

Parents & Students must sign the last page.

**Last page should be torn out and returned
to the main office by 9/10/2021**

St. James School Family Handbook



MISSION STATEMENT

St. James Catholic School is dedicated to providing a faith, safe and caring environment. We provide a challenging academic program of a strong moral foundation that incorporates relevant skills with Gospel values. We encourage our students to become life-long learners to serve God and others.

2021-2022

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2021-2022 Welcome Letter

Welcome to the 2021-2022 school year. My name is Elyse McAteer and I am excited to be joining the St. James School community as your principal for the upcoming academic year. I am honored to be serving the families of St. James and look forward to continuing the traditions of faith, service, and academic excellence.

My educational philosophy has been shaped by my experiences in the classroom as well as my faith-based upbringing. I believe very strongly in providing a safe and welcoming environment where successes are celebrated and struggles are acknowledged as growth opportunities for students. Thomas Edison said it best when he stated, "I have not failed. I just found 10,000 ways that won't work." Every child should feel safe in school to learn and grow. I believe wholeheartedly that our staff is committed to supporting our students as they grow in knowledge and faith throughout their time here at St. James School.

We have been working hard over the summer to prepare the school for our students and families and look forward to welcoming you back. New Chromebook computers and carts were purchased for grades 1-4. Facilities upgrades to the cafeteria ceilings as well as hallway and classroom ceilings were completed. Plans for increased technology implementation in the classrooms are rolling out along with professional development opportunities for our staff. We have also begun to develop a three-year strategic plan for school improvement. The pandemic has taught us much. I am committed to utilizing those lessons to bring 21st century learning opportunities to the students of St. James, while continuing to promote behaviors that prevent the spread of illness within our school.

St. James is accredited by both the Connecticut State Department of Education, and the New England Association of Schools and Colleges(NEASC). We are proud of our academic achievements on National Standardized Tests, as our students score significantly above average annually. In addition, our athletic teams boast consistent winning records within both the Quinebaug Valley Junior Conference(QVJC) and the Route 395 Conference.

At St. James, our students are encouraged to become life-long learners who serve God and others. Partnering with families to support the school's mission will allow us to meet the needs of each child. Father John and I are grateful for the opportunity to educate your children and for your choosing to support Catholic education. Please do not hesitate to reach out to me as my door is always open. I look forward to meeting you all throughout the coming school year, and wish you all the best.

Warmest Regards,

Elyse K A McAteer
Principal

Revised August 2021

PHILOSOPHY OF SAINT JAMES SCHOOL

Saint James School, a Catholic, Christian community, sees its primary focus of education to be holistic in nature. In addition to its promotion of academic excellence, we at St. James believe in the power of Catholic education to transform the lives of its students, and in its ability to empower those students to be ever-present signs in our world today that God is truly with us, as we strive to integrate the spiritual with the academic, social and emotional well-being of each student.

First and foremost of our goals is the development and nurturance of each child's gift of faith. Through meaningful celebrations of the sacraments, and a conscious effort at inculcating the principles of our Catholic faith, we encourage our students to choose wisely in their dealings with themselves and others, and to share willingly their beliefs both in and out of the school environment, and to believe strongly in the power of prayer, a constant thread woven throughout the entire school day.

In light of the above, and coupled with the professional expertise of a caring, dedicated staff, we strive to help our students recognize and develop their individual gifts. Imperative to this development is a strong rapport between student and teacher based on mutual respect, frequent and open communication between home and school and the nurturance of each child's sense of self through positive interaction with members of the Saint James staff.

In our classrooms, we strive to challenge students to move beyond textbook learning to new discoveries both inside and outside the school setting, as well as attempt to modify our programs to meet, as much as possible, individual needs. Our goal is to motivate students to do their personal best in an effort to prepare them for future academic endeavors.

In all of the above, we, the parents, faculty and staff of the Saint James Catholic, Christian community, feel especially called as people whose ministry is that of empowerment, whether it be with students, their families, or colleagues, as together we strive to share the Good News that is Catholic education!

MISSION STATEMENT OF SAINT JAMES SCHOOL

St James Catholic School is dedicated to providing a faith, safe and caring environment. We provide a challenging academic program of a strong moral foundation that incorporates relevant skills with Gospel values. We encourage our students to become life-long learners to serve God and others.

**St James School is accredited by the New England
Association of Schools and Colleges**

SCHOOL FACULTY & STAFF

Administration & Office

Mrs. Elyse K A McAteer	Principal
Miss Jacqueline Lajoie	Head Teacher
Mrs. Carrie Benoit	Administrative Asst. & Financial Admin.
Mrs. Paula Cahill	Administrative Assistant

Teachers and Classroom Aides

Mrs. Amy Germain	Pre-K 3/Pre-K 4 Teacher
Mrs. Lara DelSignore	Pre-K 3/4 Aide
Mrs. Ana Russo	Pre-K 3/4 Aide
Mrs. Kimberly Barrette	Kindergarten Teacher
Mrs. Linda Lewis	Kindergarten Aide
Mrs. Laurie Barrette	First Grade Teacher
Ms. Kelly Salvas	First Grade Aide
Mrs. Lisa Boguszewski	Second Grade Teacher
Mrs. Stephanie Raszka-Arsenault	Third Grade Teacher
Miss Emily Rainville	Fourth Grade Teacher
Miss Kaylie Bissonnette	Fifth Grade Teacher
Miss Jacqueline Lajoie	Sixth Grade Teacher (Religion & Social Studies)
Mrs. E. Blythe Hanley	Seventh Grade Teacher (Science & Math)
Ms. Devon Montigny	Eighth Grade Teacher (Lang. Arts & Literature)
Mr. Richard Lepore	Computer Teacher
Mrs. Teresa DeLuca	Music Teacher
Mr. Glenn Costello	PE Teacher
Mrs. Lori Proulx	Spanish Teacher
Mrs. Amy Bellerose	Art Teacher

Cafeteria Staff

Mrs. Karen Light	Cafeteria Coordinator
Mrs. Jennifer Knight	Cafeteria Aide
Mrs. Carolyn Courtemanche	Cafeteria Aide

Extended Day Staff

Mrs. Carrie Benoit	Extended Day Coordinator
Mrs. Amy Bellerose	Extended Day Aide
Miss Julie Lemery	Extended Day Aide
Miss Camille Benoit	Extended Day Aide
Mr. Dominic Alvarez	Extended Day Aide
Miss Josephina Keith	Extended Day Aide
Miss Sarah Azizi	Extended Day Aide

Building Support Staff

Mrs. Patricia Underwood	Nurse
Mrs. Diane Barrette	Librarian
Mr. Brian Beausoleil	Custodian
Mr. James Weigel	Substitute
Ms. Phyllis Viens	Substitute
Mrs. Christine St. George	Substitute
Miss Jessica Brown	Substitute
Mrs. Mariann LaPointe	Substitute
Mrs. Carolyn Smith	Substitute
Mrs. Michelle Brown	Substitute

PARENTAL RESPONSIBILITIES

- Parents need to support the policies of the school and work together with faculty and staff to impart a sense of responsibility that goes beyond the walls of the school.
- Parents should model mutual respect with behavior and demonstrate to their children how to conduct themselves in mature relationships.
- Parents are required to assist the school in its continuing goal of improving the quality of Catholic education.
- Parents need to acquaint themselves with all facets of Catholic education.
- Parents need to carry out projects and activities that will have the welfare of the school as their goal.
- Parents are required to assist in the financing of the school by completing their required "Development" which raises funds by various fundraising activities.
- Parents are responsible to be good examples in Christian behavior and to communicate important social skills and values about school and learning.

ST. JAMES PARENT GROUP

The St. James parent group's Chief goal is to build School spirit and the feeling of community among our parents and staff. They also strive to help build St. James School's relationship with our local community. They provide opportunities for families to meet and bond through parent group sponsored activities. Activities are meant to be enjoyed and shared by all families and can take the form of fun activities, community service projects, or school support projects. Our families are welcome to join the St. James parent group and welcome to attend parent group meetings. They can be reached at: sjsparentgroup@stjamesdanielson.org

Current Chair

Mrs. Melissa Barnwell

ST. JAMES DEVELOPMENT COMMITTEE

The purpose of the St. James development committee is fundraising to support St. James School as a whole. The main focus is to find equitable means to distribute the burden of financial obligations and volunteer support among the St. James School families. The goal of the committee is to ensure that our children receive the finest education at reasonable tuition levels for all families. All families are encouraged to become active with the development committee and you're welcome to attend all development committee meetings. The development committee can be reached at: development@stjamesdanielson.org

CURRENT Co-CHAIRS

Mrs. Melissa Whiteley

Mrs. Sara Wesolowski

ST. JAMES ATHLETIC COMMITTEE

The St. James Athletic committee is responsible for funding and supporting the extracurricular sports program at St. James School. They are also responsible for ensuring that St. James School parents, students, and coaches follow all policies related to the sports program. This includes St. James School policies, the policies put in place by the Diocese of Norwich, and any policies required by the leagues our sports teams participate in. Families are encouraged to participate in the athletic programs at St. James School and are welcome to attend all athletic committee meetings. The Athletic committee can be reached at: athletics@stjamesdanielsom.org

ATHLETIC DIRECTOR

Mrs. Kerri Beaudreault

ACADEMIC GUIDELINES AND POLICIES

ADMISSION TO CATHOLIC SCHOOLS OF THE NORWICH DIOCESE

As part of the Catholic Church's open witness to and concern for racial justice and integrated education, all schools of the Diocese of Norwich will be guided by the following principles:

The inherent and basic purpose of Catholic schools is to assure that Catholic truths and values are fully incorporated with the student's life and academic program. Parents applying should understand and appreciate this religious dimension of our Catholic schools.

In the admission of students to elementary schools the order of priority shall be as follows:

1. Children from families with children already enrolled in school.
2. Children of parishioners.
3. Children from families newly moved into the parish.
4. Catholic children from non-parish families.
5. Non-Catholic children are eligible provided space is available.

Every Catholic child has a right to Catholic education. Neither race, nor national origin is to prevent a child from being accepted in the school. Non-Catholic children are eligible provided space is available. All children must meet normal entrance requirements.

ENTRANCE REQUIREMENTS

Each school will adhere to the Diocesan policy regarding entrance requirements. Each child must be five (5) years of age no later than December 31 of the current year. All applicants (K-8) shall be screened/tested to determine the level of readiness and/or academic achievement to insure appropriate grade placement.

Present Kindergarten students and entering Grade 1 students will take the spring SAT 10 tests to insure Grade 1 readiness.

Students entering Grades 2-8 will take the SAT 10 quick reading and math tests.

All entering student's records, including academic and behavioral will be reviewed.

All accepted students will be accepted on a probationary period of six weeks.

Records of prior school academic and social experience shall be reviewed before acceptance. The principal will make final determination of acceptance.

Proof of age (and certificate of Baptism, if Catholic), and state health requirements must be provided before acceptance.

Each school with a three (3) year-old Pre-Kindergarten program will admit students whose age is three no later than December 31 of the current school year. All applicants must have proof of age, state health requirements, and be toilet trained. Documentation of records must be provided before acceptance. Records of prior school attendance and social experiences shall be submitted for review. The Principal will make the final determination of acceptance. All accepted students will be accepted on a probationary period of six weeks.

Each school with a four (4) year-old Pre-kindergarten program will admit students whose age is four no later than December 31 of the current school year. All applicants must have proof of age, state health requirements, and be toilet trained. Prior school academic and social experiences shall be submitted for review. The Principal will make the final

determination of acceptance. All accepted students will be accepted on a probationary period of six weeks.

