

# **St. James School**

## **Family Handbook**



### **St. James School**

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**Giving children WINGS to fly!**

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## **I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT**

### **MISSION STATEMENT**

As a mission of the Diocesan Church and the local parish communities, and in partnership with the family, Diocese of Youngstown Catholic Schools provide an education through which the rich tradition and truth of the Catholic Church are handed on, lived, and fostered. Children and young people are, in a unique way, prepared to participate in the life of the Church and society through a commitment to faith, self, lifelong learning, social justice, and service to the local and global church and community.

### **VISION STATEMENT**

Catholic schools in the Diocese of Youngstown are valued for their clear Catholic identity, academic excellence, safe environments, and ability to inspire passion for learning and service within every student. Our philosophy of care for the whole child (*cura personalis*) will nurture and sustain the unique God-given gifts of every student to enable each one to pursue and strengthen the Kingdom of God.

### **SCHOOL MISSION STATEMENT**

The mission of St. James School is to provide a personalized, affordable Catholic education to students from Sandy Valley, Malvern, Carrollton, and surrounding communities which integrates 21<sup>st</sup> century skills, Gospel values, social awareness, and moral decision-making.

St. James School is a Roman Catholic School operated by St. James Parish under the direction and guidance of the Diocese of Youngstown. The staff is committed to nurturing the academic, physical, emotional, social, and spiritual growth and development of each student. St. James School supports parents in their role as the primary educators of their children by working together to form a partnership that provides a consistent, positive learning environment to prepare students to successfully meet the challenges of today's society in light of their own personal faith and the call to service in the church and world community.

### **PARENTAL ROLE**

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children.

In this handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-legal guardian or to any person or agency authorized to act in place of the parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter understands the policies in this handbook.
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instructions of their children.

### **NONDISCRIMINATION CLAUSE**

Catholic schools, administered under the authority of the Catholic Diocese of Youngstown, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of

the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at the school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

## **NON-CATHOLIC STUDENTS**

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs, but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending Catholic school, parents must be aware that it is the Catholic position that will be taught.

## **GUIDELINES AND IMPLEMENTATIONS**

In light of the unique situations which may arise in the educational process and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and take appropriate action for any situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretations of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents are required to sign a form stating that they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of this handbook and the form must be signed and returned as soon as possible, but no later than Friday of the first week of school. Failure to have a signed form on file will not prevent the school from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

## **ACCREDITATION**

Our school is chartered by the state of Ohio through its accreditation through the Ohio Catholic School Accrediting Association (OCSAA). The purpose of the OCSAA is to strengthen Catholic Identity and Mission, to engage Catholic schools in ongoing improvement of student learning, and to insure OCSAA Standards are fully operative in our school.

## **II. SPIRITUAL DEVELOPMENT**

### **STATEMENT OF BELIEFS**

Working in collaboration with St. James Parish, parents and students, the staff of St. James School is committed to preparing students to be model citizens, moral leaders and disciples of Jesus.

- We believe every child is a gift from God.
- We believe parents are the primary educators of their children
- We believe in the importance of collaboration between St. James teachers, students, parents, parishioners, and the local community to best prepare students to be model citizens, moral leaders, and disciples of Jesus.
- We believe all students are capable of finding academic success in an environment where teachers take a variety of approaches to differentiate instruction and work to encourage lifelong learning.
- We believe we are called to model ourselves after Jesus, the teacher.
- We believe every child has the right to learn in a safe environment where they are treated with dignity and respect.
- We believe every child should have the opportunity to receive a Catholic education regardless of economic status or religious affiliation.

## **RELIGIOUS / SPIRITUAL PROGRAMS**

St. James staff believes that faith development is a lifelong journey and as educators we strive to nurture the personal faith development of each student in the following ways:

1. Guiding students in the formation of a Christian conscience and development of moral decision-making skills based on Gospel values.
2. Guiding students to develop a positive attitude of concern and respect for others.
3. Offering opportunities for students to be involved in Christian service through annual projects.
4. Offering opportunities for students to develop an understanding of Catholic beliefs, worship, sacraments, and prayer through participation in:

School Mass

Altar Servers

Praying the Rosary

Stations of the Cross

Daily prayer in the classroom

Prayer services

First Communion

Reconciliation Services

Scripture Dramatizations

Performance of Sacred and Spiritual Music

## **SACRAMENTAL PREPARATION**

Religious instruction in the second grade prepares children to celebrate First Reconciliation and First Eucharist. Since parents, together with catechists, are responsible for each child's spiritual growth, a formation program is provided for parents to deepen their understanding and appreciation for reconciliation and to assist them in preparing their children. Likewise, a formation program is provided for parents to deepen their understanding of Eucharist and to assist them in preparing their children to receive the sacrament.

