C' (2.0) grade average. If at progress report time, midway through the academic quarter, a student has an overall academic average below 'C' (2.0) or an 'F' in any subject, he/she will be placed on probation. During this two-week academic probation period the student will not be allowed to participate in extracurricular activities. The student's parents, coach, and teacher will receive written notification of the student's probation status.

If at the end of the quarter a student has an overall academic average below 'C' (2.0) or has a 'F' in any subject, he/she will be dismissed from the extra-curricular activity for the duration of the season/term of office. Continued misbehavior may result in a child being denied the privilege to play in a game or may result in being removed from the team.

All school rules shall apply to after school activities and events.

Parent/Guardian Participation
Parents are required to give their child/children permission to participate in the sports program. At the time of registration, parents must complete the Emergency Information Sheet and the Parental Consent Form.

Parents/Guardians are expected to promptly pick up their students from practices. Students not picked up will be sent to the After School Extended Care Program and will incur the usual charges.

All games are conducted after school on weekdays and on a Saturday or Sunday. It is each parent's responsibility to get their students to games on time.

Students must be in school in order to participate in a sport/activity on a given day. If the activity is on the weekend, the student must have been present in school on Friday.

Parents/Guardians are highly encouraged to attend the games and support their children. They are expected to be supportive of coaches and administration of the school athletic program. Parent/Guardian support and enthusiasm is encouraged. However, parents are earnestly asked to remain as spectators during the games. If you disagree with a coach or official, please make arrangements to meet with the coach on an individual basis to discuss your concern.

E. FINANCIAL INFORMATION

The Finance Committee of the School Board meets periodically and studies the budget and financial situation. Each year in the spring, the Finance Committee and the Principal prepare the annual budget and submit this to the School Board, which then recommends its approval by the pastor. Once approved the budget is submitted to the Department of Catholic Schools.

The annual tuition raises most of the necessary funds to operate our school. The additional funds are raised through fundraising activities and projects, gifts, and grants and donations. Each year we receive generous gifts to our scholarship fund from parishioners and friends of St. James Catholic School. We have an endowment fund that helps to support our scholarship program.

TUITION AND FEES

Tuition costs are set yearly. Due to contractual commitments to our teachers and staff as well as other annual expenses, families are required to satisfy their tuition payment. Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, our school follows the following policy regarding tuition payment:

Tuition is based on annual rates and has been divided into monthly payments for the convenience of the family. School tuition payments are paid in twelve month increments from June through May. Tuition is due on or before **the fifth or twentieth day** of every month.

St. James Catholic School has partnered with FACTS Tuition to service your child's tuition account and all families, with the exception of I-20 students, are required to enroll for an account. All billing will go through this account including all fundraising and fees. Please note that tuition amounts, tuition aid, scholarships and all other tuition related decisions are made solely by the school. FACTS Tuition's parent help center is available to assist you with questions about your account, 24 hours a day, 365 days a year, at 1-866-412-4637.

St. James Catholic School depends on tuition in order to meet payroll expenses and other financial obligations as a business entity. It is expected that each family will pay on time and fulfill all obligations to the school so that the school can remain in operation without debt and meet its primary goal as an educational institution. As a safeguard, these policies will be strictly enforced.

Registration

Re-registration

The pastor and the Principal determine the specific method of selecting students for re-registration. Children will be considered for re-registration if:

1. The family has met its financial obligations as outlined in the FAMILY AGREEMENT and the PARENT STUDENT HANDBOOK and FINANCIAL OBLIGATIONS.
2. The family has demonstrated their support and cooperation with school policies.
3. The family has maintained mutual and cordial relations between the home and school which benefits the learning of the child

Re-registration Fee

Payment of the $450 per child non-refundable annual re-registration fee is required by

specified deadlines to reserve the student's desk for the next school year and will be collected via the FACTS Tuition program beginning in February

- If payment cannot be paid in full, the parent/guardian must contact the school to make alternate payment arrangements.
- When necessary the Principal and family may arrange a special payment plan
- Those families who do not pay this fee by the specified date may lose their child's place in the classroom
- If your child(ren) is not returning to St. James Catholic School for the next school year, it is the parent's responsibility to notify the office in writing by March 15 of the current school year.

New Student Registration

There is a $450 non-refundable fee due at the time of acceptance for all new St. James School students. There is also a $100 non-refundable application fee due when the student is scheduled for their assessment.

The registration process is complete when the school has received:

a. The completed application along with the student application and registration fees.
b. Emergency information forms that are completed in full.
c. Applications for parish assistance, and scholarship applications.
d. Records: Baptismal and birth certificates, immunization, health records and transcripts from any previous school.