The teacher will provide progress monitoring through report cards, phone calls and e-mails. Each student will be administered the Brigance Assessment test as a pre-test and post-test before entrance into Kindergarten.

Students in both programs will participate in approved Diocesan curricular programs.

SCHOOL ATTENDANCE

Regular attendance is essential for satisfactory work. In order for a student to be eligible for promotion, it is required by diocesan regulation that the student is in attendance no fewer than 160 days. Therefore, no student may accumulate more than twenty (20) excused absences for the ENTIRE school year. A student who leaves school before four hours of school are completed for that day is considered absent for that day (four hours is needed to constitute a legal school day). Extreme medical absences and/or homebound instruction may be excluded from the 20 days at the discretion of the administration and consultation with the Diocesan Superintendent of Schools when necessary.

A written request from parents is required for a pupil to leave school before the time for dismissal. The request must state clearly the reason for the early dismissal and be approved by the principal. Students may be released only to parents, or to someone authorized by the parents. Students must be signed out by the appropriate person in the log that is kept in the school office.

A student is tardy for school when he/she arrives in their homeroom after 8:40a.m. When a student is tardy, they are required to come into the office for a tardy pass.

Frequent absence is extremely detrimental to the student's academic progress. Therefore, extended periods of absence for vacations should be avoided so as not to impede the student's academic program or place your child in violation of the diocesan regulations.

The principal must approve extended absences.

STUDENT ABSENCE PROCEDURE

1. Call the school, at 860-774-3281. Leave a message if there is no reply. If no call is made, parents can expect a call by the school nurse. Always contact the Main Office if your child is going to be absent even if you email your child's teacher as during busy mornings the teachers do not always have time to check their emails.
2. If your child has strep or any other contagious illness you **NEED** to call the school nurse. All contagious diseases among the students are required to be monitored in this manner.
3. Send a written note giving the date(s) of absence and confirming the **reason** for the absence. Please do not write just that your child was sick. Rather, please be specific, i.e. "Mary had a fever." or "Jason had an upset stomach." **Please note that both the telephone call and the note are required.**
4. Contact the office if a student is absent for an extended period of time to obtain assignments from the teacher. It is the responsibility of the **student** to make up any class assignments during his/her absence. The teacher will give a reasonable amount of time in which the student is to hand in completed assignments. Failure to do this may result in a failing grade for missed assignments.

AUTHORIZED DISMISSAL FROM SCHOOL ATTENDANCE

A written request from a parent or legal guardian shall be required for a pupil to leave school before time of dismissal unless authorized by the principal or their duly authorized representative. The request shall state clearly the reason for early dismissal.

Elementary school pupils shall be released only to parents or to someone authorized by them.

A pupil who is ill shall be sent home when deemed necessary by the school nurse. The school nurse will call his/her parents or other authorized person to pick the student up from school.

ATTENDANCE RECORDS

A record of daily attendance, with actual dates, shall be maintained for each student. In addition, a record of each student's yearly attendance shall be entered annually on his/her permanent record.

WITHDRAWAL

When a student withdraws permanently from a school and is transferring to another school, a notation is to be made on the permanent record card with the reason for withdrawal.

TRANSFER

A copy of the student's permanent record card is to be sent to the new school. The original permanent record card must be retained in the school. Academic records will be held until all school accounts are paid in full as per **Policy 5120**. Health records are to be transferred according to local policy.

No records are to be released without the written permission of the parent or guardian.

RELEASE OF STUDENT RECORDS – CURRENT OR PAID-UP ACCOUNTS

Diocese of Norwich policy 5120: No official transcript or diploma will be released from any elementary or secondary school in the Diocese of Norwich until all tuition and fee accounts are judged to be current or paid in full by the local school authority. Verbal grades may be released to aid in student placement.

Prior to official enrollment of a student transferring from another elementary or secondary school in the Diocese of Norwich, the local school authority of the receiving school shall verify that tuition and fee accounts are judged to be current or paid in full by the school of last attendance. Verbal grades may be requested to assist in preliminary scheduling.

In accordance with the above policy St. James School requires that families are paid up to date on their tuition account, lunch account, Extended Day account, Development requirements, and any fees incurred from late payments or failure to meet specified obligations. St. James also requires that all school library books, text books, and supplies (i.e. flash drives, cameras, calculators...) have either been returned to the school or paid for by the family.

Evaluation of Student Progress

PRIMARY MARKING CODE:

Unlike grades 4 - 8 the children in the Primary grades have a different marking code on their report card. Here is a brief explanation of the code:

- M+ Meeting w/Distinction** (Indicates the student works hard and shows a great understanding in that subject.)
M Meeting Standards (The student has a good understanding of the material being taught.)
P Approaching Standards (The student is just meeting class requirements.)
I Improvement Needed (The student needs to put more effort into his/her class work and assignments)
N Not Assessed (This skill is not assessed at this time)

MARKING CODE FOR GRADES 4 - 8:

A+	98 - 100	C+	78 - 79
A	93 - 97	C	73 - 77
A-	90 - 92	C-	70 - 72
B+	88 - 89	D	65 - 69
B	83 - 87	F	00 - 64
B-	80 - 82		

REPORT CARDS AND PROGRESS REPORTS:

Report cards shall be issued to parents three times per year as indicated on the school calendar. In addition, progress reports will be issued to all students half way through each marking period. Progress reports are to be signed by the parents and returned to the classroom teacher. All parents are encouraged to seriously heed the warnings that are sent home and to take the steps necessary to insure better school work on the part of their child/children. Progress reports and Report cards can be viewed online in the Plus Portals by clicking on your child's "E-Locker". Parents are urged to use the Plus Portals in order to keep abreast of their child's progress or lack thereof. Parents are encouraged to contact the school any time they have questions about their child's progress. It is imperative to keep in mind that a student's grades reflect his/her performance on test, quizzes, homework assignments, special projects, book reports, daily work, and class participation.

HOMEWORK

Children in grades 1 - 8 will have homework on a regular basis. The amount of homework will depend on the particular grade level. All students in grades 4 - 8 will maintain an assignment book. This should be checked by the parents nightly. The students will be expected to return the next day with the homework assignments completed.

Students are obligated to complete all homework assignments given unless valid reasons prevent them from doing so. No excuse will be accepted unless a valid reason is stated in writing. Forgetting text, supplies, etc. are not valid reasons. Illness, death or a specific emergency within the family are. Failure to complete homework will result in a zero (0) for students in middle-school and a deficiency for all other grades.

In order to build your child's self-discipline, we strongly recommend you urge your child to do their homework and monitor the use of the assignment book for students in grades 3-8.

Please DO NOT provide an excuse for homework not completed, unless it is truly a valid reason.

The average amount of time spent on homework for each grade level is as follows:

Grade 1: 10-20 minutes

Grade 2: 20-30 minutes

Grade 3 & 4: 30-60 minutes

Grade 5 & 6: 45-90 minutes

Grade 7 & 8: 70-120 minutes

These times should be viewed as flexible in one direction or the other. They are the GUIDELINES which the teachers use in assigning work to be done in the home on a daily basis.

PARENT - TEACHER CONFERENCES

Parent-teacher conferences are encouraged as a means of greater understanding and cooperation between the home and the school. Conferences may be set-up at any time at the request of either the parent or the teacher. Parents interested in having a conference with a teacher are asked to first make an appointment by phoning or emailing the teacher at school or by writing a note, stating the day and time the conference is desired. Parents should not expect any teacher to confer with them without an appointment. **Teachers should be called at school and NEVER at home.**

When a problem exists, contact the classroom teacher before contacting the Principal, since the teacher knows the child and the situation better. If a problem still remains after the discussion, then contact the principal. If necessary, the teacher, principal and parent will meet together.

It is essential that the child is convinced that parents support the teachers, the school and its philosophy and rules. The school and parents best serve the children by working together and supporting one another in all things. If there seems to be a problem or misunderstanding, it is important to talk about it and work out the situation. Without a cooperative effort, the child cannot reach his/her maximum potential - to "turn out to be" that very unique person God destined him/her to be.

CONFERENCES - PRINCIPAL

The principal is available to answer any questions or concerns that may arise concerning your child. All **appointments** can be scheduled through the school office. (Due to busy schedules, drop in visits cannot be guaranteed.) Immediate answers may not be available but an investigation and follow up report will be provided if necessary.

STANDARDIZED TESTING

In keeping with directives of the Diocesan School Office, standardized testing is done annually, in the spring. Test results are reported to the parents and a copy is kept on file. These tests are one tool used in reviewing the larger picture of our school's curriculum and of individual student learning.

Parents receive a report of the tests that were administered. If a significant difference exists between a student's potential and his actual score, the parents may schedule a conference with the teacher. Standardized test results can be found online in Plus Portals in your child's "E-Locker".

PROMOTION AND RETENTION

Decisions regarding promotions and retentions shall be based on the total evaluation of a student's growth in all areas of development and discussed with parents by March. Such decisions shall be made by the principal in consultation with the teacher(s) and the parent(s). Any possibility of non-promotion shall be communicated to parents well in advance of a final decision. The final decision rests with the classroom teacher. Students who receive three failing grades in any major subjects shall not be promoted to the next grade. Students in eighth grade with three failing grades in any major subjects will not be allowed to graduate. Major subjects include: Religion, Math, Reading, Science, Social Studies, English, Spanish and Computer.

STUDENT RECORDS

Parents have a right of access to school records that pertain to their child/children. Any parent interested in exercising this right is asked to follow the established policy and procedure which is based on **section 10-15b of P.A. 78-218**.

“Either a parent or legal guardian of a minor student shall, upon written request to a local or regional board of education and within a reasonable time, be entitled to knowledge of or access to educational, medical, or similar records maintained in such student’s cumulative record.”

ACCESSIBILITY OF STUDENT RECORDS (DSO)

The cumulative record card, which accompanies a pupil throughout his/her school career, shall be treated as confidential material and retained for fifty (50) years after they become inactive.

The cumulative record refers to all official records, files and data directly related to the student. This includes all material that is incorporated into each student's cumulative record folder specifically including, and limited to, identifying data, academic grades, level of achievement, attendance data, and scores on standardized tests.

Records shall be made available only to the professional staff of the school, the pupil's parent or guardian and upon request to the pupil who is 18 years old.

The law places restrictions on the right of third parties (e.g. employers, police officials, military) to review student records without permission of the parents of the student, unless the student is 18 and can grant his/her own permission. No portion of the record can be released or sent to any outside agency or person without prior, written consent of the parent or the student where the student has reached the age of 18 (Connecticut General Statutes [CGS] Sec. 10-15b and 10-154a).

RELATIONS WITH NON-CUSTODIAL PARENTS (DSO)

The building principal, unless otherwise informed, assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit a copy of the court order that specifically abridges these rights.

Unless there are specific court-imposed restrictions specifically denying visitation rights, or a restraining order denying such rights, the non-custodial parent, upon written request may view the student's educational, medical or other records maintained in such student's cumulative record.

HONOR ROLLS

Principals Award

Earned by students receiving an average of **95 – 100** in each major subject area. Junior High includes Computer and Spanish. Students must also receive a satisfactory grade in all other classes.

High Honors

Earned by students receiving an average of **90 - 94** in each major subject area. Junior High includes Computer and Spanish. Students must also receive a satisfactory grade in all other classes.

Honors

Earned by students receiving an average of 85 - 89 in each major subject area. Junior High includes Computer and Spanish. Students must also receive a satisfactory grade in all other classes.

ST. JAMES LASALETTE AWARD

The St. James School LaSalette Award is presented by the St. James faculty following each marking period using the following criteria:

- The award is designed for students in the middle school who work very hard and are good school citizens. They may also be honor roll students.
- The award will be presented to one student per grade level for each marking period starting with the fifth grade.
- Students may win this award only once in their middle school careers. The idea is to honor as many different students as possible.

