ST. JAMES REGIONAL CATHOLIC SCHOOL

2026-2027 PARENT/STUDENT HANDBOOK

500 Tome Street
Ridley Park, PA 19078
610-583-3662

Visit our website: https://stjamesregional.com/
Seek those things which are above

This handbook contains the policies, procedures, and expectations of St. James Regional Catholic School. The school reserves the right to update these policies when necessary and apply them as circumstances dictate. If you have questions about any of the policies or procedures, please contact the Principal.

EVERY FAMILY AT ST JAMES REGIONAL MUST ACKNOWLEDGE, AGREE TO, AND ABIDE BY THE POLICIES AND PROCEDURES OUTLINED IN THIS DOCUMENT IN ORDER TO ATTEND SJR. ONCE YOU HAVE READ IT CAREFULLY AND DISCUSSED IT WITH YOUR STUDENT, PLEASE LOG INTO OPTIONC AND ACKNOWLEDGE AGREEMENT OF THESE POLICIES AND ALL APPENDICES VIA YOUR DIGITAL SIGNATURE ON THE PROVIDED eFORM.

Commitment and Partnership

Dear St. James Families,

In choosing St. James Regional, you have acknowledged the benefits of a Catholic education and demonstrate a commitment to partnering with us to reach the goals expressed in our Mission Statement. I, along with our faculty and staff, look forward to working with you to ensure all students experience a loving, caring, safe environment in which they can discover and share the many gifts and talents with which God has blessed them.

A successful school year is dependent upon this partnership being successful, and this document is meant to guide all of us in following through on our commitment. If, as the primary educators of your children, you feel the school is not living up to its commitment you have the right to withdraw your student. If, in the opinion of the administration, the family and/or the student is not living up to their commitment, the administration has the right to ask for the student to be withdrawn.

Communication is paramount in working together. Please reach out first to your child's teacher with any questions or concerns about his or her experience in the classroom, the lunchroom, or the recess yard. If you still have concerns, please contact me. My door is always open, and I welcome respectful, productive conversation aimed at making St. James Regional the best it can be.

Many blessings,



School Administration

Governing Pastor	Rev. Sean Loomis
Principal	Mrs. Colleen McManus
Acting Advancement Director	Mrs. Eileen Somers
Business Manager	Mr. Bob Scrabut
Administrative Asst.	Mrs. Eileen Righter
Administrative Asst./Enrollment Manager	Mrs. Kristen Kilman

OUR MISSION STATEMENT

St. James Regional Catholic School is committed to educating children in a loving, caring, Christ-centered environment where students are encouraged to grow spiritually as well as academically. As a school community, we strive to create a Catholic Christian community of learning where each student is uniquely valued. Through a strong parent – teacher partnership, extra-curricular activities, and educational opportunities, each child is encouraged to develop into his or her individual best.

BACKGROUND

ACCREDITATION

St. James Regional Catholic School is accredited by the Middle States Association of Colleges and Schools, a recognized accrediting agency by the State of Pennsylvania, and maintains membership in the National Catholic Educational Association.

FACULTY

Students at St. James Regional Catholic School are taught by a faculty of educated, experienced, dedicated teachers, who consider the well-being of each child as their top priority. Every teacher on staff holds a college degree, some of our teachers hold Master's degrees. The faculty is committed to building strong moral character by creating an environment that positively reinforces the accomplishments of each student. It is an environment that educates students about religious, social and academic skills, and gives them opportunities to master and apply those skills daily.

ACADEMIC PROGRAM

St. James Regional Catholic School provides a quality Roman Catholic education to students in preschool through eighth grade. The academic program includes instruction in the Catholic faith and a full curriculum of core content areas as approved by the Archdiocese of Philadelphia and the Commonwealth of Pennsylvania including physical education, health, technology, library, art, music, and Spanish. A before and after-school program (C.A.R.E.S.) provides for the care of students of working parents.

Academic Policies and Expectations

School Day Procedures:

Pre-School Half Day 8:05-11:30 am
Pre-School Full Day – 8:05-2:30 pm
Kindergarten - 8th Grade - Monday thru Thursday 8:00 - 2:45, Friday dismissal is 2:30

ARRIVALS
Doors will be opened by a staff member beginning at 7:40A.M. For the safety of our children, they should not arrive on the school grounds before 7:40 A.M. If there is a need for your child to come to school before that time they should report for morning C.A.R.E.S. Any child riding a bus that arrives at school before 7:40 will be supervised without a fee.

The school day for students in Kindergarten through 8th grade begins at **8:00 AM**. On most days we gather in the gym as a community for morning prayer, Pledge of Allegiance, and special announcements. If the gym is unavailable for a special event we will gather in classrooms and prayers/pledge/announcements will be done over the PA system. This is an important part of the day as a St. James student, and all students are expected to be present. In order to be in the gym for prayer students should arrive **NO LATER than 7:55** at which time the doors will close. **Students are marked tardy if they enter after 8:00 A.M.**

ATTENDANCE
Regular school attendance impacts positively on the child's academic development. The total amount of 180 school days that school is in session is prescribed by the Commonwealth of Pennsylvania. St. James Regional Catholic School has updated our Attendance Policy to align with the changes of the Commonwealth of Pennsylvania Truancy Law, 24 P.S. §§ 13-1326 – 13-1354: Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences (**See PA Compulsory Attendance Policy**).

Some important points from the state attendance policy:

- A child is "truant" if the child is subject to compulsory school laws and has incurred three or more school days of unexcused absences during the current school year. A child is "habitually truant" if the child is subject to compulsory school laws and has incurred six or more school days of unexcused absences during the current school year.
- All absences should be treated as unlawful until the school or nonpublic school receives a written excuse explaining the reason(s) for an absence

Absences (Updated August 2026)
The policies regarding this area are as follows:

- All absences and late arrivals/early dismissals (with the exception of planned family trips) **must** be reported using the absence form online by 9AM on the school day on which they will be absent.
- They will be legally treated as unexcused or "unlawful" if the form is not completed.
- If a student is absent for **3 or more consecutive days**, a formal doctor's note is required.
- Once a student accumulates **10 total days of absence** in a school year (even if they were approved family trips), *every* future absence requires a signed note from a physician.
- Family trips require advance approval. Parents must complete an Extended Absence Request Form ahead of time.