OTHER FEES

Beyond registration and tuition, there are additional fees charged:

a. Eighth Grade Fee which covers the cost of graduation and other 8th grade expenses.
b. Field Trips- Prices vary due to field trip destination and costs
c. Sacramental Prep Fee
d. Academic Team Fee
e. Athletic Team fees
f. For other specific fees please see the tuition contract.

DELINQUENT TUITION FROM PREVIOUS SCHOOL YEARS

Any unpaid tuition from previous school years will prevent re-enrollment in St. James Catholic School. Under this criteria a parent must pay all previous outstanding fees prior to enrollment.

REFUNDS

All fees, including registration, are non-refundable and tuition is prorated by quarter. After a quarter begins, one fourth of the annual tuition for that quarter is owed. Any amount paid over this amount will be refunded if a student is asked to withdraw for any reason or if a student is voluntarily withdrawn. A letter is required from the parent/guardian when a child is being removed, voluntarily, from the school. Refunds will be based on either the actual date the letter is received in the office or the last day of attendance, whichever date is later.

This policy does not apply to I-20 students. Please refer to the International Student Contract for I-20 refunds.

TUITION POLICIES

a. The Principal with the consultation of the Pastor is responsible for setting the non-refundable registration fees as well as tuition rates.

b. All tuition contractual obligations for the prior year must be paid in full to insure a student's registration for the following school year. Tuition contractual obligations for eighth graders must be paid before graduation. All report cards, progress report cards, and school records, including eighth grade diplomas, may be withheld until all fees are current. If special arrangements are necessary, please, contact the Principal.

Tuition is due on or before **the fifth or twentieth day** of every month. Should a situation arise that a payment will be late; the parent is responsible to notify the Business Office as soon as possible. In the event that a family fails to pay tuition on time, the Principal will initiate the following procedures:

1. If at the end of **thirty (30) days** the tuition account is not current, the parent will be notified by the Principal of the past due amount. FACTS Tuition will continue to add monthly $50.00 late fees until the account is current. The parent will be notified in writing and a telephone call by the office that the account must be brought current.
3. If at the end of **sixty (60) days** the account has not been brought up, St. James Catholic School reserves the right to remove a student from school participation. It is the responsibility of the parent(s) or guardian(s) to contact St. James Catholic School and settle the debt. This removal may occur over the final exam period at the end of the school year. Completion of final exams are required to receive credit. The student will be withdrawn if financial obligations have not been met.

The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The School may withhold all report cards, progress report cards, and school records, including eighth grade diplomas until all financial obligations are met. Students may be denied the privilege of participating in school sponsored academic, athletic, and social events. Additionally, families who have past due tuition may not be eligible for tuition assistance.

St. James Catholic School will consider requests for exceptions to this rule on an individual basis only for extraordinary circumstances. The School Board Finance Committee may aid in the arbitration of cases upon request for exception.

Families that are experiencing financial difficulties should contact the Principal immediately.

Our tuition goals are:

a. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
b. To foster a trusting, community relationship between the parish, the school and the Catholic family.
c. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

FINANCIAL OBLIGATIONS

St. James Catholic School reserves the right to suspend a student for a period of up to five school days if financial obligations, as agreed to in writing at the time of registration, have not been met by parent(s) or guardian(s). During the course of this suspension period, it is the responsibility of the parent(s) or guardian(s) to contact St. James Catholic School and settle the debt. This suspension may occur over the final exam period at the end of the

school year. Completion of final exams are required to receive credit.

The student will be withdrawn if financial obligations have not been met at the end of the five-day suspension period.

St. James Catholic School will consider requests for exceptions to this rule on an individual basis only for extraordinary circumstances. The School Board Finance Committee may aid in the arbitration of cases upon request for exception.

ANNUAL GIVING COMMITMENT

St. James Catholic School was built through the generous support of the parish. Since that time, families of students have funded capital improvements through similar generous sacrifices. Parents of current students are expected to continue this support during their years at St. James Catholic School.

FINANCIAL TUITION ASSISTANCE

Catholic Education Foundation (CEF)

The Catholic Education Foundation provides tuition awards of $1,000 per student to families who meet established financial guidelines. Any current or prospective family seeking financial aid must complete an application and provide proof of income (end of year check stub, W2's and completed tax return for the current year). Applications are available in the office and the due date for submission is marked on the school calendar. The Principal will forward all applications to the Archdiocese. The school will be notified of awardees.