Students receiving this award will have their names posted on a special plaque in the main lobby.

NATIONAL JUNIOR HONOR SOCIETY

NJHS is an honor that the faculty bestows upon students in grades 7 & 8 whom they feel are exceptional. Membership is based on scholarship, leadership, service, citizenship and character. **A student must attain a 90 cumulative average in all subjects and be outstanding in all other areas.** Current members will be reviewed after the first report card for continued eligibility. Students not meeting all requirements will be placed on probation for the second marking period after which they may be reinstated or removed from the Honor Society. **Students who receive a conduct referral will be placed on probation. A second conduct referral will result in removal from NJHS.** Saint James Chapter began in 1994. The NJHS is a service organization for the school and community.

NATIONAL JUNIOR HONOR SOCIETY

ELIGIBILITY

Grade 8 - Student must have a **cumulative average in all subjects of 90** for the 7th grade and first and second marking period of grade 8.

Grade 7 - A student must have a **cumulative average in all subjects of 90** for the first and second marking periods of 7th grade.

Leadership - The leadership criterion is considered highly important for membership. Leadership can be defined as those who have held class office, who have demonstrated initiative in promoting school activities as well as inspire positive attitudes in others.

A student exercises leadership when he or she:

- * Is resourceful in proposing new solutions, applying principles and making suggestions.
- * Demonstrates initiative in promoting school activities.
- * Exercises positive influence on peers in upholding school ideals and spirit.
- * Contributes ideas that improve the civic life of the school.
- * Is able to delegate responsibilities.
- * Inspires others.
- * Demonstrates academic initiative.
- * Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability.

Service - Service is generally considered to be those actions undertaken by the student. They are done with/or on behalf of others without direct financial or material compensation to the individual.

The student who serves:

- * Volunteers and provides dependable and well-organized assistance and is willing to make sacrifices and to offer assistance.
- * Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- * Enthusiastically renders any requested services to the school
- * Is willing to represent the class or school in interclass and interscholastic competition.
- * Does committee and staff work without complaint.
- * Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor and disadvantaged.
- * Mentors in the community or students at other schools.
- * Shows courtesy by assisting visitors, teachers and students.

Citizenship - The student who demonstrates citizenship understands the importance of civic involvement. He/she also have a high regard for freedom, justice and respect of the American form of government.

The student who demonstrates citizenship:

- * Understands the importance of civic engagement.

* Has a high regard for freedom and justice; respects the US form of government (representative of democracy) and respects the law for all citizens at the local, state, and federal levels.

* Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations or school clubs.

Character - Character is probably the most difficult criterion to define and the faculty council will consider both the positive and negative aspects of character for each individual.

A person of character demonstrates the following six qualities:

Trustworthiness, respect, responsibility, fairness, caring and citizenship.

DAILY SCHEDULE

MORNING DROP OFF

- **Prior to 8:15am** - All students must be dropped off at the Extended Day Program.
- **After 8:15am** - Parents are asked to use the Drive thru Drop off lane (see diagram 1 in Addendums) to drop off their children by driving through the church parking lot, dropping off students at the back door to the school, and continuing around the school to exit through the gate near the front of the school. **NO CAR IS TO BE PARKED AND LEFT UNOCCUPIED IN THE DRIVE THRU DROP OFF LANE.** This causes safety issues when other cars try to go around a parked car as children are walking and cannot always be seen around a car.
- Staff will be present during drop off to escort young students (PK/K/1) to their classroom.
- **Walking Kids up to the rear entrance** - We invite parents to walk their child to the back door each morning, we only ask that parents **PARK in the Church parking lot** and use the coned off area to walk their child(ren) up safely to the entrance. **NO CAR IS TO BE PARKED AND LEFT UNOCCUPIED IN THE DRIVE THRU DROP OFF LANE.**

The school bell rings at 8:30 a.m. Students are marked tardy after 8:40 a.m. They will then be required to secure a tardy pass from the school office.

If you should arrive any time after 8:40 a.m., please park in the commuter lot across from the school and walk your child to the building. **Please do not park in front of the school** as this poses a safety hazard for cars passing by as well as the buses dropping the children off at that time.

Children are not to be dropped off at the front of the school before 8:40 a.m. this causes safety issues, it makes it difficult for the buses dropping off students, and the office staff and Principal are often delivering messages throughout the building or meeting with parents and various school groups and cannot always immediately answer the front door.

Parents are asked to avoid coming into the building in the morning to talk to the office staff before 8:50 a.m. when possible as this is a very busy time in the Main Office and we would prefer to be able to give you more of our attention when trying to answer your questions.

Parents are asked not to come into the building in the morning to conference with a teacher unless it is an emergency or a prearranged conference. Please remember to sign in at the office before going to any classroom.

AFTERNOON PICK-UP

- **Dismissal is at 2:40 p.m.**- Parents who pick up their children at dismissal time are asked to enter through the rear gate of the school yard and to follow the traffic pattern to line up in 6-8 columns inside the school playground (see Diagram 2 in the Addendums).
- ALL students including full day Pre-K and Kindergarten will be using the pick-up line on the school playground. Parents may get out of their car to help load their child into car seats.
- **Fill in all lanes** - Cars should pull forward to the cone and straddle the painted line on the blacktop. Please fill in the far lane (#5) by the shack first (this helps avoid blocking lanes before they are filled). **Lane 1 (closest to school) will be limited to 7 cars only.** Once there are 7 cars in that line, you must park in the other lines. If that line has more than 7 cars, it blocks the back gate not allowing other parents to enter carline. Those families driving large profile vehicles such as trucks and full size SUV's are asked to park in lanes 7/8 to improve sight lines and increase safety.
- **All Students** - Students will be dismissed from their classroom and exit the building with their teacher. We will dismiss pre-school and kindergarten first to give parents more time to get them buckled into their car seat; they will exit the building through the ramp door. We will continue dismissal with 1st and 2nd grade who will exit through their outside classroom doors then 2 classes at a time will be released through the ramp door. Faculty and staff will escort students outside their classroom and will supervise them until all students are in the appropriate vehicles.
- **Turn off car engines** - It is imperative that vehicles **DO NOT IDLE** in the school parking lot. This is a state law. Please turn your car off while waiting for students.
- **Wait for signal** - For safety reasons, vehicles are not to leave the school parking lot without a signal from a faculty or staff member. This ensures that we get all students in the appropriate vehicle, and they are not walking in front of moving cars. A faculty or staff member will be at the beginning of the parking lot near the gate. After your line is given the signal, you may leave the parking lot by going left or right out of the gate to expedite the process.

Dismissal should proceed quickly so please be on time for pick-up at 2:40 p.m.

Notes should be sent into the school should there be any change in a student's regular schedule or "safe" adult pick-up routine. Adults should be prepared to show ID should they be new to this process.

Parents are not to be in the hallway during dismissal time. Please remain by the office until the hall has been emptied of students.

If you have an appointment with a teacher or wish to make an appointment, please come in after dismissal at 2:50 p.m. and **wait in the lobby** before going to the classroom.

LUNCH

Hot lunch is served in the school cafeteria on a daily basis. The prices for the 2021 –2022 school year are as follows:

- Complete lunch \$3.00
- Milk or Juice \$.50 per ½ pint
- A la carte Items prices vary

Lunches must be **prepaid** either the 1st of the month for the month, or on the first day of the week for that week. When sending money to the cafeteria, please be sure to have your child/children's names and the grade printed on the envelope. Since this program is state-mandated all lunches are to be pre-paid. Since this is a government run program **lunches should not be charged. However, students without payment will not be refused lunch. This will cause a charge to your child's lunch account.**

Free and reduced lunch is available to students who qualify under state and federal regulations. Any parent interested, may apply.

EARLY DISMISSAL

If it is necessary that a child be dismissed early, the parent or their designee must present a written statement giving the reason for the dismissal, the time of the dismissal and the name of the adult who will pick up the child at school. The note is to be handed to the homeroom teacher, and then it will be sent to the office right after Morning Prayer.

A child must be signed out of school to be allowed to leave school before time of dismissal. Please allow adequate time to have a child summoned out of class after your arrival to school.

A pupil who is ill will not be sent home alone, but should be called for by his/her parents or other authorized person. Dismissal due to illness is considered an early release, and students must be signed out in the nurse's office.

CANCELLING SCHOOL

In the event of snowstorms or other inclement weather which would delay or close school, Saint James will follow the procedure of the Killingly Public Schools.

Announcements will be made through the SCHOOL MESSANGER phone messaging system, Channel 3, as well as on the school's Facebook page. A 2 hour delay may be announced first, so it is important that you stay tuned in case the delay is changed to a cancellation. The Extended Day Program does not operate on days that school is cancelled. In the event of a school cancellation, the last day of school may be extended by one day.

2 HOUR DELAYS

In the event of a two hour delay the school day will begin at 10:30 a.m. and the Extended Day Program will open at 9 a.m. The cafeteria does not serve breakfast when there is a 2 hour delay.

ATTENTION PRE-K PARENTS: WHEN A TWO HOUR DELAY IS ANNOUNCED, THERE WILL BE NO SCHOOL FOR 1/2 DAY PRE-K ON THAT DAY.

PLEASE NOTE* When school is cancelled or dismissed early all activities are cancelled for that day. This includes sports practices (either group or individual) and any other meetings, practices, or events of any kind until the snow is removed. In the event that weather conditions require it, a decision to dismiss school early can be made. Normally, that decision will be made no later than 10:30 a.m. based on the best weather information available. If the decision to dismiss school early is made the Extended Day Program will also close for the day. Again, please note that we follow the Killingly Public Schools' plan of action. The same avenues for communication will apply.

APPOINTMENTS

All appointments with doctors and dentists should be made outside school hours whenever possible.

VACATIONS

Vacations should be scheduled during school vacation time to maximize student learning potential. If a vacation is going to encompass some school time, please send a note to the school informing us of the dates. Assigned work for students going on vacation will only be given at a teacher's discretion. Make-up work or tests will be given upon the student's **return** to school.

STUDENTS WILL HAVE ONE SCHOOL DAY FOR EACH SCHOOL DAY MISSED TO TURN IN MISSED WORK AND TO MAKE-UP MISSED TESTS AND QUIZZES. IT IS THE STUDENTS' RESPONSIBILITY TO GET THEIR MISSED ASSIGNMENTS AND SCHEDULE TIME AROUND THE TEACHERS SCHEDULE TO TAKE MISSED TESTS AND QUIZZES. MISSED ASSIGNMENTS, TESTS, AND QUIZZES NOT MADE UP IN THE ALLOTTED TIME WILL RECEIVE ZEROS.

FIELD TRIPS

In the course of the year, all the classes have the opportunity to go on one or more field trips. These trips are always meant to be learning opportunities for the students. Children are expected to accompany their class on scheduled field trips. These trips are part of the teaching curriculum. Therefore, a student not going on the field trip is expected to be in school on the day of the trip. Written parental permission is required each time a child is to participate in a field trip, whether the child walks to the destination or takes a school-provided vehicle. Forms for this permission are sent home at least one day prior to the trip. Parents are requested to read it carefully, to sign it and return the **ENTIRE FORM** immediately to the homeroom teacher. Permission slips for "Walking Field Trips" are sent home in the "Beginning of the School Year Packet", walking field trips are trips in which students will walk to a close destination from the school, and parents are notified at least 48 hours in advance of the trip.