- In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
- Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension and truancy.
- It is the responsibility of the student to complete work and assessments that have been missed due to absence.
- Any child who is absent from school for a full day, leaves before Noon, or arrives after 1PM is NOT permitted to participate in school sponsored after school activities on that day.
- A student with more than 10 absences may be prohibited from participating in certain school activities and rewards included but not limited to the School Play, Field Day, and Fun Run.

Valid Reasons for "Excused" Absences:

- Illness or recovery from an injury
- Medical or dental appointments with a licensed practitioner
- Family emergency or death of a family member
- Inclement weather when school is open but it is unsafe/impossible for a child to travel to school
- Authorized school activities, field trips, and high school visits.
- Educational travel with prior school approval
- Court hearings or-related visits tied to county children and youth agencies or juvenile probation

School Record:

Attendance is recorded each morning in HR and, as a matter of safety, all absences are recorded into OptionC whether they are excused or unexcused.

General Supervision of School Grounds

The school grounds generally are supervised during school hours, from arrival time until dismissal time, when school is in session. There also will be general supervision in connection with school-sponsored activities, such as extracurricular events. Parents/guardians are responsible for ensuring that they and their children are not on the premises during other times. The school has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times.

Dismissals

Monday through Thursday, children in Pre-Kindergarten are dismissed at 2:30 PM with a 2:15 dismissal on Fridays.
Students in grades K-8 are dismissed at 2:45 P.M Monday through Thursday with a 2:30 PM dismissal on Fridays.
No child may leave the building prior to dismissal without the principal's permission.
Please be sure to pick up your child on time at the end of the day.

Early Dismissal - Individual Students

Early dismissals are to be used sparingly and are typically reserved for emergencies. To request an early dismissal, please use the attendance form under "Current Families" on our website. The student will be dismissed from the school office. The parent or guardian must report to the school office first and sign the "Student Sign Out Book," in order to have your child released from school.

Emergency Closings
If it is necessary to cancel classes, St. James Regional Catholic School will announce such a closing will be sent by telephone or email through our parent notification system (Option C.) The decision to close school will be in conjunction with Ridley School District. In case of an emergency, which requires an early closing, please advise your child, at the beginning of the school year, where to go if you are not at home. We will set up the Option C phone call, email and text but we cannot always depend on it completely.

Emergency Cards
The school requires the parent(s)/guardian(s) of each student to complete an emergency card provided by the school. It is important that the information on this card is accurate and updated so that the school can contact the parent/guardian in the event of an emergency. Every change of address, phone number, or family name must be reported to the school office as soon as possible. Up-to-date records are needed in case of an emergency.

Vacation Policy
The planning of family vacations is strongly discouraged during the school year. If there is a need for your child to be away on vacation during the academic year please complete the Trip Notification Form. The repeated taking of vacations during school time may be grounds for dismissal. In the event that a child does go away, all work must be made up when the child returns to school. These days will count towards the cumulative absence limit set in the school attendance policy.

1. Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will ultimately affect the student's effort grade on the report card.

Daily performance of students is assessed by the teacher. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad.

2. Class Participation

Part of the assessment for the report card grade. Students are expected to:

- give attention and respect to the teacher at all times
- show respect and concern for other students by a willingness to share and to take turns
- actively participate in class by responding orally or in writing as circumstances dictate

3. Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments and should be done

by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

The following time per night is suggested for homework; this includes both written and study assignments:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

The school realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond class time as well as demonstration of understanding. If your student is struggling with homework please reach out to the teacher so that they know that the skills covered in the homework need to be reinforced.

In the event of absence or suspension, all homework and missed assignments are to be made up. If a student is absent, make-up work will be assigned when the student returns to school.

4. <u>Academic Responsibilities</u>

Each student is responsible for the satisfactory completion of projects, class work and homework in a timely manner and to the best of his or her ability. Grades on tests and quizzes should be commensurate with that ability and reflect honest effort on the student's part.

A student who does not fulfill his/her academic responsibilities in an academic trimester may be placed on academic probation for the next trimester.

Academic probation: a designated time period of a trimester, during which evaluation of a student's progress is monitored as follows:

a. The teachers will note the student who is experiencing academic difficulties in either assignments or assessment scores and contact the parent(s)/guardian(s) to inform them of the possibility of academic probation.

b. The progress report issued prior to the report card will include a written notification citing the possibility of academic probation.

c. Written verification that the child will be on probation will be forwarded to the parent/guardian.

5. <u>Conditions and Consequences of Academic Probation</u>

a. The parent(s)/guardian(s) and student will confer with the administration and the classroom teacher. The teacher will outline the student's program for improvement.

b. The teacher will inform the parent(s)/guardian(s) of the student's progress. The process will follow the stated format:
parent contact

- periodic meetings with the student
- report cards

c. If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.

d. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school.

6. Promotion or Retention

Student progress is monitored throughout the school year. Parents or teachers may ask for a conference at any time to discuss a child's progress, or lack thereof. Frequent communication between parent and teacher is key to academic success, especially when retention is a concern. Parents and teachers will meet as often as necessary to determine the best course of action for a child. If retention is indicated, the parent(s)/guardian(s) will receive an official notification which must be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teachers and parents. In cases where a student did not meet the necessary requirements to pass a subject area, successful completion of summer school may be required for promotion.

7. Report Cards

Report cards are issued three times a year to students in Grades K through 8.

Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- major testing (at least three tests in the major subjects)
- quizzes
- oral and written reports
- homework
- independent classroom work
- active participation in classroom lessons and activities
- class/individual projects

8. Standardized Testing

The Terra Nova Test is administered each year to students in Grades 2, 3, 4, 5, 6, and 7. The results are communicated to parents and are utilized by the school to form and drive instruction. These are important tools in identifying areas of strength and the need for improvement and growth. Every student in the relevant grades should make every effort to be present and on time during the test days.

9. Assessment Grades

In order for parents to be aware of the academic progress their child is making with regard to weekly assessments, **assessments sent home by teachers are to be signed by parents and returned promptly.**

10. Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have

been met. Procedures for graduation are determined by the Administration and the eighth grade teachers.