Families who apply for Catholic Education Foundation and who are "wait listed" or "denied" an award through the CEF will roll over to the St. James Catholic School financial aid pool of applicants.

St. James Catholic School Scholarship Fund

Limited tuition assistance is available thanks to the generosity of many good parishioners and friends of St. James Catholic School. Any current school family may request financial assistance from the school, but they must first apply with the *Catholic Education Foundation*. Once a family has submitted the application, a school family may also request financial aid directly from St. James. The confidential form is processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply for the Catholic Education Foundation tuition assistance and the St. James Catholic School Scholarship Fund. The Principal and the Pastor will handle any special circumstances confidentially.

The Principal, in consultation with the Pastor, determines that amount of tuition assistance. Families who belong to St. James Parish receive first consideration for assistance.

Emergency Financial Aid

Life status changes do occur and St. James Catholic School tries to respond to the call. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the Principal will work with the Pastor to assess the need and respond accordingly.

PARENT VOLUNTEER REQUIREMENT

Parents/guardians are the primary educators of their children and have freely chosen St. James

Catholic School as their educational institution with full knowledge that tuition and fundraising are the sole means of support. Therefore, we expect each family to become involved in their child's education by giving of their time to support the continuation of St. James Catholic School.

All volunteers are required by the Archdiocese to sign the mandatory Child Abuse Form. All volunteers must have fingerprint clearance and become certified in *Safeguard the Children* ***Virtus*** program.

Volunteers may directly assist teachers in their work with students, or assist in extracurricular activities, office work, and lunch and playground management. The Principal has the right to screen and select volunteers. Each volunteer shall be under the direct supervision of a specified member of the school staff. Every volunteer serving as an aide shall be required initially to present verification of a negative tuberculosis test.

Upon entering the school campus, all volunteers are required to sign in at the school office and obtain a volunteer badge that is to be worn throughout the visit. Volunteers must sign out in the office and return the badge at the end of their visit.

PARENT SERVICE HOURS REQUIREMENT
Providing the very best Christian education for our children is an expensive venture. Since service hours are part of our tuition structure, these hours must be served working in direct support of St. James Catholic School. The objective of service hours is to create a community spirit in the school while providing valuable service thereby indirectly providing financial assistance and generous support.

20 General hours and 9 for Harvest Festival

Service hours must be completed by May 31.

Eighth grade families must complete their hours or pay for unworked hours in order for eighth graders to participate in graduation activities.

Only family members may complete service hours for credit. The office must clear exceptions. Students are not eligible to earn credits to fulfill a service hour requirement. To receive credit for any activity, it is the responsibility of the volunteer to have those hours verified by the school. It is the responsibility of each family to keep track of completed hours. Hours can be checked with the office. Any discrepancies are to be submitted in writing to the school.

Service hours are part of our tuition structure, if the hours are not fulfilled, those hours will be billed to your Smart Tuition account. More importantly, failure to fulfill the service hours jeopardizes your family's opportunity for continued or renewed parish scholarship and/or financial aid. If hours at the Springfest and the Harvest Festival are not completed, families will be billed per hour in April. Any additional hours worked may be applied towards the service obligation. It is the parent's responsibility to schedule hours and complete their Springfest and Harvest Festival obligation. If regular service hours are not completed, they will be billed per hour in May.

After June 1, all parent participation hours will be credited for the next academic year.

FAMILY ANNUAL GIVING AND FUNDRAISING PROGRAM

The tuition paid by school families does not cover the actual cost of the education received by each child who attends St. James Catholic School. Since tuition comprises most of the funds necessary to operate our school, we rely heavily on a variety of fundraising activities to raise the money needed to meet the difference between tuition collected and the real cost of a Catholic education at our school. All families are expected to participate in all mandatory school fundraising events and activities outlined in this section. All families are invited and encouraged to participate in all other community building and fundraising programs events listed.

A significant or large increase in tuition would exclude many families from choosing a Catholic education. Your participation in these programs helps keep tuition at an affordable rate for all. All monetary contributions are a tax-deductible credit on your income tax. Please ask your extended family, friends, neighbors and co-workers to join in our fundraising efforts.

MANDATORY FUNDRAISING RESPONSIBILITIES

Scrip Gift Cards and Certificates. Families must have an annual combined rebate amount of $150. In the event that the minimum scrip rebate is not met, you will be billed the remaining amount at the end of the year. For example, if your family achieves $100 of the rebate amount, your family will be charged $50 at the end of the school year.

Jog-A-Thon Event. Our annual Jog-A-Thon event helps raise awareness for physical fitness while it helps raise money for your school.