NO CALLS will be made to the parent on the day of the trip. If a permission slip has not been returned, the child will not be allowed to take part in the outing. **STUDENTS MUST RETURN TO THE SCHOOL ON THE BUS.** Parents who are asked to chaperone may NOT bring siblings to assure the safety of Saint James students. We also ask parents NOT to follow the bus to its destination.

The school has the right to stipulate that the parent of a child (for disciplinary, health or other serious reason) must accompany the child on a trip. Any student may be denied the privilege of participating in a school sponsored field trip, dance, or athletic event for disciplinary or other reasons. A field trip day is considered a school day and all students are expected to participate. If a student does not attend, he/she will be marked absent for the day and the procedure for absences must be followed when the student returns to school. Since no field trip is the same and every teacher has their own guidelines, it will be up to the discretion of each teacher if students may bring CD players, handheld games, etc. (St. James School is not responsible for personal electronics). Field trips are privileges afforded to students; no student has an absolute right to a field trip or off campus event. Students can be denied participation in a field trip if they fail to meet academic or behavioral requirements.

STUDENTS MUST RETURN TO THE SCHOOL ON THE BUS FROM ALL FIELD TRIPS.

Chaperones are asked to always remain with the rest of the group. No one is to take their group to other areas of interest not included as part of the field trip. Since most field trip destinations stipulate a chaperone-to-student ratio, all parents are not always allowed to go. When chaperones are limited, names of parents who wish to attend the field trip are chosen by lottery.

Every parent who wishes to chaperone a field trip must sign and return the “Field Trip Guidelines for Chaperones” form before the day of the field trip. This form will be required for EVERY fieldtrip.

DRESS CODE AND UNIFORM

At St. James School students wear uniforms not to hide their individuality, but to reveal it. As clothes no longer are a focus, one's personality and beauty shines through all the more clearly.

All students must be in uniform every day. There will be non-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. It is deemed wise for a child's name to be on the inside label of each article of clothing.

Students in Preschool and Kindergarten: Students in preschool and kindergarten classes do not wear the school uniform. Clothing should be weather-appropriate and in good condition without stains or holes. Shoes should be of the appropriate size and have good support. No open-toed or open heeled sandals or shoes, as these pose a danger when heavy doors are opened and closed.

ALL Students: Hair is to be neat and clean and away from students' eyes. Boys' hair should be above the collar and trimmed around the ears. No unusual hair styles or coloring of any kind, including tinting or highlight are permitted. The school reserves the right to request hair be trimmed if it is becoming unkempt. Fingernails should be neat and not grown beyond the end of the fingertips. Nail polish, artificial nails and makeup are not permitted. Excessive jewelry may not be worn. Large dangling earrings are not permitted. Boys may not wear earrings. No body piercings or visible tattoos, permanent or temporary. The school is not responsible for the loss of expensive jewelry or watches and recommends they be saved for wear outside of the school.

Dress code for Non-Uniform Days: Jeans may be worn and should be in good condition with no holes or stains. Shirts must be modest and there must be no vulgar or angry pictures or writing. Sneakers may be worn, and should be in good condition. Shorts, skirts, and dresses should be no more than two inches above the knee.

	Girls' gr. 1-3	Girls' gr. 4-7	Girls' gr. 8	Boys' gr. 1-7	Boys' gr. 8
Jumper/ Kilt	Plaid Jumper ¹	Knee-length navy blue kilt ¹	Knee-length khaki or navy blue kilt ¹		
Shirts	White long/short sleeve peter pan blouse or polo	White long/short sleeve oxford blouse or polo	White long/short sleeve oxford blouse or red polo	White long/short sleeve dress shirt or polo	White long/short sleeve dress shirt or red polo shirt
Pants/ Shorts	Navy blue slacks ² Nov-March, navy blue knee length shorts ³ Aug-Oct, Apr-June ⁴ , both worn with black or brown belt.	Navy blue slacks ² Nov-March, navy blue knee length shorts ³ Aug-Oct, Apr-June ⁴ , both worn with brown or black belt.	Tan slacks ² Nov-March, tan knee length shorts ³ Aug-Oct, Apr-June ⁴ , both worn with black or brown belt.	Navy blue slacks ² Nov-March, navy blue knee length shorts ³ Aug-Oct, Apr-June ⁴ , both worn with black or brown belt.	Tan slacks ² Nov-March, tan knee length shorts ³ Aug-Oct, Apr-June ⁴ , both worn with black or brown belt.
Ties	Red Cross tie with Jumper			Red tie	Red tie
Sweaters/ Sweatshirt	Red or navy blue cardigan. St. James sweatshirts only.	Red or navy blue cardigan. St. James sweatshirts only.	Red or navy cardigan. St. James sweatshirts only.	Navy or red cardigan/pullover. St. James sweatshirts only.	Navy blue or red cardigan/pullover. St. James sweatshirts only.
Stockings	Solid white/navy socks: knee highs or opaque tights w/jumper, ankle socks w/shorts ⁵	Solid white/navy socks: knee highs or opaque tights w/kilt, ankle socks w/shorts ⁵	Tan/brown socks: white knee highs or opaque tights w/kilt, ankle socks w/shorts ⁵	Any dark gray, black or navy socks w/slacks, white ankle socks w/shorts ⁵	Tan/ brown trouser socks w/slacks, white ankle socks w/shorts ⁵
Shoes	Solid black, brown or navy rubber soled dress shoes ⁶	Solid black, brown or navy rubber soled dress shoes ⁶	Solid black, brown or navy rubber soled dress shoes ⁶	Solid black, brown or navy rubber soled dress shoes ⁶	Solid black, brown or navy rubber soled dress shoes ⁶
PE	SJS red shorts White polo or grey SJS tee Aug-Oct, Apr-June; SJS red sweats or red SJS micro-poly pant Nov-March, sneakers ⁷	SJS red shorts white polo or grey SJS tee Aug-Oct, Apr-June; SJS red sweats or red SJS micro-poly pant Nov-March, sneakers ⁷	SJS red shorts white polo or grey SJS tee Aug-Oct, Apr-June; SJS red sweats or red SJS micro-poly pant Nov-March, sneakers ⁷	SJS red shorts White polo or grey SJS tee Aug-Oct, Apr-June; SJS red sweats or red SJS micro-poly pant Nov-March, sneakers ⁷	SJS red shorts White polo or grey SJS tee Aug-Oct, Apr-June; SJS red sweats or red SJS micro-poly pant Nov-March, sneakers ⁷
Mass Day	Jumper, white blouse, tie, opaque tights, dress shoes	Navy kilt, white blouse, opaque tights, dress shoes	Navy kilt, white blouse, opaque tights, dress shoes	Dress white shirt, navy slacks, red tie, socks, dress shoes	Dress white shirt, red tie, tan slacks, socks, dress shoes

¹ Navy blue bike shorts may be worn under jumpers and kilts. ² No low-rise, skinny, or cargo styles. ³ No low-rise, skinny, or cargo styles, shorts should be Bermuda or walking style. ⁴ the Principal will announce the start date in April depending upon weather conditions. ⁵ No peds or socks that cannot be seen above the shoe-line, no piping or logos. ⁶ no open-back/toe shoes, such as clogs, flip-flops, etc. as these present a danger, especially on stairs, boots are considered outerwear and will not be allowed in the classroom. ⁷ No high-tops. **SNEAKERS MAY BE WORN WITH WALKING SHORTS AND GYM UNIFORMS, NOT WITH PANTS, SKIRTS, OR JUMPERS**

EXTENDED DAY PROGRAM

St. James School offers the **Extended Day Program** to the families within the school community. The program begins at 7:00 A.M. and closes at 5:30 P.M. Staffing of the center is done with school personnel who have been certified by the Norwich Diocese Office of Safe Environment (this includes background check and DCF background checks). The primary purpose of the Extended Day Program at St. James is to accommodate the schedule of parents and provide an affordable and safe childcare alternative during the school year. The program will run on all full and half days regularly scheduled unless prior notice is given. Parents may choose to have their children participate on any of those days, and for whatever amount of time is convenient for them. Families using the program will be required to sign off on the Extended Day Handbook, sign a contract for the services, and pay for the services on a weekly basis.

Hours:

Extended Day is offered each morning and afternoon when school is in session. It is worth noting that if school is cancelled or dismissed early due to inclement weather, there is no Extended Day Program offered. The morning session begins at 7:00 a.m. and runs until 8:15 a.m. when the children report to their classroom. If there is a 2 hour delay due to weather Extended Day will open at 9:00 a.m. The afternoon session begins at 2:45 p.m. and ends at 5:30 p.m. If a child is not picked up by 2:45 p.m. from car line, the child will be sent to the Extended Day program, and parents will be expected to pay.

Rates:

The cost is \$7.00 per hour for one child, \$10.50 per hour for two children and \$14.00 per hour for three or more children. **Please note that there is a LATE PICK UP FEE of \$10.00 for the first 15 minutes and \$3.00 for every additional 10 minutes after the first 15 minutes that a child is left in Extended Day after 5:30 p.m.** Billing is done on a biweekly basis, with checks payable to **St. James School**. Payment is expected each week after receiving your bill. Do not combine these monies with any other school payments. Charges are based on the weekly total hours the children are in the program. Morning charges begin from the time of arrival and continue until 8:15 a.m. when the children report to their classroom. Afternoon charges begin at 2:45 p.m. and continue until the child is signed out by an adult.

Children attending the program will have time for art, outside play, snack, homework (for grades 2-8), and more. Please drop off, and pick up your child at the Extended Day door, accessible from the playground side of the school, and sign them out with the time before you go. If another person is picking up your child on a particular day, please send in a note or call the school to let us know. This person **must show some I.D.** as child safety is our concern. Your child will not be released without proper documentation (a written note with signature or a phone call if the person is already on your allowed pick up list, this is required per diocesan guidelines). You will be contacted if someone arrives to pick up your child and the prior guidelines have not been met, your child will remain in Extended Day until a custodial parent arrives to pick them up.

During Extended Day Program hours, parents can call (860)382-6433 to contact Extended Day staff if they are to be delayed, or for any other concern. Mrs. Benoit, Extended Day Coordinator, can be reached during school hours at (860)774-3281 or by email at: c.benoit@stjamesdanielson.org

DISCIPLINE

DISCIPLINARY CODE

All school personnel shall strive for a reasonable, progressive and self-motivated discipline among the students.

"Discipline in Catholic parishes, schools and institutions should respect the dignity of each child. It is not acceptable to strike, spank, shake, or slap a child. When it is necessary to discipline a child, such discipline should be thoughtful, measured and restrained."

Connecticut State Statutes (10-233c) provides that a pupil may be subject to suspension from school if his/her conduct while on school grounds or at a school-sponsored activity amounts to a:

- Violation of a publicized policy; or
- Serious disruption of the educational process; or
- Endangerment to persons or property

In making a determination as to whether conduct is seriously disruptive of the educational process, the administration may consider, among other things:

- Whether the incident occurred within close proximity of a school;
- Whether other students from the school were involved or whether there was any gang involvement;
- Whether the conduct involved threats of violence or the unlawful use of a weapon, as defined in CSG 29-38, and whether any injuries occurred; and,
- Whether the conduct involved the use of alcohol or drugs.

BEHAVIOR

All behavior should be in keeping with the school philosophy.

It is also the policy of St. James School to expect the students to behave in a Christian manner at all times: therefore, the following policies are in order:

Respect for authority is a Christian principle; therefore, vulgarity and "answering back" are not permitted in this school. Respect for authority and others is expected at all times.