### **III. ACADEMICS**

#### **CURRICULUM**

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social, and physical development.

St. James School follows the diocesan course of study. The basic curriculum for the school (but not necessarily each grade level) includes the following subjects: Religion., Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Health and Safety, Physical Education, Computer Education, Music, Art and Library.

### **FAMILY LIFE PROGRAM**

As part of our health curriculum, the sixth graders receive instruction on human sexuality, morality, and the Catholic Church's teaching related to sexuality. Parents receive a letter summarizing the course material. Parents are asked to sign a form permitting their child to participate in the unit.

### **TEXTBOOK/SUPPLEMENTAL MATERIALS**

St. James School provides textbooks, supplemental materials and a wide variety of enrichment opportunities for students.

- \* Textbooks are selected by the school administrator and teachers from the approved lists prepared by the Office of Catholic Schools
- \* Teachers enhance the course of study with hands-on learning activities using math manipulatives and science resource materials.
- \* Field trips, musical performances, guest speakers and educational programs are provided to broaden student learning experiences.
- \* Computer instruction focuses on using technology as a tool to develop writing and communication skills, conduct research, and produce presentations to demonstrate knowledge and skill.
- \* Remedial tutoring is coordinated with classroom instruction to meet the needs of individual students.
- \* Enrichment classes are offered based on readiness and ability to work independently.
- \* Special activities are planned to make learning fun. These may include:
  - Book Fair
  - Spelling Bee
  - Right To Read Week
  - Young Authors
  - School Newspaper
  - Catholic School Week Celebrations
  - Outdoor Science Camp
  - Grandparents Day
  - Bookmobile
  - Christmas Musical Pageant
  - Spring Arts Festival
- \* Every classroom is equipped with a Smartboard, which students and teachers use on a daily basis. Every student learns to use a Chromebook for classroom assignments.

### **LIBRARY**

Students have access to a wide variety of reading materials in the school library. Every class goes to the school library twice a month and the Stark County Library Bookmobile comes on the alternating weeks.

### **TECHNOLOGY**

Every classroom is equipped with a Smartboard and every child uses a Chromebook on a daily basis. With these tools students perform research, practice reading and math concepts, learn word processing skills, and create presentations.

Proper use of technology, especially the internet, is an important consideration. The computer and the internet must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools. Using school facilities for internet and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal of improper use of copyright materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration, can result in a cancellation of those privileges and also subject the student to

other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data or another user, the internet or any agencies or networks connected to the internet. The creation and/or uploading of "computer viruses" are expressly prohibited.

Additional responsibilities for use of school facilities for the internet and e-mail are:

1. No student may use the Internet unless the school has on file an Internet Access/Educational Use Agreement which is signed by the student, the student's parent and the teacher sponsor. This agreement must be completed annually.
2. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
3. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others.
4. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
6. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, network and/or systems.
7. Users shall abide by generally accepted rules or network etiquette which include but are not limited to:
  - a. Messages to others shall be polite and shall not be abusive.
  - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
  - c. Use of the network shall not disrupt use of the network by others.
8. There shall be no links from the school home page to a student's personal home page.
9. While the monitoring of a student's home use of the Internet is the responsibility of the parents, there are times when the results of home usage materially disrupts class work or involves substantial disorder. The school will use normal disciplinary procedures to deal with such situations. If the school becomes aware of criminal activity, the administration will report such activity to the appropriate authorities.

The Internet makes available to students a vast array of resources that support the curricular goals of the school. However, there is material on the Internet which is not appropriate for students nor is it consistent with the philosophy and goals of Catholic education. Therefore, St. James School has a filtering system in place to ensure that only appropriate information comes through the Internet. Student use of the computer is monitored by the classroom teacher at all times.