Harvest Festival. Each family is also required to sell $100 worth of raffle tickets and parents must volunteer a set of hours for the event.

COMMUNITY BUILDING AND OTHER FUNDRAISING OPPORTUNITIES

Parents and community members gather at various events with the goal of building community and providing information about St. James Catholic School. Families are invited, encouraged and expected to participate in and support our development efforts and fundraising programs. Significant money is raised by these projects that help us meet the annual operational costs which tuition does not cover. In order to be successful, these programs require your ongoing participation.

Refer to the school calendar and information about events and fundraisers that are held throughout the year: Scholastic Book Fair, Family Dinner Nights, Parent Child events, Pancake Breakfasts, and various Parent Association movie and dinner nights.

F. DISCIPLINE

GENERAL POLICIES

St. James Catholic School's discipline embraces a commitment to the Gospel values and the goals expressed in our philosophy. We attempt, through our discipline program, to promote genuine growth of the student, increase the student's respect for duly constituted authority, foster the development of Gospel values within the individual and provide a community atmosphere conducive to learning.

A student at St. James Catholic School is a student at all times. A student who engages in conduct that is detrimental to the reputation of the school, whether it happens inside or outside the school campus, that student may be disciplined by the school administration. The administration of St. James Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students. Physical altercations as a mode of resolving issues is not permitted on campus, also exhibiting conduct online that is offensive and hurtful to others.

At times the school may judge that a student can no longer remain at St. James Catholic School because the presence of the student is not a positive force contributing to the good of the student or the good of the school. This decision would be made only after fair and impartial procedures have been followed. In the process of helping the student grow to maturity, the student may be asked to participate in counseling, do work for the school community, or enter a period of evaluation. Through this process, we hope to reach our underlying goals of helping the student to master the internal forces of their personalities and encouraging self-direction so that they will become responsible and accountable members of the school community.

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the Principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

MAINTENANCE OF EFFECTIVE DISCIPLINE

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult situations
- Consistent follow through

DISAPPROVED DISCIPLINARY MEASURES

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping is unacceptable
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures ● Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades

- Any disciplinary action that isolates a student without proper supervision

GENERAL GUIDELINES

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be demanded at all times. Acceptable standards of behavior include the use of the designated school uniform and appropriate dress on campus and at all school events and activities.

Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. Students are reminded that any teacher, teacher's aide, or other adult in charge has the right to correct individuals displaying unacceptable behavior. Teachers are responsible for establishing and maintaining discipline procedures that encourage positive behavior and respect for one another. Teachers must communicate to students appropriate behavior that is needed to maintain an effective teaching/learning environment. Students demonstrating inappropriate behavior will be choosing predetermined consequences appropriate to grade level.

Uniform and Grooming Code

Uniforms for the 2025–2026 school year may be purchased from Michaels or Normans. Beginning with the 2026–2027 school year and beyond, uniforms will be available exclusively from Normans, which has been the long-standing uniform provider for St. James Catholic School.

St. James Catholic School maintains a uniform dress code for all students. Uniforms also allow students to focus on more important items like academics, extracurriculars and sports. Students are required to arrive on campus dressed in full school uniform and in accordance with the grooming guidelines.

Administration, faculty, and staff reserve the right to determine whether a student is appropriately dressed and groomed and may request that a student change if found to be in violation of the policy. Depending on the situation, parents will be contacted to either bring appropriate clothing or pick up the student. Repeated or flagrant violations may result in disciplinary consequences.

Parents are expected to monitor their children's attire to ensure compliance with school dress code policies.

No oversized clothing allowed.

<u>Grooming Guidelines</u>

- All students must have clean, neatly cut hair that does not cover the eyes or interfere with learning.
- Boys hair must be above the collar of the uniform shirt.
- Junior high boys must be clean-shaven.
- Only natural hair colors are allowed—no streaking, dyeing, frosting, or other alterations.
- Makeup and colored nail polish are not allowed.

- Nails must be kept short. No tips, acrylics, gels, or enhancements of any kind.

Jewelry Policy

GIRLS

- Allowed: Small post or huggie earrings, analogue wristwatches, and jewelry for medical or religious reasons.
- Not allowed: Dangling earrings below the earlobe (for safety reasons), gaudy or distracting jewelry, and body piercings (except for ears). No Apple, Samsung, or smart watches.

BOYS

- Allowed: Analog wristwatches and jewelry for medical or religious reasons like a cross or crucifix.
- Not allowed: Earrings or any body piercings. No Apple, Samsung, or smart watches.