1. Charity is a basic Christian principle. Fighting is contrary to charity and is dangerous; therefore, fighting is not allowed in school or on school property.
2. Our property is an asset to our parish; therefore, students are asked to use receptacles provided for disposal of paper and trash. Civic pride should motivate the students to help keep our property clean.
3. Throwing snowballs and/or stones can be dangerous; therefore, students must refrain from doing so on school property.
4. Careless disposal of gum in drinking fountains, bathroom facilities, on furniture, and on floors presents sanitation and cleaning problems and repairs; thus, gum chewing is not permitted in the school building or on school grounds.

GENERAL STUDENT INFORMATION

All students will wear their uniform each day as specified in the student's handbook. No one may deviate from this unless consent is given from the school office. Body piercing for boys and girls and ear piercing for boys is not considered part of the school uniform and therefore are not allowed.

Gym clothes are worn to school on gym days only.

No student may leave class without consent of his/her teacher. Nor may they leave the cafeteria to return to their classroom without the monitor's permission.

Homework will be completed according to each assignment given. ***Failure of junior high students to turn in homework will result in a zero.*** Incomplete assignments will be graded at the teacher's discretion. If the student was out due to illness or an excused absence the child must turn in all assignments at the time assigned by the teacher.

An act of plagiarism will result in a zero. Parents will be notified by the classroom teacher.

All students are to spend recess outside unless permission to remain inside is given by the homeroom teacher. We regret we cannot allow individual students to remain inside because it is "cold" outside. If the class is outside, all students must go outside with their class. Students should always dress appropriately for outside activities.

Students are responsible for the classroom teacher's policies.

DISCIPLINE CODE

The discipline code at Saint James is based on the premise that to live in a society and to be part of a community automatically means that one must be willing to abide by rules and regulations that make living in the society or community a more pleasant experience for everyone. Teachers and students are urged to respect one another and to treat each other as brothers and sisters in Jesus.

Our school strives to develop a standard of conduct which will create an atmosphere conducive to learning.

The teachers try daily to encourage and motivate students to act, in word and in deed, in a manner that is fitting to a young Christian in an attempt to foster the self-discipline and self-respect that are necessary for true success and happiness in their present and future lives. However, when a student refuses to accept these responsibilities a detention policy is in effect.

OTHER DISCIPLINARY PROCEDURE

In addition to or rather than detention, other disciplinary procedures, such as, but not limited to, losing recess time, writing essays, letters of apology, cleaning up a mess, not being allowed to participate in certain class activities, may be used by teachers, staff and administration if a student's behavior (by word or deed) has not been appropriate.

EXPULSION

The procedure for expulsion, that is, the permanent termination of a student, is based on diocesan policy:

"The fact that a student presents serious problems to a school is not in itself sufficient reason for expulsion. The principal must use every means available to discover the cause of the problem and shall exhaust all appropriate remedies such as referral to a guidance clinic, physician, or the parish priest. Expulsion is determined by the principal, after consultation with the superintendent and the pastor, and may be appealed to the Diocesan Board of Education. Prior to the expulsion, the student and his/her parents or guardians must be granted a hearing by the principal. If expulsion is determined, the principal shall notify the parents or guardians of the reasons in writing, and shall file a copy of this notice with the Diocesan School Office." (Policy 5114)

GRIEVANCE POLICY

Grievances concerning an individual school staff member should be discussed first directly with the staff member concerned. If this does not bring about a satisfactory resolution, the matter should be referred to the school principal for study and possible resolution. If this does not settle the matter, it should then be brought to the Deacon and finally to the Pastor. The Superintendent of Schools will intervene in the matter ONLY if the grievance cannot be settled satisfactorily at the local level.

GRIEVANCE PROCEDURES

1. Any meeting between a parent and an individual staff member will occur privately and after school hours. At the meeting, the parent will present his/her grievance, IN WRITING, to the teacher. If this meeting does not bring about a satisfactory solution to the parent's grievance, the parent will then refer the matter to the principal.
2. The parent will meet with the principal concerning said grievance. The principal will study the grievance and the principal will develop a possible resolution to the grievance. The parent will be notified by the principal within five (5) school days.
3. If the parent is not satisfied with the disposition of his/her grievance by the principal, he will present the grievance, IN WRITING, to the School Board. The grievance will be taken up at a hearing within thirty (30) days after the receipt of the parent's appeal. Said hearing will not be part of the agenda of a regularly scheduled Board meeting. The Board will, within five (5) school days after said hearing, render its decision and their reasons therefore, IN WRITING, to the parent.
4. If the parent is not satisfied with the disposition of his/her grievance by the Board of Education, he/she may present his/her grievance to the Pastor for final consideration. The pastor will notify the parent of his resolution, IN WRITING, within five (5) school days.
5. If the parent is not satisfied with the resolution of his/her grievance by the pastor, he/ she may seek the assistance of the Superintendent of Schools for the Diocese of Norwich.

STUDENT GRIEVANCE PROCEDURE

If a student has a grievance with a teacher, that student should first speak with the teacher concerned. In an attempt to clarify the outcome of this meeting, he/she may bring his/her concerns to the principal who will develop/propose a possible solution, equitable and just for all involved.

PROPERTY DAMAGE

Each student is responsible for the proper care and maintenance of school property. This includes school grounds, building, equipment and materials. Students are expected to pay for willful damage to school property as well as for the loss of or damage to textbooks and library books.

PROHIBITED PERSONAL PROPERTY

NO CIGARETTES, DRUGS, (excluding prescription medications) OR WEAPONS of any kind are allowed on school property at any time. This applies to all students and guests of the students attending St. James School.

Students are not to bring to school: skate boards, CD players, MP3s, Ipods, or any type of electronic equipment to be used during recess time. Any of the above items used will be

taken to the office and held there until a parent/guardian comes to pick them up. Students may only bring the above items with teacher permission for class projects and field trips. **The school is not responsible for any electronic devices.** No student may bring in anything not in keeping with the school philosophy.

WEAPONS AND DANGEROUS INSTRUMENTS

Board of Education, Diocese of Norwich

Policy 5131.8

The Diocese of Norwich Schools strictly prohibits the possession, conveyance, use or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle. This ban applies to students, employees, and visitors.

WHAT IS A WEAPON? The administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger. However, all of the following are considered weapons: knife blades, mace, pepper spray, cutting instruments, nunchaku sticks, lasers, BB guns, shockers, razor blades, brass knuckles, acid, metal pipes, sharpened sticks, stun guns, firearms, ammunition, explosive devices, fireworks, pyrotechnics, slingshots, or any other instrument capable of inflicting serious injury. Weapon look-alikes, such as toy guns, are also considered weapons under this policy.

ARE THERE EXCEPTIONS TO THIS POLICY? Law enforcement officials may carry weapons on school property. Principals may issue exceptions for items such as cutting instruments used in art or tech ed, or weapons or look-alikes used for the instructional programs (e.g., for drama classes). These exceptions would be for classroom use only. There are no other exceptions.

WHAT HAPPENS IF POLICY IS VIOLATED? All discoveries of any prohibited weapons in the above mentioned areas will be reported to local law enforcement officials and to the Killingly State Police, Office for Safe Schools.

STUDENTS Possessing, displaying, using, or storing a weapon on school grounds is a serious violation of the Code of Conduct and will result in immediate suspension, a hearing, and a one-calendar-year expulsion on a case-by-case basis.

EMPLOYEES Violation will result in suspension without pay, pending a disciplinary hearing. Penalties may include dismissal.

VISITORS The district will vigorously pursue prosecution through law enforcement agencies.

WHAT IF YOU SEE SOMEONE WITH A WEAPON? Any student, employee, or visitor who has reasonable grounds to suspect that a violation of this weapons policy has occurred is required to report such suspicion immediately to the principal.

INTERNET & COMPUTER USAGE POLICY

EDUCATIONAL PURPOSE

Recognizing both the educational value and the potential pitfalls of modern technology it is necessary to establish an Acceptable Use Policy specifically for the Internet and computer systems that is consistent with our curriculum standards and our educational philosophy. St. James School is a Catholic School and use of the Internet must be consistent with the teachings of Jesus Christ and the Roman Catholic Church. Any use that violates those teachings and practices is prohibited.

All users have the obligation to use the Internet and computers at St. James School according to the guidelines identified in this policy.

1. The computers and Internet available for use at St. James School are provided for educational purposes only. Personal use of the Internet should be done at home on a personal computer and not on the school's computers or Internet.
2. The Internet and computers at St. James School are used to expand and enhance our educational goals and curriculum.
3. St. James School has the right to place restrictions on the material accessed or posted through the school's computer system and Internet. Users are expected to follow the Commandments of God, the laws, and the rules set forth in this Internet Usage Policy in the use of technology provided by St. James School.
4. Use of the computers and Internet at St. James School is a privilege not a right and this privilege can be revoked if the computers and Internet are not used in the appropriate manners for educational purposes and in line with our Roman Catholic values.

Student Internet Access

Students will be allowed to access the Internet only after the student and the student's parents have read the Internet & Computer Usage Policy and returned the signed Acceptance Form at the end of the policy.

Unacceptable Uses

1. Posting personal contact information about one's self or other people. Personal contact information includes addresses, telephone numbers, the school's address etc.
2. Agreeing to meet someone met online without parent's permission and approval. A parent would be expected to accompany the student to such meetings.
3. Engaging in any illegal activity.
4. The use of any inappropriate language including the use of obscene, profane, rude, lewd, vulgar, threatening, inflammatory, or disrespectful language.
5. Posting information that could cause damage or a danger of disruption.
6. Engaging in personal attacks or cyberbullying including prejudicial or discriminatory acts.
7. Any form of harassment. If told to stop sending messages to anyone it must stop.
8. Knowingly or recklessly posting false or damaging information about another person or organization.

Respect for Privacy

1. Students may not send a private message or email, or post anything online pretending to be another person without their knowledge.
2. Students must not post a private message they received from another person without their permission.
3. Students must not copy other people's work or look at other people's files without their permission.
4. Students must not post information about any other person without their permission.

Respecting Resource Limits

1. Downloading files without a teacher's permission is prohibited. This includes downloading or installing any commercial software, shareware, or freeware onto network drives or disks.
2. Posting chain letters or sending annoying or unnecessary messages to a large number of people is prohibited.
3. Visiting chat rooms unrelated to the educational purpose as described by the teacher is prohibited.

Plagiarism and Copyright Infringement

1. Copying works found anywhere and presenting those ideas as one's own is plagiarism. Plagiarism is illegal and prohibited.
2. Taking material that is copyrighted is also illegal. If there is any question about copyright infringement, a teacher should be consulted.

Inappropriate Access to Material

1. Use of the Internet and computer system to access material that is profane or obscene, that advocates illegal acts, that advocates violence or discrimination towards other people (hate literature), or that goes against Catholic teachings is prohibited.
2. If a website is mistakenly accessed, the student should immediately notify the teacher. This will protect the student against a claim that the incident was an intentional violation of policy.

Free Speech

St. James School has the right to restrict online speech for valid educational reasons. Speech used that contradicts our Catholic identity or philosophy will be restricted.

Ownership and Privacy

1. The computer system at St. James School only affords limited privacy. St. James School owns the computer system and has free access to its contents. If there is any suspicion that activities violating the Acceptable Usage Policy have occurred, St. James School reserves the right to examine all facets of the system, including personal files contained there. Routine maintenance of the system may lead to discovery that the policy has been violated.
2. A parent has the right at any time to request to see the contents of their child's computer files. Arrangements will be made with the principal to examine the files.

Due Process

1. St. James School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the schools computer system.
2. In the event that there is a claim that this policy has been violated, the student and parent will be notified and an opportunity will be given for the student to offer an explanation. If it is confirmed that the violation occurred and the student was at fault, the student will be denied access to the use of the system or appropriate restrictions will be placed on that use. If the violation is very serious additional disciplinary action may result.