As directed by the Diocesan Office of Catholic Schools, Saint James has a technology plan which integrates use of technology into all subjects and grades. The plan is reviewed and updated every three years. The school's technology plan is available for review upon request.

## **TESTING**

The School's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses, and to aid in revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. Results of standardized tests will be shared with parents.

Annual Testing Programs



Students in grades five and eight will take the Assessment of Catechesis/Religious Education (ACRE).

Students in grades two, four and seven will take the Iowa Tests of Basic Skills (ITBS) and Cognitive Abilities (CogAT).

Students in grades three and five will take the Off-Grade Writing Proficiency Tests. Students in Kindergarten, First, Third, Fifth and Sixth grade will take the Iowa Test of Basic Skills.

## **HOMEWORK**

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has different purposes at different grades, homework is required at all grade levels. The assignments should be considered an extension of classroom lessons to supplement learning, to review independently what was taught in class, and to provide opportunity to use research skills. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home. If parents see that their child is having difficulty with the homework assignment they are asked to discuss this with the teacher.

## **PARENT-TEACHER COMMUNICATION**

### Scheduling and other conference information:

Teachers are available to parents throughout the school year to keep lines of communication open in the best interest of the students. Parents should first privately contact a teacher with any concerns about a student or class before seeking intervention by the school administration.

Parent/Teacher Conferences: Two scheduled parent conference days during the school year promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communication. If additional conferences are needed, an appointment may be made with the teacher for a mutually convenient time. Parent conferences are held at the end of the first academic quarter, usually early November. Optional conferences are held in February. Please refer to the school calendar for specific dates. Parents should sign and return report cards as soon as possible to the classroom teacher.

### Interim Reports:

Interim progress reports will be sent to parents of any student doing unsatisfactory work or who is in danger of failing subject(s). Areas of difficulty as well as satisfactory progress may be noted. Interim reports are to be signed by the parent or guardian and returned to the school within one week.

## **GRADING/REPORT CARDS**

- A. Evaluation of the student is based on teacher judgment and observation, daily work, teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment), class participation and effort.
- B. Elementary Report Cards are designed to be one means of communication with parents pertaining to their child's progress and achievement in school. Report cards are issued every nine weeks during the school year. Please consult the school calendar for specific dates.
- C. Parents have ongoing online access to grades for students in third through sixth grade.
- D. Kindergarten, first grade, and second grade report cards are standards-based. The established grading scale is:
  - 3 Mastered: Consistently demonstrates an understanding of processes, skills, and content
  - 2 Developing: Not yet consistent in demonstrating an understanding of processes, skills, and content
  - 1 Not yet developed: Requires more time and experiences; shows a limited understanding

Blank Has not been assessed this grading period

E. The report card for grades 3-6 has a space for an achievement grade for all subjects. The established grading scale is:

A	93-100	O	Outstanding
B	85-92	S	Satisfactory
C	75-84	P	Progressing
D	67-74	N	Needs Improvement
F	66-0		

F. In addition to the achievement grade, specific information on the Ohio Learning Standards or DOY Curriculum for Catechesis addressed during a particular quarter is also assessed. The established standards key is:

- + Meets or Exceeds
  - Developing
- Blank means not evaluated this quarter

G. A Comment key is provided for teachers to report on student study skills that may affect the grades.

H. Religious and Social Development are addressed under the section titled "Responsible Behaviors" on the report cards for grades 3-6.

In grades 2-8 if unmarked the area is acceptable.

√ means the area needs improvement.

I. Religious and Social Development are addressed under the sections titled "Work Skills" and "Social Growth & Development" on the report cards for grades K, 1 and 2. In grades K-2 each area will be marked using the same key as the rest of the report card.

#### ONLINE GRADES

Grades and attendance information is available to parents in grades 3 - 6 online. This feature allows you another avenue with which to view and stay current with your child's progress. This does not take away the responsibility to monitor paperwork and assignments that come home. A grade is only an overall summary and does not give the complete picture of student learning. Learning and education are so much more than a grade. All of us must be careful not to reduce education to "What grade did I get?"