Hat Policy

- Hats may be worn only outside the classroom only.
- On warm days, designation school hats may be worn. (Hats may be purchased in the front office.)
- On cold days, school-colored beanies may be worn.

Uniform Guidelines by Category

Boys Uniform

Regular School Day (TK - 8th Grade)

- Pants/Shorts: Navy blue. Belts required in Black or Navy (Grades 1-8)
- Shirts: Gray, white, or navy polo shirt with SJS logo
- Socks: White, navy, or black; length must be crew to below knee
- Shoes: Closed-toe shoes of any color are allowed as long as they do not have lights, sparkles, glitter, wheels, distracting sounds, or offensive images
- Outerwear:
    - Hunter green crew neck, hoodie or zip-up sweatshirt with SJS logo

- Navy or hunter green jacket with SJS logo
- On rainy days: Rain jackets of any color are allowed

P.E. Uniform (TK–8th Grade)

- Pants/Shorts: Navy blue shorts, navy blue track pant or green sweatpants with SJS logo, (plain black leggings may be worn under PE shorts)
- Shirts: Grey t-shirt with SJS logo
- Socks: White, navy, or black; length must be crew to below knee
- Shoes: Closed-toe shoes of any color are allowed as long as they do not have lights, sparkles, glitter, wheels, distracting sounds, or offensive images

PE uniforms may only be worn on scheduled PE days.

Note: All polo shirts must be tucked in at all times (Grades 1–8)

Girls Uniform

Regular School Day (TK–4th Grade)

- Jumper/Skort: Plaid jumper, plaid or navy blue drop-yoke skort (plain black or navy leggings may be worn under jumper or skorts)
- Pants/Shorts: Navy blue
- Shirts: White Peter Pan blouse, navy, gray, or white polo shirt with SJS logo
- Socks: White, navy, or black; length must be crew to below knee
- Shoes: Closed-toe shoes of any color are allowed as long as they do not have lights, sparkles, glitter, wheels, distracting sounds, or offensive images
- Outerwear:
  - Hunter green crew neck, hoodie, zip-up sweatshirt or sweater with SJS logo
  - Navy or hunter green jacket with SJS logo
  - On rainy days: Rain jackets of any color are allowed.

Regular School Day (5th - 8th Grade)

- Skirt: Plaid box pleat skirt (plain black or navy leggings may be worn under skirt)
- Pants/Shorts: Navy blue
- Shirt: Gray, navy, or white polo shirt with SJS logo

- Socks: White, navy, or black; length must be crew to below knee
- Shoes: Closed-toe shoes of any color are allowed as long as they do not have lights, sparkles, glitter, wheels, distracting sounds, or offensive image

  Outerwear:

  - Hunter green crew neck, hoodie, zip-up sweatshirt or sweater with SJS logo
  - Navy or hunter green jacket with SJS logo
  - On rainy days: Rain jackets of any color are allowed

P.E. Uniform (TK–8th Grade)

- Pants/Shorts: Navy blue shorts, navy blue track pant or green sweatpants with SJS logo, (plain black or navy leggings may be worn under PE shorts)
- Shirts: Grey t-shirt with SJS logo
- Socks: White, navy, or black; length must be crew to below knee
- Shoes: Closed-toe shoes of any color are allowed as long as they do not have lights, sparkles, gilitter, wheels, distracting sounds, or offensive image

PE uniforms may only be worn on scheduled PE days.

School Mass Day - ALL STUDENTS

Boys and girls of ALL grades must be dressed in *Regular School Day Uniform*, (see above), NO PE clothes.

Note: All polo shirts must be tucked in at all times (Grades 1–8)

FREE DRESS

"Free Dress" (a non-uniform dress day) is a privilege given by the Principal for a specific reason. A student may choose to wear the school uniform on a "free dress" day. The privilege of free dress can be denied to a student as a consequence for a discipline or academic concern or problem. Each student may wear "free dress" on his or her birthday celebration day.

On a "free dress" day, children wear appropriate school clothing that they already own. There is no need to go out and buy new clothes just because it is a "free dress" day. Appropriate clothing/grooming means: dresses, skirts, slacks, shirts with sleeves, walking shorts, blue jeans which are clean, in good condition and will not distract any student from school work. Modesty is the rule. No underwear may hang out from the clothing. Free dress shoes must be closed toe shoes.