11. Closing Exercises

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in closing exercises if, in the view of the school, the student's conduct or academic or disciplinary records indicate that the privilege should not be extended.

12. Option C

St. James Regional Catholic School uses Option C, an on-line student management system, to keep you informed of your child's conduct, attendance and progress in school. This allows access to your child's information any time, we no longer send paper progress reports home. If you are unable to access, please make the teacher or Main Office aware, and it will be copied for you. Important information is shared through this system and families are required to check it regularly.

"THERE IS NOT A SAINT WITHOUT A PAST,
AND A SINNER WITHOUT A FUTURE."
-POPE FRANCIS

CODE OF CONDUCT

Self-discipline is essential for the achievement of a quality education for each student. Discipline from within the student that builds self-confidence and pride is the intended outcome of the school-wide conduct at St. James Regional Catholic School. Expectations of members of the school community are to positively impact others by showing consideration and respect for their fellow students, teachers and other school community members, thus creating a positive school culture and climate. All students should recognize that being made in the image and likeness of God means they are all meant to be good, do well and love others as God loves them.

The conduct code applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings, or could bring disrepute or embarrassment to the school.

GUIDELINES

St. James Regional Catholic School encourages all students, faculty, staff and parents to respect our mission by helping to create a Catholic Christian community of learners where each student is uniquely valued. All students are encouraged to be advocates against bullying, harassment, and/or violence. Remember that kindness, self-discipline, respect for others, and expectations about following rules are first taught in the home and reinforced here at school. This is another area in which a fruitful partnership between home and school is essential.

Confronting and dealing with discipline issues will be approached in the following ways:

1.Virtue-Based Restorative Discipline (VBRD) is a spiritual approach to disciplining that cultivates virtue and provides a rich foundation for fostering faith both at home and at school. VBRD can significantly improve school culture and offers a way to encourage positive behaviors as students strive to represent and live a different virtue each month. Our Ambassadors of Christ monthly recognition is our way of helping students work towards living virtuous lives.

VBRD asks us to:

- Commit to living virtue.
- Support others in living virtue.
- Commit to constructive thoughts, words, and deeds.
- Cultivate virtue as part of the solution when facing conflict.

"Good example is the most efficacious apostolate. You must be as lighted lanterns and shine like brilliant chandeliers among men. By your good example and your words, animate others to know and love God. -- St. Mary Joseph Rossello

2. Demerit System: A demerit system allows us to teach our students that our actions have consequences and that it is their responsibility, as a member of the St. James Community, to abide by the rules and regulations set forth by the school. Through a system of warnings, OptionC conduct notifications, and accumulation of points, students will have opportunities to correct their behavior before significant consequences are administered.

"Holiness does not consist in not making mistakes or never sinning. Holiness grows with capacity for conversion, repentance, willingness to begin again, and above all with the capacity for reconciliation and forgiveness." ~ Cardinal Ratzinger now Pope Benedict XVI

PreK through Grade 2

The classroom teacher usually will handle Disciplinary Procedures for Pre-Kindergarten, Kindergarten, and Grades 1 to 2 individually. However, if warranted, the Disciplinary Procedure for Grades 3-8 may be administered to students in grades 1 and 2.

Grades 3-8

It is the role of the teacher to set classroom rules and expectations as well as establish rapport with the students. In support of this relationship many infractions will be handled by the teacher. It is when these infractions become persistent or endanger another child that they may require further action and/or should be referred to the Principal.

Warnings/Notifications/Points/Detention

Warnings:

- At least 3 warnings will be issued for Level I infractions before a notification is sent.
- Any adult in the building may issue a warning to a student and should communicate that infraction to the homeroom teacher for record keeping.
- Level II or III infractions may not receive the benefit of the warning prior to significant consequences.

OptionC Notification:

- A notification will be sent home to parents if repeated warnings are ignored.
- A notification sent in response to a violation of a Level I infraction will equal 1 point.
- A notification sent in response to a violation of a Level II infraction will be worth at least 2 points and possibly more, depending on the severity.
- A notification for a Level III infraction will require a parent meeting/phone call

Infractions are categorized as Level I, II, or III. The lists below provide examples but are by no means exhaustive.

Level 1 Infractions:

- Disruptive behavior during morning announcements/prayer
- Disruptive, disrespectful behavior during school liturgies
- Inappropriate hall behavior; talking, jumping, disrupting other classes along the hall
- Chewing gum in school
- Inappropriate interaction with schoolmates i.e. pushing, kicking, taunting, roughness…
- Repeated tardiness
- Repeatedly unprepared for any class
- Minor classroom disruptions/minor horseplay
- Violations of the dress code (no belt, untucked shirt, inappropriate jewelry, hoodie in class, etc.)
- Eating food during class without permission
- Note writing; note passing in class
- Unsigned test papers/mark sheets; Failure to return signed disciplinary form
- Lunchroom disruption
- Disregard of recess yard rules

Level II Infractions:

- Unacceptable behavior during school hours and school-related activities
- Insubordination/defiance
- Leaving classroom without permission
- Inappropriate language
- Lying to a teacher, volunteer, the Principal, or other person of authority

- Forgery
- Cheating/Plagiarism including the use of AI generated work submitted as one's own
- Disrespect toward school personnel (written/verbal)
- Non-attendance at detention
- Inappropriate use of the Internet
- Smoking or displaying of smoking materials on school property
- Bullying
- Vandalism
- Gambling
- Truancy
- Invading the privacy of another's desk

Level III Infractions:

- Possession, use, selling or distribution of controlled substances
- Causing a risk to the health and safety of others
- Setting off, or the possession of explosives
- Failing to cooperate during school suspension(s)
- Physical assault on a staff member
- Obscene speech directed toward anyone
- False bomb/fire alarm scare or call to 911
- Use or possession of alcohol or any controlled substance including cigarettes or vaping devices of any kind
- Possession of weapons or objects used as weapons
- Verbal threats towards others
- Immorality; Arson; Risking catastrophe;
- Sexual Harassment
- Extortion
- Fighting
- Theft

Points

Accumulation of 3 points - Lunch Recess in the Main Office
Accumulation of 5 points - Morning snack and Lunch Recess in the Main Office
Accumulation of 10 points - After school detention - 1HR
Accumulation of 15 points - After school detention - 1HR, Meeting with Parents
Accumulation of 20 points - In School Suspension
Accumulation of 25 points - Probation/Expulsion

Any number of points accumulated after 15 may preclude a student from participating in school events such as Field Trips, Field Day, etc. at the discretion of the Principal.