When you view attendance, all absences and tardies will appear regardless of the reason. The handbook policies for attendance awards are still in effect. Please continue to communicate with your child's teacher about questions and concerns.

#### STUDENT RECOGNITION

Through our awards we strive to recognize in a special way those students who have distinguished themselves by their achievement, effort and service. Academic achievement is recognized at the end of each quarter in fourth, fifth and sixth grade with the awarding of Honor Roll and Merit Roll.

Honor Roll - Awarded to student earning 3.5 - 4.0 grade average

Merit Roll - Awarded to student earning 3.0 - 3.45 grade average

Letter grades are given on point value as follows:

A = 4.0      B = 3.0      C = 2.0      D = 1.0

#### PROMOTION/RETENTION POLICY

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary an advantageous to the particular needs of the student.

- \* The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.

- \* Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- \* If a student does not meet the criteria for promotion, a conference will be held with the parents and appropriate school personnel in attendance. If it is determined additional educational support may enable a child to be placed in the next grade, a program will be developed and agreed to that provides for the student to participate in various education interventions, including, but not limited to tutoring, summer school, and/or instruction at a learning center. Satisfactory completion of this program serves as the condition for placement in the next grade.
- \* Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however the school must prepare and implement a Minor Adjustment Plan for the student as a condition for placement.

Promotion is based on the satisfactory completion of the respective grade level work.

Retention is considered in individual cases after thorough discussion by the teacher, principal and parents. Parents will be notified in due time if a student is being considered for retention. Retention may be considered for the following reason:

- \* Failure in three or more major subjects, i.e. Religion, Reading, Math, English, Social Studies, Health and Science. (Failure in an individual subject is defined as receiving a final average of "F" at the end of the year.)
- \* Failure to master fundamental skills of reading in the first grade.
- \* Failure to master reading readiness in Kindergarten.

#### **IV. ADMINISTRATIVE PROCEDURES**

##### **ADMISSIONS**

###### Diocesan Initial Admission Requirements:

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill age, health, academic and behavioral requirements are eligible for admission to the school.

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission is determined by the school according to the following general criteria:

Registrants for school will be accepted in the following order:

- a. Students of registered participating parishioners whose parish provides the elementary school.
- b. Students of parishioners whose parish does not provide a Catholic elementary school will be accepted in the nearest Catholic school; and
- c. Non-parishioner students on a space available basis.

###### Age Requirements For Admission to Kindergarten

Children must be five years old by September 30<sup>th</sup> to enroll in Kindergarten and must pass the Kindergarten screening assessment.

###### Additional Requirements for Admission to Grades 1-6:

1. Educational and health records from previous school

2. If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition obligations at student's former Diocesan school prior to being enrolled at the new school.

#### General Conditions of Admission:

In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e. behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

#### Foreign Students

The Diocese of Youngstown endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The schools, therefore, adheres to the following policies for enrolling non-U.S. persons.

Since January 30, 2003 all schools in the United States wishing to enroll Nonimmigrant F-1 student by the use of an 1-20 form have been required to register in the Student Exchange Visitor information System (SEMS). Information on whether or not a school has been chosen to register with SEVIS and is qualified to enroll and F-1 student is available through the particular school office.

Also required of the incoming student is:

1. 1-20 Form (if applicable)
2. Diocesan Emergency Care Form
3. State Immunization Form
4. Local Admissions Form
5. Visa

#### Class Placement:

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

#### **REGISTRATION**

Registration of students already attending Saint James School begins during Catholic Schools Week at the end of January.

Registration of new students is on-going. New families may call the school office to schedule an appointment with the school administrator, tour the school, ask questions, fill out an application and schedule testing to determine readiness in the case of Kindergarten children.

#### **ATTENDANCE**

Diocesan Policy for Attendance Requirements:

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory. School is normally in session not less than 178 student attendance days per academic year or the length of time as required by the Ohio Department of Education and the Office of Catholic Schools.

Once a student is enrolled in the school, the principal / administration and teachers will insist on regular attendance. Neither the Diocese, nor the Office of Catholic Schools, nor the school or its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

### Absence/Tardiness/Leaving School:

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

1. The parent(s) should phone the school giving the reason and the approximate length of absence.
2. Persistent absences may cause serious academic problems (including but not limited to) course failure.