Not allowed: tank tops, strapless tops, short shorts (no shorter than mid-thigh), no form fitting pants: leggings/jeggings/close fitted knit pants (can only be worn with tops which meet the

three inches dress rule) no shirts with words and/or pictures which are contrary to Catholic teachings and values and no sandals or any other open toe shoes. Any student who does not comply with “free dress” guidelines will be considered out of uniform. We ask students to wear no political shirts or shirts that can be misunderstood or offensive to young children.

Free Dress after attending Sunday Mass on Monday has been removed.

DENIM BLUE JEAN POLICY
The blue jeans cannot have any holes or tears.

If a student breaks the dress code by disregarding any section of the above policy, the student may be restricted from non-uniform/spirit dress as decided by the Principal and Assistant Principal of Student Services.

DISCIPLINE PLAN
We know that students and parents who are clear about expectations and rewarded for developing good behavior habits are better prepared to learn.

Our goal to provide a learning experience, which is of the highest quality and disruptive behavior in any form, undermines this goal. The majority of our students are successful in their studies and cause few problems. We certainly distinguish unacceptable behavior with the ‘normal’ behavior of children who are exploring and challenging boundaries – as parents and educators we have some of this to deal with and always will.

We believe that all of our students can behave appropriately in school. We will not allow any student to prevent a teacher from teaching or to keep other students from learning.

SCHOOL BEHAVIOR POLICY
These policies apply to students in grades 4th - 8th grade, with an emphasis on 5th to 8th graders. These policies may be enforced by any teacher or school staff member, who will document the misbehavior as a “Counseling notice” on GradeLink and send an email to the student and parent.

Classroom Behavior Expectations

1. Upon entering a room for class, students are expected to proceed to assigned places and be seated. Students will remain in their seats until given permission to move.
2. Students are not allowed to be in a classroom without the presence of a teacher
3. Articles on the teacher’s desk are not to be touched without permission and are not to be used or read by the students without permission
4. School furniture and equipment must be respected
5. Students are not permitted to write, pass, or read personal notes during class time
6. Teachers may have individual classroom rules depending on the needs of a particular situation
7. Students are to bring to each class, the work materials needed to successfully complete the assigned work
8. Students are not to loiter in corridors during break, lunch, before or after school.
9. The hallways are considered academic areas. Behavior in these academic areas should be quiet and moderate. Food, drinks, phones, digital watches including apple watches and gizmos, or music are restricted in these areas.

Mass Behavior Expectations

1. Students should participate in the chants of the mass ordinary, the spoken responsorials, and all hymns.
2. Students should not talk with each other during Mass; seating will be assigned by the teacher to minimize distractions.
3. Counseling notices will be sent for the following behaviors: disruptive behavior in the chairs, disrespectful whispering or inappropriate facial expressions during readings, chewing gum, or leaving the mass without permission.

Grounds for a "Counseling Notice"

1. If a student does not respond to correction by a teacher, if a student behaves disruptively in class, or if a student repeatedly disrespects classroom or school and school rules, dress code, then a counseling notice will be sent by the teacher by email or a phone call.
2. A counseling notice will be sent, if a student uses inappropriate language, behaves unkindly towards another student or a teacher, touches another student roughly or inappropriately, or does another inappropriate behavior at teachers' discretion.
3. The first time a student is seen wearing makeup at school, they will be given a wipe to wash it off. If a student is seen wearing makeup, nail polish, or inappropriate accessories (eyelash extensions, nails, excessive jewelry) more than once, then a counseling notice will be sent home. After 3 counseling notices, the student will serve detention and the teacher will call the parent.
4. If a student uses technology, including school-provided technology, for anything other than the assignment given in class, then the teacher will give a counseling notice. Teachers may also revoke permission to use technology in-class.
5. Any disciplinary infraction can result in a counseling notice and depending on gravity lead to detention, suspension or expulsion.
6. Students in any grade may be sent home for behavior that is unbecoming or not in line with our policies. In lower grades, this measure is not always considered a suspension but the school's way of asking for parental support with a behavior issue.

<u>Disciplinary measures for lower grades TK - 4 is very adaptive and not as linear as the norms for this section. Quiet time and students being sent home for parental support without using the suspension or detention verbiage is to be used. At the same time, there must be consequences for disciplinary infractions, especially if behavior is severe, physical or dangerous.</u>

Grounds for Detention

1. After 3 counseling notices of any kind within a trimester, across all classes, the student will be given detention at a determined time. If the student is enrolled in an extracurricular activity on Wednesday, they will not be allowed to participate after detention. If the parent is not at school at 3:30 pm to pick up the student, they will be checked-into and billed for ECP.
2. Cheating of any kind, including but not limited to copying assignments, plagiarizing from the internet, using AI writing assistance, searching online using smart watches, or similar offenses, will result in a 0 on the given assignment and an immediate detention. Subsequent offenses will result in suspension or expulsion.
3. Negative comments toward other students, especially appearance-related insults, may result in immediate detention. Subsequent or repeated offenses will be considered bullying, and they will be punished by suspension.
4. If a student is seen throwing any item at another student indoors, the teacher may choose to give an immediate detention as well as a counseling notice.