Limitations of Liability

St. James School makes no guarantee that the functions of the services provided by or through the computer system will be error free or without defect. St. James School is not responsible for the quality or the accuracy of information obtained through or stored on the system. St. James School will not be responsible for any damage a user may suffer, including but not limited to, interruption of service or loss of data. St. James School will not be responsible for financial obligations arising through the unauthorized use of the system.

Diocese of Norwich Catholic Schools Internet Policy

Internet access provided to the Diocese of Norwich Catholic Schools is the property of the Diocese of Norwich and the information and material received and transmitted thereon may be reviewed and/or monitored at any time. Accordingly, users of the network have no right or expectation of privacy with regard to internet usage, even in connection with information which they believed to have been "deleted" from the system. By accessing the internet, students acknowledge that the Diocese may, from time to time and for purposes of verifying their appropriate use, monitor, review, log and/ or gather information accessed through its systems. Students may not access, download or distribute material that is in violation of the law, or which others may find offensive, threatening or objectionable, including but not limited to, material that is pornographic, bigoted or an incitement to ridicule or violence (including harassment and/or bullying of any nature). Students must at all times respect and comply with copyright laws and intellectual property rights. Software may not be downloaded by students from the internet or otherwise installed on Diocese electronic systems.

"Inappropriate use" includes, but is no way limited to, the following:

- Seeking to gain or gaining unauthorized access to propriety or confidential information, including, but not limited to, test materials, grades or pertaining to other students; or
- Hacking or otherwise seeking unauthorized access to passwords, computers or systems of other students, teachers, individuals, agencies or governments; or
- Using or knowingly allowing another student to use the Internet for business, commercial or political purposes not related to education; or

- Processing, distributing, transmitting, storing or displaying electronic material which is obscene, pornographic, profane, sexually explicit, threatening, libelous or defamatory; or
- Unauthorized sending or posting confidential electronic materials pertaining to another student, the School, or the Diocese; or
- Infringing on copyrights or other intellectual property rights, license agreements or other contracts (such as illegally manipulating, installing or making available copyrighted software, music or other protected intellectual property; or
- Forwarding unsolicited ads, junk mail or chain mail, known as SPAM; or
- Accessing entertainment sites, such as social media, games, movies, videos, chat rooms, music downloads; or
- Creating and distributing a computer virus; or
- Any other non-educational use of a computer, network resource or e-mail; or
- Misrepresenting oneself or the School or Diocese; or
- Engaging in unlawful or malicious activities; or
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages; or
- Causing congestion, disruption, disablement, alteration, or impairment of the Diocesan networks or systems; or
- Defeating or attempting to defeat security restriction on Diocesan systems and applications.

In circumstances where a student is uncertain whether a particular use might be deemed to be "inappropriate use," the student should first consult with his/her teacher for guidance before proceeding.

TERMS AND CONDITIONS FOR INTERNET ACCESS

Acceptable Use -The purpose of Internet access is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

Privileges -The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Diocese of Norwich Catholic School faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The Diocese of Norwich Catholic Schools may deny, revoke, or suspend specific user access.

Netiquette -You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Your messages should not be abusive to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your personal address or phone number or the addresses and/or phone numbers of students or colleagues.
- Illegal activities are strictly forbidden. This includes but is not limited to accessing inappropriate sites and unauthorized access including so-called "hacking."
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Use of email or chat rooms for non-educational use is strictly prohibited.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

The Diocese of Norwich Catholic Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Diocese of Norwich Catholic Schools will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Diocese of Norwich is at the users own risk. The Diocese of Norwich Catholic Schools is not responsible for the accuracy or quality of information obtained.

Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to access the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied Internet access.

Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Catholic Educators of Eastern Connecticut Network (CEECNET). This includes, but is not limited to, the uploading or creation of computer viruses.

Exception of Terms and Condition - All terms and conditions as stated in this document are applicable to the Diocese of Norwich. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Connecticut, and the United States of America.

MEDICAL POLICIES

HEALTH PROBLEMS

Parents are asked to notify the school at the beginning of the year if a child has a particular health problem, especially if the child is subject to seizures, is allergic to insect bites or to certain foods. Students must not bring medicine to school without proper authorization. If medicine is necessary during the school day, the student must have a physician's order and written parental permission.

The standard form used for this purpose is included in the handbook and in most Connecticut physician offices.

For the administration of ALL medication, both prescription and over the counter, by school personnel, **BOTH** the doctor's order and the parent's written authorization are required. All authorized medication and permission forms are to be handed in to the school nurse. We discourage the use of any medication during the school day if it is possible to achieve the desired effects by giving the medicine at home.

MEDICATION POLICY

In accordance with Connecticut state law and the Killingly School Board, this policy clearly states how medication is to be given in school and there can be **NO** deviation from this policy. This policy refers to prescription medication as well as over-the-counter medications:

1. All medications given to students in school must be prescribed by a doctor in writing to the school. (See handbook appendix.)
2. All medications administered must be authorized by the parent in writing to the school.
3. All medication must be delivered to school in the original container from the drugstore by an adult. Request a separate container for the school dose, please.

Regarding cough drops and hard candy, students Pre-K through grade three are not allowed hard candy or cough drops at school. Individual monitoring of a child while he/she eats this type of food is difficult in the school setting. In addition, bringing these types of foods to school without a parental note after riding the school bus leaves its source in question. Therefore, rather than risk an incident, the above policy will be enforced. If a parent deems it necessary for his/her child to have this type of food, for all concerned, it is wise to give it at home.

Students in grades four through eight must present a note to the teacher from the parent giving consent for lozenges to be taken during school time. If you have any questions regarding this medication policy, please feel free to call the school nurse at 774-8014.

OFFICE COMMUNICATIONS

CORRESPONDENCE FROM THE SCHOOL

Parents are asked to read **CAREFULLY** and **IMMEDIATELY** ALL correspondence that comes home from the school. Since children sometimes forget to give the parent letters, etc., it would be good to get into the habit of asking your child DAILY if there is correspondence from the school.

Parents are also asked to return immediately any forms, requests for information, etc., that are sent home. If we take the time to send them to you, it is because it is important for us to receive your prompt reply. Our entire educational community will function more smoothly because of your cooperation in this matter.

TELEPHONE CALLS

Calls to the school to leave messages for students should be rare. Students will not be permitted to call home for forgotten items, including lunches, homework, money, instruments, permission slips and gym clothes. If forgotten items are found at home and brought to school, they are to be left in the office. Classrooms are never to be disturbed during class time or at dismissal time. Children are not allowed to answer phone calls during school time unless it is a serious emergency.

The office phone is not to be used by students for personal calls. Students must have permission from a teacher or the principal to use any phone during school hours when necessary.

Please be sure your child knows how he/she is getting home each day before he/she leaves for school. Calls to the office leaving these types of messages should be rare. Necessary calls should be made before 2:15 p.m. to allow for sufficient time to deliver messages.

CONTACT INFORMATION

Please notify the office at 860-774-3281 if your home phone number, email, cell phone, address, place of employment, or emergency contact changes. It is very important that the school has on file the current telephone number and address for all students.

VISITORS

All visitors including parents **MUST** report to the school office. A visitor badge will be given to those who need to go to a classroom or other part of the school. Anyone not wearing a badge will be escorted to the office. **Parents are not to knock on or enter any classroom by the outside door at any time during the day.** The only exception is the Pre K classroom door and this is for Pre K parents only. This is for the protection of our students and to keep classroom disruption to a minimum. No parents or visitors should be in the hallway during the entering or dismissal of students.

VISITS TO THE SCHOOL

Apart from a formal open house program, visitors will be allowed to observe classes only with the expressed consent of the principal and with prior notification of the teachers involved. Consent will be given only when a visit will serve a valuable purpose, and will not unduly disturb the class. Messages for students or teachers/staff should be left at the office. This prevents disruption of classes and assures the safety of the students in the course of the regular school day. **Any visitors to the school must sign in at the office and wear a visitor's pass.**

FINANCIAL GUIDELINES AND RESPONSIBILITIES

MONEY

Collecting money for any purpose must be cleared through the principal prior to the collection. Any money sent in to school for milk, hot lunch, book clubs, etc. **must be in an envelope with the pupil's name, grade and purpose of the money, clearly stated.** Students **may not** borrow or loan money to or from each other.

TUITION POLICY

Each year parents sign up to pay tuition through FACTS. Their website is:

online.factsmgt.com/signin/3JJ9R

Any tuition payments that reach sixty (60) days late will cause the immediate dismissal of families from the school. All tuition must be paid to FACTS as written in the contract. Payments can no longer be held until income tax time or after holidays. St. James cannot afford to fall behind on bills owed or worry from month to month about salary expenses. Families who reach the sixty-day limit will be called by the school office to notify parents of the dismissal. **Tuition payments are not refundable.**

TUITION FEES FOR THE 2021-2022 SCHOOL YEAR ARE AS FOLLOWS:

Pre-Kindergarten – Three & Four Years Olds

- 5 Full days: \$6700 per year
- 5 Half days: \$4200 per year
- 3 Full days: \$5150 per year
- 3 Half days: \$3250 per year

Kindergarten – Grade 8

<u>Non-Catholic & Catholic Non-Subsidized</u>			<u>Subsidized</u>	
➤ 1 Child	Full Tuition	\$4,850	1 Child	\$4,100
➤ 2 Children	Full Tuition	\$8,900	2 Children	\$7,400
➤ 3 Children	Full Tuition	\$12,050	3 Children	\$9,800

REGISTRATION FEES:

- Current students \$175.00 per family **(non-refundable)**
- New Students \$375.00 per new family **(non-refundable)**

Registrations will not be final unless the tuition from the previous year is paid in full.

IT IS THE POLICY OF THE SCHOOL THAT ACADEMIC RECORDS WILL NOT BE RELEASED UNTIL FINANCIAL OBLIGATIONS TO THE SCHOOL HAVE BEEN MET. ANY PARENT WHOSE TUITION, LUNCH ACCOUNT, EXTENDED DAY ACCOUNT, OR DEVELOPMENT REQUIREMENT IS IN ARREARS MUST HAVE MADE ARRANGEMENTS FOR PAYMENT WITH THE PRINCIPAL BEFORE ANY SCHOOL RECORDS CAN BE RELEASED.

FACTS TUITION MANAGEMENT SERVICES

Our school now has an agreement with **FACTS** Tuition Management Services to handle tuition collection. All families are required to participate in the **FACTS** program.

Tuition payments can be made in the following ways:

1. Pay in full to **FACTS** before August 1st.
2. Pay tuition in quarterly installments July-October-January-April to **FACTS**.
3. Pay the tuition in monthly installments from July - April to **FACTS**.
4. **FACTS** charges a yearly enrollment fee of \$45. They will waive this fee if you pay your tuition in full.
5. **A LATE FEE CHARGE OF \$50.00 WILL BE ASSESSED TO YOUR ACCOUNT IF ANY PAYMENT IS NOT RECEIVED WITHIN 10 DAYS FROM THE PAYMENT DUE DATE.**

FACTS is not a loan, so there are no credit checks or interest charges. It is a plan that enables parents to make tuition payments directly to a bank. Payments can be made by automatic deduction from a bank account or credit card (there is a 2.85% fee to use credit cards). They accept VISA, MASTERCARD, and DISCOVER cards (no AMERICAN EXPRESS).

ST. JAMES SCHOOL TUITION-ASSISTANCE PROGRAMS

Catholic Foundation: This is a needs-based program offered through the Diocese of Norwich. Awarded amounts vary, and decisions are made at the Diocesan level. Families **must** apply through FACTS Grant and Financial Aid and consent to the fee. It is required to meet any deadlines set by the Diocese to be considered for this program.