Detention

Students who accumulate points based on the above listed criteria will serve after school detention

- 2:45-3:45
- ASAP after the infractions accumulate on a day determined by the Principal
- In a classroom monitored by a teacher or the Principal
- Transportation home is the responsibility of the parent
- Detentions will not be postponed or scheduled around after school sports or activities

DISCIPLINARY PROBATION

The administration holds the right to place a student on Disciplinary probation. The time and conditions of the probation will be determined by the administrator according to the infraction/s.

SUSPENSIONS

Just, appropriate disciplinary policies are essential educational processes, which include procedures, which are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community.

Suspension may lead to dismissal. The Principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

Procedures for student suspensions:

a. Infractions of a serious nature, as determined by the school
b. Parents/guardians of the student will be informed in writing of the suspension as soon as practicable
c. Suspensions will be implemented in-School or out of school, at the discretion of the Principal
d. Following suspension, parents or guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied
e. Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior
f. Where possible, a student will be referred to a counselor or a teacher for counseling
g. Signed agreement of parents and a written report of the suspension will be filed in the student's record

DISMISSAL/WITHDRAW FROM SCHOOL

a. After two (2) formal suspensions, a student may be dismissed.
b. Parents/guardians of the students will be informed in writing of the dismissal as soon as possible.
c. Students who are dismissed may apply for re-admission after one full year. The school will determine whether re-admittance is appropriate.
d. In certain instances, the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with School Policy, the good of the school community or Catholic teachings.
e. A withdrawal is required if a student is determined to not meet the qualifications, or if the students' needs cannot be met.

HARASSMENT

The School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual Harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual Harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained by the Principal and is available upon request.

Bullying/Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of the school to provide an educational environment free from all forms of improper behavior which include but are not limited to physical and social bullying, improper threats, intimidation, hostility and offensive and inappropriate behavior. Any improper conduct in the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior by a student, parent and or guardian not otherwise conducive to the educational and religious mission of the school will be addressed by the administration.

Bullying Policy

St. James Regional Catholic School recognizes that all students have the right to feel safe and unthreatened in a positive Christian learning environment. Every student deserves to be respected regardless of their appearance, behavior, status or other factors. A bully is a person who demonstrates an imbalance of power over another person. Bullying in any form will be addressed promptly.

Definition of Bullying

Unwelcome behavior directed against a student by another student or group of students which is found to be:

- intended to insult, ridicule, humiliate or intimidate another student
- intentional repeated over time
- harmful physically or emotionally to a student or students

Examples of Bullying

- Exclusion - behavior that makes a student feel unwelcome
- Verbal – teasing, name calling, unwelcome comments
- Written - unwelcome notes or written messages
- Cyber- bullying electronically: e.g. e-mail, text messages
- Visual - unwelcome gestures (bodily, pictures, drawings)
- Physical - unwelcome actions which create an environment harmful to health or well-being of a student
- Disruptive - interferes, intimidates, or threatens students
- Retaliation - threats or actions to get back at students because of a complaint or being a participant in the complaint process
- Destruction of Property or stealing- taking something of yours without permission

Cyber Bullying

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Breaking into an email account and sending vicious or embarrassing materials to others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
- Posting of a student picture without their permission

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the proper authorities.

The above are only a few examples of bullying and other situations may be defined within this context.

Disciplinary Action

Incidents that are deemed bullying will result in age appropriate consequences at the discretion of the principal and if necessary the pastors.

Repeated bullying will result in a mandatory parent conference with additional consequences (possible probation, suspension and/or expulsion) at the discretion of the principal and pastors (if necessary).

Because discipline can involve varying situations, and clear-cut rules and regulations may not always apply, we reserve the right to exercise good judgment in keeping with the Christian standards our school promotes in conjunction with our conduct programs. As a result, times may arise when we need to amend or add to our policy and to make changes applicable to current and new students. The above-mentioned categories do not cover every possible situation. Thus, the school will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities when necessary.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Action Steps to Respond to Cyber Bullying or Harassment

- Save the evidence. Print the online harassing
- Identify the Cyber Bully
- Clearly tell the Cyber Bully to stop
- Ignore the bully by leaving the online environment and/or blocking communications
- File a complaint with the Internet or Cell Phone Company
- Contact the Cyber Bully's parents
- Contact the school administration
- Contact the police

***In any and all cases of Bullying or student endangerment, St. James Regional Catholic School urges our students to use Safe 2 Say Something. 988 is available for Suicide Prevention Hotline.**



"DRESS THE WAY YOU WISH TO BE ADDRESSED."
-UNKNOWN

DRESS CODE

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. Students are expected to come to school well-groomed as good grooming leads to personal self-respect and effective academic performance. Students should have no visible dirt on their clothing or skin. When a child looks and feels good about himself/herself, he/she acts and works to the best of their ability. Any student not in compliance with the dress code will be subject to a conduct notice. Personal appearances that constitute distraction are not permitted. Final approval/disapproval is at the discretion of the principal.

HAIR STYLES/GROOMING

- Hair is to be neatly groomed so that it is not a distraction to the student or their classmates.
- Students with longer hair should use a simple, basic headband or non decorative barrettes to keep it out of their eyes.
- Boys' hair should be cut to keep it out of the eyes and above the collar.
- Hair is to be natural in color with no streaks, tips, or dyes that are not of a natural hair color
- Hair is to be trimmed in such a way that it does not fall into one's eyes

MAKE-UP AND NAIL POLISH:

- Students, no matter the grade, are not permitted to wear make-up
- Nails are to be of a modest, natural length that does not impede activities such as writing, cutting with scissors, typing, or gym class.
- Unnaturally long nails with ornate designs will not be permitted.
- Nail polish, if worn, should be of a **light**, neutral color; bright or dark colored nails are not permitted
- Tattoos are not permitted and students should refrain from writing on their skin with pencils, markers, etc.