Grounds for Suspension
If a student continues to violate school rules after 3 detentions, then they will be given 1- 3 days of suspension, but possibly more depending on the infraction. However, the administration may issue a suspension immediately for serious disciplinary infractions without a need for warning or 3 prior detentions.

The following activities may be punished with immediate suspension:

- Cheating, especially subsequent offenses
- Defacing property of the school
- Speaking or writing slurs at school, especially racial slurs or other race-related comments
- Bullying or frequent exclusion of other students at school
- Repeated defiance of school or classroom rules
- Physical contact, fighting, pushing or harming an individual physically
- Serious infractions of any kind can warrant an immediate suspension.

Grounds for Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Destruction of school property or items on school property
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

School **B**ehavior **C**ontract
This contract is signed every year for grades 5th - 8th grade. The goal of this contract is to promote more personal responsibility and accountability for one's actions.

St. James Catholic School Student Contract

4th Grade and Middle School

I, _____, understand that a Catholic education is a great gift that has been bestowed on me by my parents/guardians for my future success in life. I understand the sacrifices, both great and small, my parents made for me to attend a private Catholic school. To show my gratitude, I will strive everyday to achieve my God given potential and take advantage of the gift of Catholic education.

1. I understand I am responsible for my actions and decisions. Therefore, I will always put my best effort in both academics and behavior to achieve high marks and stellar recommendations for high school.
2. I understand homework is my personal responsibility and no one can do it for me. I understand there are consequences for not completing my assignments such as poor grades and not participating in school activities including sports. These choices can also affect my acceptance into a private Catholic high school of my choice.
3. I understand if I need help in any subject my teachers are here to support me, but I must take initiative to seek assistance from parents and teachers.
4. I understand the way I behave is a testament to who I am as a Christian. Therefore, I will always behave according to their rules of Christian conduct and the guidelines of the school. These are laid out in more detail in the school handbook.
5. I understand that cheating and plagiarism is wrong and will result in just consequences.
6. I understand as a Christian/Catholic, I should attend Church on Sundays.
7. I understand the dress code and will abide by it.
8. I understand the Internet is a powerful tool when used properly. Therefore, I will never post, chat or share images, audios, or posts of indecent or offensive material. Creating content or memes of students, faculty, staff or other individuals for any purpose other than an educational requirement is not proper behavior for a student of a Catholic school.
9. I understand the school's cell phone policy.
10. I understand my words are powerful and can be used for the good and the betterment of my character, classroom, and the world. Therefore, I will strive to speak well of others and in positive terms and always work to be a leader. Foul language is never an appropriate way to communicate and will not be tolerated in a school or remote learning setting.
11. I understand that violence and fighting do not solve problems. I will work out issues with my classmates. When I can not do this on my own I will ask administration, teachers, or parents for help.
12. Bringing drugs, weapons or offensive materials to school or glorifying them in any type of school setting including a school learning/social media platform will result in immediate suspension/expulsion.
13. I understand dating is not allowed in our school. My administration, teachers, and parents want me to focus on my studies and school activities. Since we have younger students as young as TK, we want to give an appropriate example of Christian behavior. No public displays of affections are allowed at campus or school-related events.
14. I understand I represent St. James Catholic school and my behavior is a reflection of my family, school, and parish community.
15. These are some items listed above but not limited to those alone.

I agree to these points and understand that there are consequences to my actions like poor grades, detention, suspension or even expulsion.

Signed by Student _____ Date _____

Signed by Parent _____ Date _____

POLICY FOR PERSONAL AND MATERIAL ITEMS ON CAMPUS

The administration and staff of St. James Catholic School will not assume responsibility for personal belongings or material items a student chooses to bring to school. Any item that is not allowed—unless the classroom teacher makes a special request as part of an educational activity—will be confiscated. A parent or guardian must come to the school office to retrieve it.

DETENTIONS, SUSPENSIONS, AND EXPULSIONS

Detention

- Detention before or after school hours is an appropriate means of discipline.
- A student shall not be detained for more than one hour after school.
- A student may not be detained without the knowledge and consent of a parent or guardian, who must also be informed of the reason and the exact start and end time.