St. James Endowment Fund: This is a needs-based program offered through St. James School. Monies are generated from the interest on the Endowment account and are generally set at \$25,000.00 per year. Decisions as to awarded amounts are done locally.

The Friends of LaSalette: This is a needs based program. You must have regular church attendance at one's respective parish. Families need not be Catholic to apply.

All funds must be applied to annually. Receiving tuition assistance from one source does not preclude or guarantee receiving it from one of the other sources.

IN ORDER TO RECEIVE TUITION ASSISTANCE FROM THE ST. JAMES ENDOWMENT FUND OR THE FRIENDS OF LASALETTE FUND A FAMILY MUST BE CURRENT ON THEIR FINANCIAL OBLIGATIONS TO THE SCHOOL INCLUDING COMPLETION OF THEIR DEVELOPMENT OBLIGATIONS FOR THE PREVIOUS SCHOOL YEAR.

CAPITAL IMPROVEMENT FUNDRAISING

A Capital Improvement Fundraiser is done to raise money to cover costs from unexpected or unusual repairs and expenses. They are generally instituted by the school when there is a need for a major repair or expense that is not part of the normal yearly school budget. These fundraisers are not included in development obligations due to the fact that Development fundraisers are necessary to supplement the everyday expenses associated with running the school.

Our families are expected to be involved in and promote capital improvement fundraisers as they are a means to avoid having to build substantial costs for repairs and expenses into tuition.

DEVELOPMENT

The St. James School Development Program seeks to involve families in a quality program with the end result assuring a sound financial footing for the future. Development involves public relations, retention and recruitment of students, endowment, and annual fundraisers.

The Average cost per student to educate a child in Connecticut is \$22,170.00; at \$4,850.00 per student tuition at St. James School does not cover our everyday expense which is why we have Development. Without the help of Development the tuition would need to be raised substantially to keep the school open, most families would not be able to send their children to St. James at what would essentially be four times the cost per student. Our main goal is to keep St. James School open and affordable, we need all families to participate and support development to make this a reality.

A major component of the Development Committee is fundraising and ensuring that 100% of St. James School families take part in that fundraising. All families are required to volunteer 10 hours of time during the school year. In addition to 10 hours of volunteer time all families are required to raise money for Development. The amount of money required by each family is based on the grade of the oldest student you currently have in St. James School. Families whose oldest student is in our preschool program are required to raise \$250.00 in Development and families with students in kindergarten through 8th grade are required to raise \$500.00 in Development.

The Development Committee offers a multitude of volunteer opportunities and fundraising opportunities throughout the school year to ensure that families are able to meet their development requirements. Development hours can only be counted when they raise or save money for the school as a whole. Therefore, volunteering in your child's classroom, taking part in parent group activities (unless stated ahead of time), and any fundraising for a specific class (such as 8th grade trip fundraising) or a specific school group (such as Student Council) does not count towards Development. In addition to participating in the fundraisers organized by the Development Committee there will sometimes be other opportunities to help in the school that can generate volunteer hours that will be credited to your Development requirements, these opportunities can only be approved by the Principal and that decision will be made ahead of time.

In addition to the fundraisers throughout the year our Athletic program also counts towards development hours as the program is dependent upon the parent volunteers and

is a vital part of our school and an incredible asset to the school. Parents who volunteer as coaches or work the concession stand during basketball season will get credit towards their required Development.

If you do not wish to take part in fundraising there will be an option to “opt out” in which the family can choose to pay the \$500.00 or \$250.00 (depending on their requirement) directly to the school at the beginning of the school year. You can also choose to “opt out” of the 10 hours of volunteer time required by paying the school directly an additional \$150.00. If you choose to opt out of the fundraising or the volunteer hours at the beginning of the school year you cannot receive any monies back if you decide to participate in fundraising and volunteering at a later date.

We encourage our families to start participating in Development opportunities at the beginning of the school year to make the most of all the opportunities available. Please reach out to the Development Committee or the Main Office if you’re having difficulty meeting your development obligations as we want all families to succeed and will help in any way we can. The sooner a family reaches out to the Development Committee or the Main Office the easier it is to help them find opportunities to complete their Development.

The Development Committee makes every effort to keep track of volunteer hours and fundraising involvement but it is also best to keep your own records in case something is overlooked. Remember all fundraising chairs are volunteers and do their best to make sure things are reported accurately but mistakes happen when dealing with so many families. The Development Committee will send out forms twice a year with your development goals that have been met. The purpose of these forms is to help you keep track of how close you are to meeting your Development obligations and so that you can verify that you have been credited for everything you have done. If you notice that something has been left off the forms simply contact the Development Committee or the main office and your records will be updated.

Development is a financial obligation to the school and must be met each year any family that does not complete their required 10 hours of volunteer time will be assessed \$150.00 at the end of the school year, if you complete some of the 10 hours you will be credit for those hours and only assessed for the incomplete hours at a rate of \$15.00 per hour. Families who do not meet their fundraising obligations will be expected to make a payment to the school to cover the difference between what they have raised and their required dollar amount.

Please keep in mind that all tuition assistance monies given out by St. James School require that your Development requirements have been met for previous school years. In addition as with all financial obligations to the school your Development must be met before we can release your child’s academic records per Diocesan Policy.

POLICY FOR COLLECTION OF UNPAID FINANCIAL OBLIGATIONS

In the event that a family is unable to meet their financial obligations to the school they should immediately contact the Principal to discuss the situation. St. James School is willing to work with families who need assistance in a variety of ways. However, we cannot assist a family if they do not make us aware of their situation.

While we are more than happy to work with families, we do have an obligation to the rest of our families to keep the school financially sound, which means that we must have a system in place to collect unpaid monies from families. St. James School will, once all attempts to collect funds directly from a family have failed, send any unpaid balances (this includes tuition, registration fees, late fees, lunch money, Extended Day money, and Development obligations) to a collection agency.

STUDENT ACTIVITIES

SPORTS POLICIES

The extra-curricular sports program at Saint James includes the following:

Basketball	Cheerleading
Softball/Baseball	Soccer
Cross Country	Track & Field

An athletic committee is responsible for funding and supporting the extra-curricular sports program at the school. This is accomplished through registration fees (\$45 per student per sport) and other fund-raising activities during the sports seasons. Athletics gives all athletes, parents, and coaches a “Responsibilities and Code of Conduct” form specifying the rules and regulations for athletics. All sports offered each year are dependent upon having a Volunteer Coach to manage the team. At the end of each year, there is a Sports Banquet for all students who participated in extra-curricular sports.

VALUES OF THE PROGRAM

The sports program at Saint James is meant to compliment the academic program. It is a means of living our philosophy which emphasizes the all-around development of the student. It is hoped that the instructors and coaches in the sports program stress to the students that a healthy body and a healthy mind work together to produce a well-rounded person. When a student is no longer able to participate in the extra-curricular sports program because of failing grades, that student, the coach and the parents have the opportunity to reflect upon the importance of setting priorities in our everyday lives. The chance to develop one’s ability to listen to directions, to follow them accurately, to put others’ needs before one’s own, to come up a winner, even in the face of defeat, is provided by the sports program at Saint James School.

ELIGIBILITY REQUIREMENTS

Grades:

In order to be eligible to participate in **ANY** of the athletic programs of Saint James School, a student cannot receive an F in any of the major subjects: Religion, English, Reading, Math, Science, Spelling/Vocabulary, Social Studies, Computer, and Spanish.

Removal from a sports program, because of a failing grade, will be effective on the date of which the report card or progress report is issued. Notification of ineligibility will be handled through the office by a written notice to parents. The notification must be signed by the parents and returned to the principal with the report card or progress report. Coaches will be notified simultaneously with the issuance of the report card or progress report. Any student removed from the team for a failing grade can regain eligibility by bringing their grade up to a passing mark for two consecutive weeks. If the student’s grade

falls below passing again within the same season they will be deemed ineligible for the remainder of the season.

ROUTE 395 SCHOOL BASKETBALL CONFERENCE BY-LAWS

Members of any roster must be students of the school, not turn (15) years of age (13 years for junior varsity level) before January 1st, and cannot have had an "F" on the previous or any report card throughout the season (a good report card can reinstate a player). Report card date is considered to be the day of issue to the student. Any 6th grader or below may play junior varsity level ball (with age restriction) and any junior varsity player may play varsity ball with no playing time restrictions).

STUDENTS WHO ATTEND GAMES SHOULD REMAIN IN THE GYM DURING THE GAME TIME, AND NOT ROAM AROUND THE PREMISES.

CONSENT AND HEALTH REQUIREMENTS

All participants in the SJS athletic program **must have a YEARLY physical** examination before he/she can participate in any sport activity, including cheerleading. Only one physical is needed each school year no matter how many sports the student plays. This policy is consistent with the Killingly Public Schools athletic policy.

We prefer all physicals to be done during the summer months (July and August) prior to the start of the new school year. This policy is required and enforced at the high school level in CT. Students entering the 6th grade may use the admission physical required by the State Of CT for the athletic physical. The physician must state on that form that the student has been cleared to participate in sports. The exception to this would be if the physical required further evaluation or if the date of the exam was invalid. Each athlete also must submit a Health form to the coach. All forms are routinely sent home with students at the beginning of the sports season and can be found on the school website.

APPEAL

Any parent who has just cause to believe that the child has not been justly treated in any of the above situations may appeal in the following manner:

1. Written notification of the intent to appeal sent to the principal.
2. The principal will notify and convene a meeting of the following people: the teacher, the principal, the parents, the three designated members of the Athletic Committee and the student.
3. The final decision of the appeal will be rendered by the principal and the three Athletic Committee members.
4. A written response to the appeal will be mailed to the parents within one week of the meeting.

PLEASE NOTE THAT NO STUDENT WILL BE PERMITTED TO PARTICIPATE IN ANY EXTRA-CURRICULAR SPORT UNLESS HE/SHE:

1. Has an approved physical examination by the family physician. A copy of the physical form must be given to the school nurse.
2. Each athlete must submit a health form and the parent and student "Responsibilities and Code of Conduct" forms to their coach. All forms are routinely

sent home with students at the beginning of the sports season and can be found on the school website.

3. A parent must attend the Uniform and Fee night at the beginning of each season, the registration fee (\$40) and Uniform Deposit (\$25) will be collected at this meeting.
4. A parent must attend the end of season Uniform and Fee night to return the sports uniform (in good condition) in order to have their Uniform Fee deposit returned to them.
5. Meets the Grade Eligibility Requirements stated above.

STUDENT COUNCIL

Saint James Student Council is a member of the National Association of Student Councils. It consists of members who are elected by the student body in grades four - eight and **must carry a "C" average**. There are five officers and twelve class representatives. In order to be an officer the student must carry an over-all B average. The commissioners-at-large represent the five grades involved.

The Student Council tries to do one project in each of the following areas: safety, school spirit, ecology, diversity, religious affairs, and athletics. Two ongoing projects include car line and food pantry aid.

Members of Student Council are expected to maintain good behavior and follow school rules. Students who receive a conduct referral will be placed on probation. A second conduct referral will result in removal from Student Council.

Addendums

FIELD TRIP GUIDELINES FOR CHAPERONES

Guidelines for Volunteer Chaperones:

Before the field trip, the classroom teacher will provide you with information regarding the activities planned for the trip, expectations for supervising students and emergency procedures. In addition, the following general guidelines will help you be a good chaperone. If you have questions regarding these guidelines, please speak to the teacher or the principal.