JEWELRY

- Girls - only small post earrings are permitted
- Boys are not permitted to wear earrings
- No additional body piercings are permitted
- Small, religious medals are permitted as a necklace, but must be tucked into the uniform shirt.
- No other jewelry, including rings or bracelets are permitted

WATCHES

- Simple watches with no alarms are permitted
- Smart watches must be in "school mode" or do not disturb mode to prevent texting during the school day. If a student is found to have a smart watch that is capable of receiving text messages. accessing the internet, or playing games during school hours the teacher or other adult will take the watch. The watch can be picked up by the student in the Main Office at the completion of afternoon prayer.

UNIFORMS

PK & Kindergarten Uniforms
Navy Golf Shirt w/School Name: Worn daily except on gym day, long or short sleeve
Gray Mesh Shorts w/ Bulldog Emblem: Can be worn until "Winter Uniform" as indicated on the school calendar. and spring
Navy Sweatpants w/Bulldog Emblem: "Winter Uniform" as indicated on the school calendar. and spring
Navy Gym Shirt with Bulldog Emblem: worn only on gym day, long or short sleeve
Navy sweatshirt with Bulldog Emblem (Optional)
Sneakers & White Socks

Girls(Grade 1-8) Permissible during anytime of the school year
Navy jumper with School Patch: worn daily except on gym day
Peter Pan Blouse: long or short sleeve
Navy Socks or Navy Tights
Tan Buck or Black/Navy Oxford Shoe (Black/Navy shoe must have black/navy laces and a white sole)
Navy Button Down Sweater w/School Name (optional)

Optional <u>Warm Weather</u> Uniform for Girls: All of the below items are completely optional. Girls who wish to continue to wear the jumper throughout the early school year and the Spring are permitted to do so.

Navy Golf Shirt w/School Name: Worn daily except on gym day
Plaid Dress Short or Plaid Dress Skort
Ankle socks in white, blue, or black

Boys(Grade 1-8)
Navy Golf Shirt w/School Name: Worn daily except on gym day, long or short sleeve. **<u>Shirt MUST be tucked in</u>**
Gray Dress Shorts (optional) worn until "Winter Uniform" as indicated on the school calendar. and spring
Gray Dress Pants with **Black Belt**
Black/Navy socks
Tan Buck or Black/Navy Oxford Shoe (Black/Navy shoe must have black/navy laces and a white sole)
Navy V-Neck Sweater with School Name(optional) - this is the ONLY option for warmth in the classroom

Gym Uniform(PreK-8th)
Navy Gym Shirt with Bulldog Emblem: worn only on gym day, long or short sleeve
Gray Mesh Shorts w/ Bulldog Emblem: worn until"Winter Uniform" as indicated on the school calendar. and spring
Navy Sweatpants w/Bulldog Emblem: worn from mid Oct. until spring
Navy sweatshirt with Bulldog Emblem (Optional) - this is the ONLY option for warmth in the classroom
SJR Spirit wear may be worn during gym days. CYO gear is NOT permitted
Sneakers & White Socks

During the spring days of inconsistent temperatures we ask parents to use their best judgment as to which uniform your child should wear to school.

No crocks, flip-flops or slides are permitted. Students must wear a closed toe and backs on the shoes. This includes dress down days as these are not safe footwear options in the school environment.

ALL ARE WELCOME

"FIND NEW WAYS TO SPREAD THE WORD OF GOD TO OTHERS"- POPE FRANCIS

ADMISSION POLICY

Our school admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicted under the circumstances.

The school follows the local public-school district's age requirements for admission. In the case of children coming from different public-school districts, the school administration determines the admission date. For example: A student who is 6 years old by September 1 is eligible for first grade. Kindergarten entrance age is five years old by September 1. Pre-Kindergarten 4 entrance age is four years old by September 1 and Pre-Kindergarten 3 entrance age is 3 years old by September 1. The following are needed for admissions:

a. Copy of Birth Certificate.
b. Copy of Baptismal certificate
c. A certificate of immunization that must be updated, presented and verified
d. Social Security Number
e. Health History

REGISTRATION GUIDELINES

Families are accepted into the School in the following preferential order:

a. Registered in one of our supporting Regional School Parishes with currently enrolled children in our school.
b. Families new to our school
    (1) Students transferring from other Catholic schools
    (2) Families new to our school residing in one of our Regional School parishes
c. Families residing out of our parish
    (1) Catholic students coming from a parish without a school
    (2) Catholic students coming from a parish that has closed its school enrollment
    (3) Catholic students coming from another parish school for other reasons
    (4) Non-Catholic students

REGISTRATION FOR NEW STUDENTS

Registration is held each year for Pre-Kindergarten, Kindergarten and other students new to our school. This registration is only for new students. Registration information is communicated through the school website, our sponsoring parishes, and other means. There is a $150.00 non-refundable registration fee. The fee is assessed per family.

CONTINUOUS ENROLLMENT FOR CURRENT STUDENTS

- The School utilizes the continuous enrollment model. Continuous enrollment means that all students are automatically re-enrolled for each school year and an annual registration fee is assessed via each family's FACTs account. A student's seat is not guaranteed until the registration fee is received by the School.
    - To withdraw a student from the School and/or opt out of continuous enrollment, families must notify first the Principal in writing.
    - After a family has notified the Principal of their decision to withdraw or end continuous enrollment and the Principal has acknowledged receipt of the withdrawal communication, the family must also request that the Business Manager cancel future payments through FACTS Tuition Management no fewer than 10 days before the next scheduled automatic payment. If 10 days notice is not provided, the School does not guarantee payments will be canceled.
    - Financial aid awards will be forfeited.

ADMISSION OF NON-CATHOLICS

Our school serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of Faith. Our school offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to our school under the following conditions:

a. The permission of the Pastors is obtained.

b. Adequate facilities and space are available, without denying the admission of eligible Catholic students.

c. The parents/guardians agree in writing to permit their child/children to attend Religion classes and Religious functions that are offered as part of the school program.

d. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.

e. The parents/guardians agree in writing to assume responsibility for all financial obligations.