The administration or class teacher will normally review the matter with parents before a decision is made by the administration. When a student is absent more than 10 days in a semester, the parents will be notified that further absence may result in truancy proceedings with the local court system.

3. Except in cases of emergency as determined by the principal/administration and/or faculty member (as applicable or necessary), a student may only (a) be released with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal / administration.

### Absences for Other Reasons:

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. When the student returns, make-up work will be given and time limits set. The responsibility for such make up work belongs to the parent(s) and student.

## **ATTENDANCE/REPORTING PROCEDURES**

### Absence

- Reporting Absence: PARENTS ARE ASKED TO CALL THE SCHOOL BY 9:30AM ON THE DAY OF THE ABSENCE. Parents who do not call in an absence will be contacted by the school. A missing child report may be made to the local police if attempts to contact parts are not successful.
- When students return to school they are required to present their teacher with a note stating the reason for the absence, signed by the parent or guardian.
- Completing Assignments - If a child is absent one or two days, assignments can be made up when he/she returns to school. For extended absences, parents may request take-home work. Ordinarily requests should be made at least one day in advance of expecting the work. The work will be sent home or available for pickup in the office.

### Tardiness

Since tardiness interferes with the child's progress in school and disrupts the class teaching, parents are requested to see that their children cultivate the habit of punctuality.

- Students arriving after 8:50AM and before 10:00AM are considered tardy and should report to the office to be signed in.
- The reason for tardiness will be kept in the attendance file and a record of tardy day will be kept on the student's report card.

**Ten days tardy during a semester constitutes chronic or excessive tardiness.** When five tardy days have accumulated, warning will be given in the form of a letter sent home. Continual absence from the same class could result in a lower grade for that class.

### Appointments

Medical and dental appointments should be made outside of school time if possible. A written note must be presented

to the homeroom teacher upon arrival if the student is to be excused for an appointment during the school day. Student must be picked up in the office by the person specified in the note.

- \* Student arriving between 10:00AM and noon, will be marked absent 1/2 day.

- \* If a student leaves class for appointment and is out less than 2 hours, the student is not marked absent or tardy.

- \* If a student is out all afternoon for a doctor/dentist appointment, the student will be marked absent 1/2 day.

### Excessive Absenteeism

Ten days absent during a semester constitutes excessive absence. Abuses of the attendance policy include excessive absenteeism due to extended vacation time taken during the school year or the failure to see that the child attend school regularly. When 5 absence days have accumulated, parents will receive a reminder in writing. If needed, a conference with the administration will be scheduled to discuss the situation and find a solution. Excessive absenteeism may result in retention or expulsion.

### Medical Excuses

When a student misses school for medical reasons, and a medical excuse, signed by a physician, is presented to the office, the absent or tardy days will not be counted in the 20 days total permitted during the year.

### Anticipated Absence

Family vacations should be planned to coincide with school vacation dates. Much learning on elementary level takes place through oral communication. This is difficult to "make-up". In situations where the absences cannot be avoided, the principal and teacher should receive written notification in advance. Teachers may opt, but are not required, to give work to the student ahead of time. It will be available once the student returns. This is determined by grade level and nature of material being covered in the student's absence. Students are responsible, under the supervision of their parents, for mastery of this material. School work is expected to be turned in within the same number of days absent plus one.

Parents who are called out-of-town should notify the school office in writing. The name, address and phone number of the party responsible for the child, as well as the dates covering the arrangements should be provided.

### Release of Students

If a parent or other designated adult is picking up a child during school hours, the parent or guardian must send a note or call the office in advance so the school is aware of your schedule. Upon arrival, the parent or designated adult must report to the office to sign the attendance log. The office personnel will then bring your child to the office so that you may leave.

In case of emergency, the school administrator will decide if a student or students will be dismissed early. NO student will be released early unless a parent has been contacted and transportation and home supervision arrangements have been made.

If a student feels ill or has an injury he/she will be sent to the office. After determining the nature of the discomfort or injury, parents will be notified if necessary. Please keep the emergency number we have on file for your family current. It is very important that we be able to reach you in an emergency situation.