1. All school rules apply on school sponsored field trips. Chaperones are expected to follow school rules, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and serve as a role model for students. The chaperone will follow the trip plan developed by the teacher.
2. Students must be supervised at all times while at a school sponsored event. As a chaperone, you will supervise a small group of students. Students must stay with you, their chaperone, at all times. Check to make sure you know where all students are regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit.
3. Student behavior is your responsibility. School rules related to student behavior apply. Go over the rules and standards of behavior, safety rules, and any site-specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the teacher. You are responsible for student behavior, but it is the responsibility of the teacher to discipline a student who is misbehaving.
4. Chaperones:
 - May not use or possess alcohol or controlled substances or be under the influence of controlled substances or alcohol at any school-sponsored field trip or event. **There are absolutely no exceptions to this expectation.**
 - May not use tobacco in the presence of, or within the sight of, students at any school-wide sponsored fieldtrip or event.
 - May not administer any medications, prescriptions or nonprescription to students at any school-wide sponsored fieldtrip or event.
 - May not permitted to possess any weapons at any school-sponsored fieldtrip or event.
5. Eating and drinking are not permitted outside of designated areas and predetermined times.
6. For the protection of both the student and the chaperone, chaperones should not be alone with a student at any time—for example in the vehicle, in a restroom, etc.

As a chaperone, I understand that my duties and responsibilities are first to the safety and welfare of the student for whom I am in charge. I will take prudent measures to ensure the safety of our students.

I acknowledge that I have received the 'Field Trip Guidelines for Chaperones', I have read these guidelines, I understand all the responsibilities and duties as a chaperone, and I have accepted these responsibilities.

Field Trip At

Chaperone N

Signature of

Copy of policy for your reference, a specific form for each field trip will be given to all chaperones to sign.

DIAGRAM 1: MORNING DROP OFF

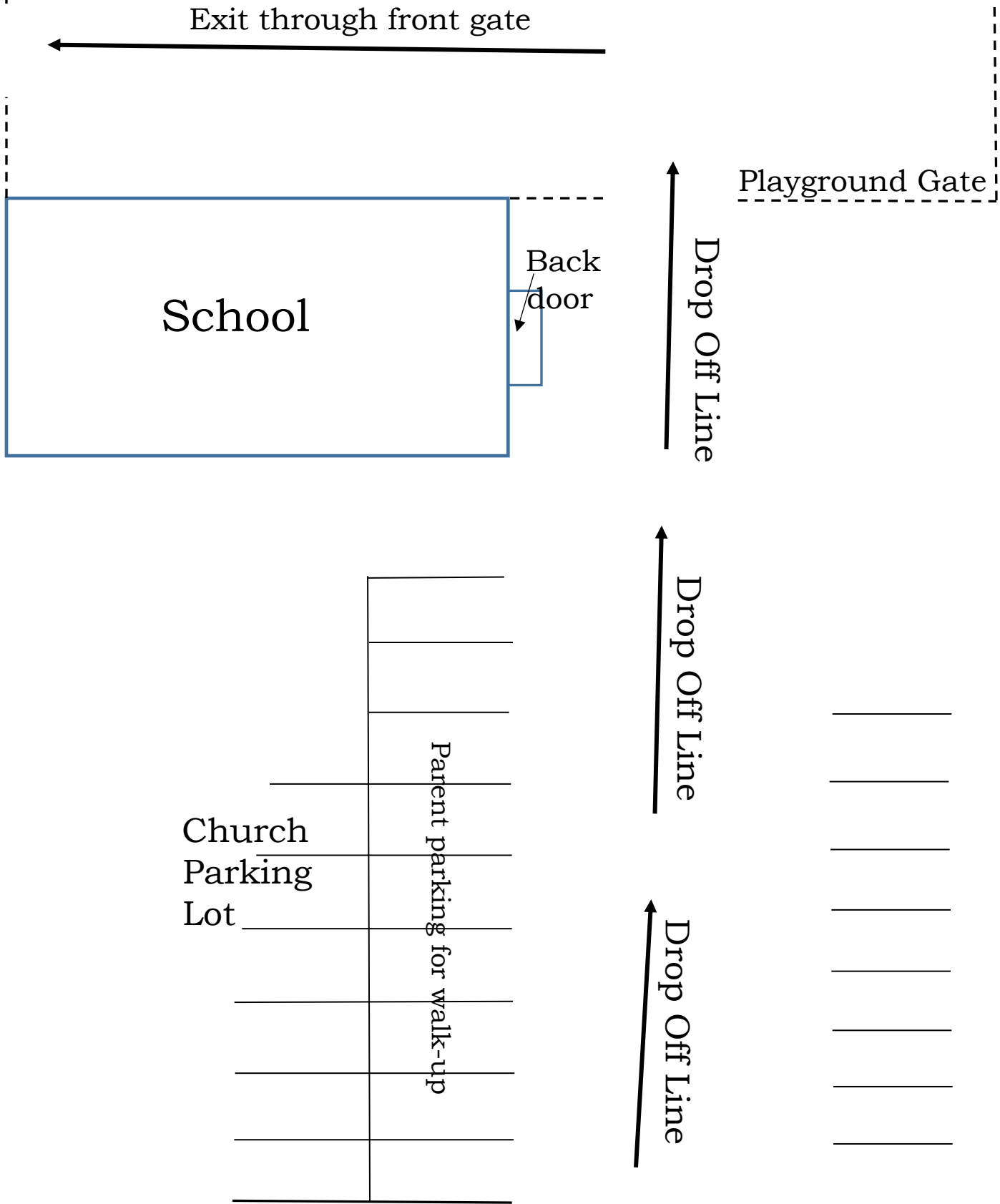


DIAGRAM 2: AFTERNOON PICK UP

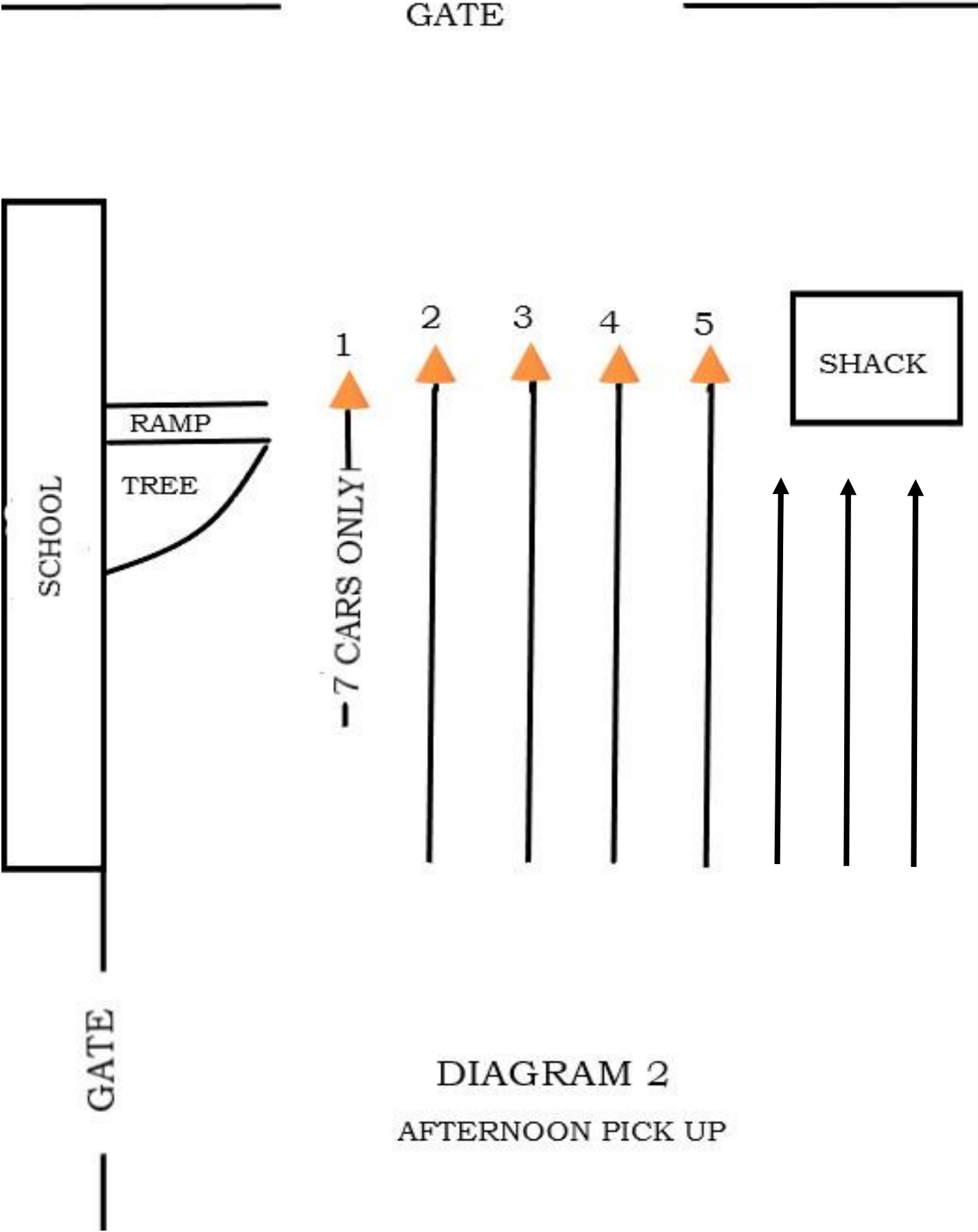


DIAGRAM 2
AFTERNOON PICK UP

AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINES BY SCHOOL PERSONNEL

The Connecticut State Law and Regulations require a physician's or dentist's written order and parent or guardian's authorization for a nurse to administer medications or in her absence, the principal or teacher to administer medications. Medications must be in pharmacy prepared containers and labeled with name of child, name of drug, strength, dosage, frequency, physician's or dentist's name and date of original prescription.

PHYSICIAN OR DENTIST ORDER:

Name of Child _____ Date _____

Address _____ DOB _____

Condition for which drug is being administered during school hours _____

Drug (name, dose and method of administration): _____

Time of administration _____

Medication shall be administered from (date) _____ to (date) _____

Relevant side effects to be observed, if any _____

If there are side effects, plan for management _____

Is this a controlled drug? _____ if yes, DEA# _____

Physician's/Dentist's Name (print) _____ Tel _____

Address _____ Date _____

Physician's/Dentist's Signature _____ Date _____

Nurse/Principal/Teacher _____ Date _____

AUTHORIZATION BY PARENT/GUARDIAN for the administration of the above medication by school personnel:

I hereby request that the above medication, ordered by the physician/dentist for my child _____, be administered by school personnel. I understand that I must supply the school with the prescribed medication in the original container dispensed and properly labeled by a physician or pharmacist and will provide no more than a 45 school day supply of said medication. I understand that this medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.

AGREEMENT TO BE SIGNED BY PARENTS AND STUDENTS

It is important that both the parent and the students* read and understand the policies contained in the Saint James School Handbook. **This handbook is part of the contract existing between the school and the parents/students. Therefore, it is imperative that the handbook be read and that the following statement be signed and returned by the due date stated below.**

Any parents who disagree with these policies and will not sign this agreement will be asked to seek alternative education for their child/children. **There is no exception to this policy.**

**Saint James School
120 Water Street
Danielson, Connecticut 06239**

We have read and agree to be governed by the Saint James School Handbook as it regards all stated policies.

Print Parent Name (Print): _____

Parents/Guardians Signature: _____ Date: _____

Student Signatures

Grade

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

* Students under the age of 5 are not required to sign, but their parents are still required to uphold the policies of the school.

All Family Handbook agreements must be signed and returned to St. James School by Friday, September 10, 2021.