TRANSFER STUDENTS

All registered transfer students, Catholic or Non-Catholic, Pre-Kindergarten, Kindergarten and Grades 1-8 are subject to a 30 Day probation period in St James Regional Catholic School. If in 30 days a student is determined to not meet the qualifications, or if the students' needs cannot be met by the school, a withdrawal of the student is required.

PRE-KINDERGARTEN POTTY TRAINING POLICY

Potty training can be an exciting and challenging time in both your and your child's life. Children in all Pre-K classes are expected to be able to completely potty independently. This policy is in place because these classrooms are operated in true preschool classroom settings. The Pre-K classrooms are not equipped with a diaper changing table/station or diapering supplies.

If a child has six or more accidents within a three-week timeframe, the child will be required to stay home for at least two weeks until securely potty trained with zero accidents during those two weeks. If the child has an accident within a week of return they will be required to stay home for an additional 2 weeks. The child's place will be held for those additional two weeks and tuition will be placed on hold.

Any child who has an accident will be removed from the classroom discreetly and escorted to the bathroom by a teacher or assistant. The teacher or teacher assistant will encourage the child to remove the soiled clothing independently. The child will be directed to go to the toilet and encouraged to complete the action independently to ensure that the bladder/bowels have been completely emptied and then to wipe. The soiled clothing will be returned to the child's school bag in a zippered plastic bag. Parents are asked to send in a change of clothes with their child each day. The change of clothing can be our school uniform, gym uniform or appropriate play clothes. Children who have accidents will never be humiliated, punished, or belittled. We want the potty-training process to be a happy and successful phase of your child's life. Please remember that this policy is in place not only for the teachers and St. James Regional Catholic School**,** but for all of the students in the program as well. Potty accidents are time consuming for the teachers; they take the teacher away from others within the classroom and can be a sanitary/health hazard issue.

SAFETY AND SECURITY MATTERS
COMMUNICATIONS/STUDENT RECORDS/RELEASE OF STUDENTS

Legal Custody Issues Parents are asked to inform school personnel when legal custody of the child/children resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

School requires parents/guardians to specify at registration the person or persons financially responsible for tuition and fees.

Conferences
Parent-teacher conferences are scheduled at the first trimester Progress Report period for Grades K to 8. Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority - the teacher first then, the principal. The better the communication, the easier it is to direct your child in his/her educational endeavors.

Teachers may not be interrupted during the school day: lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number.

Family Communication
Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communication include this handbook, school website, Emergency Communication System (Option C), periodic update emails from the principal, a digital monthly calendar of events, parent-teacher conferences, Home and School meetings, Progress Reports and Report Cards.

It is the responsibility of the oldest/only child in each family enrolled at the school to provide the parents with all written communications. **Parents are asked to check book bags and folders regularly for such communications**. Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher.

Student Records
Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child/children may be disclosed only upon written consent of the parent/ guardian with legal custody.

Release of a Child
A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

Immunization

Regulation
No Child may be admitted to attend St. James Regional Catholic School unless the child has received the immunizations as mandated by the Pennsylvania Department of Health. Pursuant to the Archdiocese of Philadelphia's Immunization Policy, St. James Regional Catholic School does not recognize religious, ethical, or moral exemptions to the Pennsylvania Department of Health vaccination requirements. Only medical exemptions will be considered and must be presented to the Auxiliary Bishop Overseeing Catholic Education. (See Archdiocese of Philadelphia Immunization Policy Rationale, 2013).

Please note: Upon entering kindergarten or first grade for the first time the student needs a physical and dental exam and an updated immunization for that calendar year. Students entering third and seventh grade are required to have a current dental exam. Students entering sixth grade are required to have a physical.

Pre-Kindergarten students need the following:

Health History
Updated Immunization

Kindergarten students need the following:

Health History
Physical exam form
Dental exam form
Updated Immunization

Nurse
The public school district provides St. James Regional Catholic School with a full-time school nurse. The district nurse is responsible for checking the height, weight, hearing (Grade K-3, 7) and vision of every child and for making referrals to parents when problems are found. Also note that the nurse provides the puberty program for fifth graders. Students in Grades 6-7 are screened for scoliosis. **The Students entering third and seventh grade are required to have a current dental exam. Students entering sixth grade are required to have a physical.**

The nurse maintains all health records. All students are screened yearly under the State-mandated program.

Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

Accident/Illness at School
Accidents or unusual illness occurring at school are reported immediately to the administrator. When a student becomes ill or meets with an accident, the parent(s)/guardian(s) should be contacted immediately. In the event of serious injury, 911 should be called and emergency

personnel be contacted. An insurance form should be provided to the parent(s)/guardian(s) of the injured student requiring treatment. A follow-up incident report must be written and kept on file in the school office.

Medications

I. Non-Emergency Administration of Student Medication

a. Teachers and other non-administrative school employees will not administer medication when the nurse is available. Parent(s)/guardian(s) are responsible for administering medications to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student.

b. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

* Prescription medication means any medication prescribed by a licensed physician or dentist

*Non-prescription medication means any medication that can be obtained over-the-counter

II. School Medication Authorization

a. No school personnel shall administer to any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form.
b. The form shall be completed by the student's parent(s)/guardian(s) and physician and shall be on file at the local school. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and appropriate dosage.

III. Personnel Authorized to Administer Medication

a. All student medication shall be left with the school nurse or the district's health aide during the school day. If there is no school nurse or health aide in the building, then the medication shall be left with the person designated by the administrator.
b. All such medication will be clearly marked with the student's name, doctor's name, contents and dosage in the original labeled pharmacy container.
c. All such medication will be administered by the school nurse whenever possible.
d. Teachers, other certified school personnel, and secretaries designated by the building administrator may administer student medication (if the school nurse is not available).

IV. Field Trips

a. Students requiring medication on field trips shall provide the certified school person responsible for the field trip with a copy of the school medication authorization form and the required medication.

b. In the event the time of trip exceeds the length of the school day and further medication needs to be administered, written notification shall be provided prior to the day of the trip.

RECESS

Weather permitting, students are given a recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess.

LUNCH AND SNACKS

The school offers the NDS snack and lunch services. This service offers a daily snack and lunch option to students. All students stay for lunch during the school year. The 40-minute lunch period is divided into 20 minutes for lunch and 20 minutes for play. If a parent wishes to have a child leave school at lunchtime, prior arrangements must be made through a note sent to the homeroom teacher and forwarded to the office. The child must have an adult with him/her when leaving for and returning from lunch.

Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to the playground area when dismissed. Respect and courtesy are to be shown to the adults who supervise and assist during this time.

FACULTY ROOMS

The Faculty Room allows the teachers to have some privacy which at times requires a discussion of personal student matters. We respectfully request that parents and students refrain from entering this room.

INVOLVEMENT OF PARENTS/GUARDIANS

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society. Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings or the law is necessary. Therefore, we ask that all members of our community: students, teachers, administrators, parents, coaches and alumni should accept responsibility for their actions, account for and consider the moral implications of their choices and find the courage through the graces of sacramental participation to do what is right. The failure of a parent/guardian to take seriously his/her responsibilities in this area are grounds for action by the school, including dismissal of the student.

Safety Drills

Fire, Shelter in Place, and Lock Down Drills

Fire drills are conducted on a regular basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter. Also, **Shelter in Place, Evacuation** and **Lockdown Drills** are conducted throughout the school year.

Shelter in Place: Provides a refuge for students, staff and the public inside the school building during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter in place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

Lockdown: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (ie intruder, shooting, hostage incident, gang fights, civil disturbances, etc.)

School Student Safety Regulations

The following regulations have been established to ensure the safety of our students and must be adhered to by each student:

Running is not permitted at any time within the school building or in moving from one place to another on the school premises.

Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.

No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.

All visitors must report to the school office. A security system has been installed at the main front door. Please ring the bell to enter school and go to the office to sign in and obtain a badge. All other doors will be locked.

SMOKING

The school premises are a smoke-free environment. No smoking or vaping is allowed in the school building or on school property at any time. Violations will result in suspension from school and school-related activities until a conference can be arranged with the parents and the principal. **See Appendix B.**

STATIONERY

At the end of each school year, students will receive a list of all materials and supplies required for the upcoming year.

ASBESTOS EMERGENCY RESPONSE ACT

St. James Regional Catholic School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA.) A copy of the plan is available for your inspection at the school office during regular office hours. ACER Associates is the school's asbestos program manager.

CELLULAR TELEPHONES/HANDHELD ELECTRONIC GAMES

Cellular telephones, handheld electronic games, and other items that, in the view of the school, may be distracting or disruptive to the learning environment, are not permitted to be used during school hours. School hours are defined as… the moment the student enters the school grounds until the time the student leaves the school grounds. If your child(ren) travel to and from school on a school bus, said electronic devices may not be used until the student(s) are on the bus. If your child(ren) walk to and from school, said electronic devices may not be used until the student(s) are released from the line by the teachers at DuPont and Tome St. If your child(ren) bring(s) a cellular phone to school, the cellular phone will be powered off by the student and collected by your child's teacher where it will be safely stored until the end of the day. This will ensure that all devices will remain safe. Students are expected to be honest and trustworthy when it comes to bringing these devices to school. Any student who is found to have brought a cell phone/handheld electronic device to school and did not declare it will have the device confiscated by the Principal and returned to the parents. The student will then receive a one day in-school suspension. The student will not be permitted to bring the device to school for the rest of the Trimester. The school administration reserves the right to change this policy at any time.

TRANSFER OF STUDENTS

If a student is transferring to another school, parents are requested to arrange a meeting with the principal to obtain the official transfer form and also to sign a permission form for release of academic and health records. Records are not forwarded to another school until this form has been signed by a parent and, at the discretion of the school, the parent(s)/guardian(s) have made suitable arrangements to pay any amounts due the school or parish. The student will be given a transfer slip on his/her last day of school. School records will be forwarded to the child's new school upon request from that school.

TRANSPORTATION

In the beginning of the school year, parents/guardians are asked how their child/children will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day.

a. Walkers - Students in grades 4-8 are permitted to be dismissed via the walker line. Younger siblings being escorted by a sibling/family member in grade 4-8 will also be permitted to be dismissed via the walker line. Students younger than 4th grade will **not** be permitted to go out in the walker line unless they have an older sibling/relative who will be escorting them.

b. Bus

Children who ride the school bus are expected to behave in a safe and orderly manner at all times. **Misconduct on the bus will affect the report card conduct mark and students could be denied the privilege of riding the bus.** Children must ride the same bus both morning and afternoon as assigned to them by the school district. Bus riders are not permitted to walk home unless the parents send a note to the homeroom teacher and the principal asking permission for this exception.

Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school is not in a position to grant such a request. The insurance of the school districts will not permit students from other school districts riding on their buses.

c. Car Pick-up:

Doors Open at 7:40 AM and the children must be in their lines in the gym by 7:55 AM

At dismissal, we ask parents to be prompt and in the parking lot by 2:45 (2:30 on Fridays) and ***do not move until all students*** are in their respective cars. Any student in Grades K-3, who does not have an older sibling/relative to escort them in the walker line will ONLY be dismissed out the back doors with the Car Pick-Up line where parents will be to pick them up.

d. Crossing Guards

Crossing guards are provided by the local public school district. They are not employees or under the direction of our school. The school is not responsible for the conduct of crossing guard or for ensuring that crossing guard is posted as scheduled.

ASSEMBLIES

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time. At this time, assemblies will be planned and organized to ensure we follow all safety guidelines and procedures.

BOOKS AND MATERIALS

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number. W*riting on books or pencil cases is not acceptable.*

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books were purchased by the school. Students are expected to take care of their personal belongings, their books and their clothing. Parents are

welcome to visit the lost and found located outside of the school office. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

Visitors Policy/Security

All visitors to St. James Regional Catholic School are required to **register in the main office.** Visitors will be asked to sign a registration book indicating purpose of visit, time of entry, time of departure. All visitors should enter the building through the main entrance on Tome Street and wear an identification badge. A "buzz-in" system is in place during school hours. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building. Classes may not be disturbed for these reasons.

VOLUNTEERS

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families, which helps in building a strong learning community. All Required Clearances are needed for all volunteers. Volunteers are needed for the office work, nurse's office, Science Lab, and to assist in the library, lunchroom and recess yard. lunch and recess monitors. Every student is expected to show courtesy and respect to all volunteers.