Suspension

- Suspension may be issued for any cause listed under expulsion, when mitigating circumstances apply.
- A student may not be suspended for more than two consecutive weeks unless involved in a police investigation.
- Parents/guardians must be notified by phone or in a conference.
- The principal or teacher must communicate with the student's parents or guardians to discuss behavior improvement.
- No teacher may suspend a student on their own authority.

Expulsion

Reasons for Expulsion include but are not limited to:

- Actions gravely detrimental to the moral and spiritual welfare of others
- Habitual profanity or vulgarity
- Threats or acts of violence
- Bullying, harassment, or hazing
- Defiance or disobedience
- Possession or use of drugs, alcohol, or tobacco
- Theft or vandalism
- Truancy, forgery, or cheating
- Possession of weapons

- Gang affiliation
- Inappropriate or scandalous behavior

Procedure for Expulsion

- Initial conference with parents, student, teacher, and principal. The pastor is notified.
- If no improvement, a final decision is made in a second conference.
- Only the pastor, in consultation with the principal, can finalize an expulsion.
- All completed work up to the time of expulsion receives credit.

Written Record

- All steps must be documented and filed per Archdiocesan procedures.

Grave Offenses

- Immediate suspension is allowed when health/safety is at risk.
- No initial conference is required.

Timing and Reporting

- Immediate expulsion may occur in urgent cases.
- Expulsions of 8th graders in final semester require prior approval from the Department of Catholic Schools.
- All expulsions must be reported within 24 hours to the Department and County Office.

Principal's Discretion

- The principal, in consultation with the pastor, may make exceptions in mitigating circumstances.

Home Study

- May be assigned in special cases. This is not considered a suspension.

HARASSMENT, BULLYING, AND HAZING POLICY

St. James is committed to a Christian, respectful learning environment.

Prohibited Behaviors

- Harassment: verbal, physical, visual, or sexual
- Bullying: physical or psychological intimidation, direct or indirect
- Cyberbullying: digital abuse through messages or social media
- Hazing: degrading initiations or activities causing harm

School Responsibilities

- Provide staff training and student education
- Monitor for hostile environments
- Enforce policies strictly

Student Responsibilities

- Behave positively
- Avoid harassment or bullying
- Report all incidents
- Cooperate in investigations

STUDENT THREATS

All threats to self, others, or property will be taken seriously.

- Report immediately to the principal or pastor
- Notify police and Department of Catholic Schools
- Student held under supervision until investigation
- Consequences may include suspension or expulsion

SCHOOL SEARCHES

School officials may search a student or belongings with reasonable suspicion.

- No warrant or parent permission required
- An adult witness should be present
- Parents notified after personal effect searches
- Detector dog alerts are sufficient grounds for search
- Refusal to cooperate may result in police involvement
- Confiscated items will be documented

STUDENT CELL PHONE POLICY

Cell phones are NOT allowed to be used during school hours.

- Must be turned off and stored in designated areas
- Apple Watches or digital watches must also be stored
- No use on campus or during events/practices
- Parents may call the school office to communicate IMPORTANT information to the child.
    - In the event of an emergency, the school will communicate to parents in a timely manner relevant information through Gradelink.

Consequences

1. 1st Offense: Phone taken, picked up by parent
2. 2nd Offense: Phone taken, parent notified, counsel notice issued
3. 3rd+ Offense: Phone taken, further disciplinary action
4. Unclaimed phones after 10 school days will be donated

CHROMEBOOK POLICY

Grades 6–8 must bring Chromebooks daily.

- School accounts only permitted
- No personal accounts allowed
- Inappropriate use may result in disciplinary actions
- Parents maintain primary device control and monitoring

PARENT/GUARDIAN AGREEMENT

We understand and agree that:

- The school is under the Archdiocese of Los Angeles
- The pastor is the chief administrative officer
- The principal directs school operations as its chief administrator
- Breach of this agreement (including financial) may result in dismissal

Our commitments include:

- Weekly Mass and parish participation to receive a parishioner discount on tuition.
- Supporting the religion program
- Creating a supportive home learning environment
- Respecting policies and staff
- Timely form submission and respectful communication
- Attending all required meetings

Financial Commitments

- Prompt tuition/fee payment (according to your billing schedule).
- Service and fundraising participation (including Harvest Festival)

PRINCIPAL'S RIGHT TO AMEND

The principal reserves the right to amend the Handbook for just cause.

WAIVER OF POLICIES

The principal, in consultation with the pastor, may waive disciplinary regulations for just cause.

Updated on June 9, 2026

St. James School Alma Mater