### **WITHDRAWAL**

The school must be notified by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school

upon a "Release of Student Records" from the new school. All fees and tuition MUST BE PAID prior to the release of the student's records. In addition, students transferring or withdrawing are required to complete an Exit Form (available through the school office).

### **ACCESS TO RECORDS / CONFIDENTIALITY**

Written, verbal and electronic information concerning a student is held in strict confidence by all employees. Student records are safeguarded against inspection by those who have no right to see them.

Attendance records may be released to”

- A government agency or social service agency contracted by a governmental agency, in furtherance to the compulsory student attendance laws of the State of Ohio.
- To “**juvenile authorities**” when necessary for the discharge of their official duties who request information and who certify in writing that the information will not be disclosed to any other party except as provided under law or court order.

### **LUNCH/MILK PROGRAM**

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

Hot lunches are available for students daily or students may bring packed lunches. Hot lunch menus are sent home with students monthly. Ala Carte items may be purchased also. White milk, chocolate milk, and water are available. Lunch and milk prices will be announced at the start of the school year. Parents should seal lunch money in an envelope and send it to school with their child when buying hot lunch.

Free and reduced lunch applications are sent home the first day of school and are available through the school year at any time. The applications will be reviewed by the office and a confirmation sent home to the parents.

### **ARRIVAL AND DISMISSAL**

School hours:

8:30AM	Teachers present in classrooms. Walkers and car-riders may begin to arrive
8:45AM	Children should be organized and seated in their classrooms, except for late bus riders.
8:50AM	Classes begin
12:10PM	Lunch/Recess
12:55PM	Classes resume
3:05PM	School dismissed

#### Arrival:

All students should enter through the front door of the school by pressing the security button and waiting for the door lock to be released. Closed circuit cameras monitor the front and back entrance to the main building. Buses will drop Kindergarten students off at the Early Childhood entrance in the church parking lot.

#### Dismissal:

Bus riders will exit by the back door of the school when their bus is called via the PA system.

Car riders and walkers will be dismissed through the front door of the main school building. School personnel must know who is transporting each child every day. Car riders should be picked up at 3:05PM

Latchkey is available for parents needing after school care. Please send a note in the morning or call the school office with any change in after school transportation, including arranging for latchkey.

## **V. GENERAL SCHOOL POLICIES**

### **CUSTODY AND GUARDIANSHIP**

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a certified copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

Saint James School is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. Therefore, we find it necessary to clarify the procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. Saint James School personnel will, therefore, send notices, communications, etc. home with the child. It is assumed both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, interim reports, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, school communications will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so the appropriate support can be given to the child. Saint James School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only the appropriate documentation detailed below.

In cases of an actual decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand however, that unless the divorce decree specifically limits the non-custodial parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent. Saint James School will, unless instructed by a Court Order, release such records upon request by the non-custodial parent. "Records" include transcripts, report cards, health records, referrals for special services and communications regarding major disciplinary actions. It does not include daily classwork and papers, or routine communications sent through the child to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

In cases of "joint custody" (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding, and/or misinterpretations.

In cases where joint conferences are neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal or classroom teacher. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.



Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in the child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this statement of procedures or circumstances you feel necessitate other arrangements, please contact the principal personally.

**CHILD PROTECTION POLICY:**

Saint James School follows the dictates of the Diocesan Policy on Child Protection. Designed for the protection and care of our children, this policy requires initial protective procedures of all persons who are employed or serve as volunteers in our school. Details of this policy, which include fingerprinting, in-service attendance, and signature of forms are available in the school office.

**CHILD ABUSE PROTOCOL:**

If the school sees evidence that indicates child abuse or neglect may be occurring, the school will report to the Stark County Job and Family Services (JFS) office. The information in the phone call is confidential on the part of the school and Job and Family Services. It is the responsibility of JFS to determine whether further investigation is needed.

**ACCESS TO RECORDS:**

Parents have a right (unless prohibited by the courts in custody agreement) to the timely inspection of educational records of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

The school administration may elect to provide, at cost, photocopies of a student's educational records to the parents, but documentation is to be stamped 'unofficial'.

**TRANSFER OF RECORDS:**

Records are released to another school only when parents provide a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released.

Only copies of student records may be released.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in sealed envelope and marked "hand carried".