SAFE ENVIRONMENT CLEARANCES

In accordance with the laws of the Commonwealth of Pennsylvania and the directives of the Archbishop of Philadelphia, all volunteers working with children must apply for the appropriate "Safe Environment" clearances from both the Archdiocese of Philadelphia and the Commonwealth of Pennsylvania. The forms can be downloaded from our website.

STEWARDSHIP

HOME AND SCHOOL ASSOCIATION

The Home and School Association of St. James Regional Catholic School has set as its objective the advancement of Catholic education and the welfare of all of the school's children. It strives to enhance the parents' and teachers' role in education by increasing their mutual understanding of the children and by providing opportunities for parents and teachers to work together for the good of the children. Membership dues are $10. The Association promotes parent-school activities to increase members' interest in education and civic affairs and conducts fundraising activities. Members of the Home and School Association can be contacted through the school office. The Home and School Association has always and continues to play an important role in raising funds to support school programs, equipment, renovations, and educational materials.

Fund Raising

The Home & School Association of St. James Regional Catholic School sponsors various fund-raising opportunities during the school year. Since it is the children who benefit from the results, our fund-raising efforts will be most effective if every family participates in these endeavors according to their means.

Service

Students are encouraged to find ways to give of themselves for the benefit of others, as is the teachings of Christ. Different opportunities are made available during the course of the year where students are able to be of service to those in need. Students are responsible for the care of things given to them and the care of our facilities. All facilities are to be kept clean and orderly.

St. James Regional Catholic School students must care for school material in a manner keeping with the spirit of Christ like Behavior.

FINANCIAL RESPONSIBILITIES

Our school provides quality Catholic education through the efforts of our parish priests, faculty, staff, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined in January for the following school year. The school also may impose fees for other items, such as technology, book fee, extracurricular activities, field trips, and registration. This information is communicated to the school parents/guardians through the school website and Parent Communication System (Option C).

In justice to all parents and the parish communities, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the school. The Business Manager reviews the tuition records. The student report card will not be released or made available through Option C if the tuition account has an outstanding balance, unless the parent has met and made suitable arrangements with the Business Manager. In addition, the school reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not timely made. **See the Tuition Policy.**

STUDENT SUPPORT SERVICES

Government Aid Program

Through the Commonwealth of Pennsylvania, funds are made available for textbooks (with the exception of religion), some educational materials, and auxiliary services including remedial reading, speech therapy, and counseling services.

Instructional Support Team (IST)

The IST is a team approach to a problem-solving process that allows educators with special training to work together, in a partnership with parents, to help improve the school performance of their children. The IST team is made up of the school's Principal, our Learning Support Coordinator, consultants from the Delaware County Intermediate Unit who are assigned to give services to our school (IU staff may include a school psychologist, counselor, remedial reading or math teacher and speech therapist) and the teacher and parents of the child being referred. In some instances, particularly in the Middle School, the other teachers of the student will be in the meeting to discuss performance in their own class. Monitoring of the child's progress is done on an ongoing basis and strategies are adjusted accordingly.

Parents seeking this assistance should contact their classroom teachers for a referral.

AUXILIARY SERVICES

Delaware County Intermediate Unit (DCIU) -Non-Public School Services Division

The Intermediate Unit runs our largest state-funded program, Act 89, which provides remedial reading, guidance and counseling services, speech, and psychological services to a non-public school student in Delaware County.

SCHOOL AREA GUIDELINES

Playground

- Good safety rules will be followed.
- Wrestling, fighting, tackling, piggyback riding or roughhousing, etc. is not permitted on the playground.
- The throwing of ice, snow, snowballs, or hard objects is not permitted.
- Any games that require the student to be on the ground, tackled, etc. are forbidden.
- Pushing, shoving, hitting and bullying are not permitted on the playground.
- The use of balls will be restricted. No hardballs of any type will be permitted on the playground.
- A child who wishes to go inside the building before the end of recess must first receive permission from one of the playground supervisors on duty.
- The climbing of fences or trees is not permitted.
- Children must obey the playground supervisors at all times. Problems that cannot be resolved with the playground supervisor should be brought to the principal's attention.
- All accidents must be reported to the school nurse immediately.

CAFETERIA

- Polite behavior is expected at all times.
- Students will enter and leave the cafeteria in a quiet orderly manner.
- Students will obey the Lunchroom Moderator and helpers on duty.
- Students may leave the cafeteria after receiving permission from the Lunchroom Moderator. They may not return to their classrooms for play equipment, snacks, or other forgotten items.
- Students will remain in their seats while eating their lunch or snack.
- Conversations among students should be soft tones. No shouting please.
- All trash will be placed in the appropriate containers.
- Students will be dismissed by tables. To be dismissed, students must be seated, quiet, and the tabletop and floor where they are sitting must be clear.
- Sharing of food and/or snacks is not permitted due to some children's food allergies.
- All food is to be eaten **only** in the cafeteria or assigned room.
- Good eating habits will be encouraged at all times.
- Students unable to follow the above rules may be seated at a separate table and/or lose recess.
- Parent volunteers in the cafeteria are welcome.

BUS

Busing is available to eligible elementary children. The bus driver will strictly enforce bus regulations. Pupils not abiding by bus safety regulations are written up by the driver and parents notified. The third infraction of bus rules may result in a temporary loss of riding privileges. Additional infractions may lead to a recommendation to the principal to rescind transportation privileges.

While on the Bus

- Be courteous to fellow pupils and the bus driver.
- Keep hands, head, and feet inside the bus at all times.
- Assist in keeping the bus safe and sanitary at all times.
- Never tamper with the bus or its equipment.
- Keep books, coats, packages, and all other articles out of the aisles.
- Help look after the safety and comfort of the smaller children.
- Do not throw anything out of the bus windows.

- Stay seated until you are supposed to get off the bus.
- Horseplay or fighting will result in disciplinary action.
- Don't distract the driver when the bus is in motion. However, in an emergency, alert the bus driver immediately.
- There is no eating on the bus.

Appendices

Responsible Use Policy for Technology - Archdiocese of Philadelphia

Loan of Instructional Materials and Textbooks - PA Department of Education

Memorandum of Understanding - Religious Education

Smoking/Vaping/Drugs and Paraphernalia Policy