As a general rule, each school, at the discretion of the principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to their parties such as other schools or to issue a Certificate of Diploma to the student if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations). However, health records and testing results which have been obtained through state or federally-funded programs will be forwarded.

**SCHOOL VISITORS:**

All persons other than school staff must first report to the school office immediately upon entering school grounds. Visitors must enter through the front door of the main building by pressing the call button beside the door. With the aid of closed circuit TV, office personnel screen visitors for entry.

## **SCHOOL COMMUNICATIONS:**

Principal's Communication: Newsletters will be sent home to parents regularly regarding important school news and activities. A monthly calendar of events is sent on the first of every month.

When a student behaves inappropriately, parents will be contacted by phone or will receive a behavior notice. A conference may be necessary to discuss the situation and develop a behavior modification plan.

If a child is injured while at school, an incident report will be sent home relating the circumstances of the incident, the type of injury and how it was treated by school personnel. Parents are asked to sign and return one copy of the form to the school office to verify that they received the report.

Take-Home Communication: All materials prepared by parents for release to the parish or school community must be approved by the principal or his/her designee.

Important announcements, messages concerning Home & School projects, and other information are sent home regularly. Parents are encouraged to ask the children and check book bags daily for notifications from school.

## **TELEPHONE / CELL PHONE USE:**

An important part of education is teaching students' responsibility. Parents can help by making sure that each student has homework, gym clothes, lunch, school forms, etc. before leaving home. If a parent has anything to deliver to the child, this should be brought to the office. If it is necessary to send a message to your child the school office will be happy to assist you.

Students needing to use the phone should obtain permission from the classroom teacher before going to the office.

Cell phones may be kept in student book bags during the school day. If a student uses the cell phone without permission from the teacher, the cell phone will subsequently be turned in to the teacher upon arrival in the morning and returned at dismissal.

## **PERSONALLY OWNED DEVICES:**

Students are not permitted to bring personal electronic devices to school. The school will not be responsible for damage or theft of any personally owned electronic device.

## **INCLEMENT WEATHER /SCHOOL CLOSINGS:**

On any day in which classes are canceled due to severe weather conditions, all other school related activities (school sponsored social events, meetings, extracurricular activities, or athletic events/practices held on or away from school property) shall likewise be cancelled on that day and evening.

In case of inclement weather, Saint James School will close if Sandy Valley Schools are closed. Please listen to WHBC (94.1 FM) for announcement of school closing. If Saint James is in session and Malvern or Carrollton Local buses are not running due to the weather, parents are encouraged to transport their children to school, if at all possible. If a student is absent when bus transportation in their school district is cancelled due to weather conditions, the child will not be marked absent on the permanent record card. However, the student is responsible for completing missed school work.

## **RELEASE OF DIRECTORY INFORMATION:**

In compliance with FERPA (Family Educational Rights and Privacy Act), this school considers the following to be FERPA Directory Information: student's name; student's parent(s), guardian(s) name(s), addresses, phone numbers; dates of attendance; honors; organizations and teams to which a student belongs; and pictures taken of the student participating in school activities. The directory information may be released without prior consent of the holder of FERPA rights. Nonetheless, the school will withhold such information upon written request of the parents, except where other state or

federal law may require disclosure to legitimate authorities.

Schools are required to use the Waiver/Right to Object form when students are participating in videotaping, audio recording, school pictures, other photography, or internet. Any student or parental publications are subject to review and approval of the school administration prior to publication.

Photo consent forms are sent home every year (in a packet the first day of school) to cover ordinary PR and marketing purposes. Pictures could be used in the newspaper, advertising and/or the internet.

#### **FIELD TRIPS:**

\* Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations. Students may be denied participation if they fail to meet academic or behavior requirements.

\* Field trips are considered an extension of the school day and the code of conduct will apply.

\* A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to the student participating in each activity.

\* If private passenger vehicle must be used, the principal must approve this. The following conditions apply for volunteer drivers:

- a. The driver must be 21 years of age or older.
- b. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- c. The vehicle must have a valid registration.
- d. The vehicle must be insured for a minimum limit of \$ 100,000 per person/\$300,000 per occurrence. The vehicle owner's insurance must be primary. The diocesan insurance is secondary. The driver must provide a copy of proof of insurance, which should be kept on file. (The insurance follows the car.)
- e. No driver should take more children than the number of seat belts in a car.
- f. Each driver must follow the schedule and not deviate from it. (i.e., taking a side trip to an ice cream stand or fast food restaurant.)
- g. Each driver should be given directions to the site and rules and procedures for student behavior in the cars.

The driver needs to complete the Volunteer Driver information supplied to the driver by the principal.

\* Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to "opt out" their children from the field trip.

\* It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school sponsored trips due to world and national developments at any time.

\* Children not enrolled in the school may not attend field trips. This prohibition includes children of parents who drive on the field trips.

#### **GRADUATION REQUIREMENTS / CEREMONIES:**

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation and/or award of a degree, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and comply with all school regulations and policies.

The principal shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, or to issue a Certificate of Diploma to the student, if there has been a breach of material condition of the contract (i.e., failure to meet financial obligations).

#### **PARENT ORGANIZATIONS**

Parent-teacher (and/or home-school) organizations are sponsored by the school to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school, and all parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

The parent organization should strive:

1. To serve in an advisory capacity to support the principal/administration;
2. To provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration;
3. To support and promote quality Catholic education at the school;
4. To encourage Catholic values of family life;
5. To share with teachers the values that parents are attempting to develop with children at home;
6. To acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the school so that they can be in a better position to promote the legitimate rights of their children;
7. To unify parents in an effort to raise funds each year for the school.

The Saint James Home and School Community works to bring parents, teachers, administration and parishioners together to support the educational philosophy and goals of the school. Our Home and School Community seeks to accomplish the following objectives:

- Inform and discuss with parents school issues and needs
- Provide spiritual, family life and parenting education
- Develop short and long range planning goals and strategies
- Assist with financial planning and marketing
- Provide opportunities for social interaction and fellowship among families
- Build connections with the local community

Parents are encouraged to get involved! Participation in any of the following committees ultimately serves to improve each child's education at Saint James School:

Leadership, Hospitality, Finance-Marketing and Development, Fundraising, Bingo, Hot Lunch/Playground Supervision, Auction, School Facility Maintenance.

In September, the first organizational meeting is held to welcome new families, recruit committee members and begin plans for the new school year. During the winter, another major meeting is held to discuss, analyze and evaluate progress. Smaller committee meetings are planned as needed through the year. Check the school calendar for meeting dates and watch for communications sent home via letters and fliers.

## **FUNDRAISING**

Any program of fundraising at the school must have the approval of the principal / administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

Fundraising is vital to the financial success of the school. All parents are encouraged to participate in and support fundraising efforts.

## **TRANSPORTATION / PARKING**

### School Districts:

Saint James School children reside in four different school districts: Sandy Valley Local, Brown Local, Carrollton

Exempted Village and Minerva Local. Specific questions regarding busing should be addressed to the bus coordinator of each system:

Sandy Valley Local	330-866-2528
Brown Local	330-863-1170
Carrollton Exempted Village	330-627-4044

Prior to the opening of school, families receive a packet of information. The transportation form, included in the packet, must be turned in to the school on or before the first day of school so the office can prepare transportation lists for the teachers.

Saint James School office sends a list of students to the bus coordinator of each school district. Parents should consult the school district for bus numbers and schedules.

If a student is a regular bus rider within a district, he/she may ride another bus within the same district only with a written request from the parent and with the office's knowledge and approval. Bus districts will not transport students belonging to another district.

#### Bus Conduct:

While riding a bus, students by state law fall under the supervisory responsibility of the bus driver, whose authority is the same as that of any teacher.

Proper bus behavior is of extreme importance to the safety of the bus riders. Misbehavior on the bus may result in the loss of all transportation privileges. The drivers have a great responsibility and each student must do his/her part to assist them. Three bus notices will result in an automatic loss of bus transportation.

Parents are urged to become familiar with the bus regulations and to instruct their children in proper bus conduct. Strong parental support and cooperation are needed for the maintenance of good bus conduct. Students should conduct themselves properly on the bus by:

1. Being seated at all times
2. Speaking quietly
3. Keeping all parts of the body inside of the bus and feet on the floor
4. Speaking respectfully to the bus driver at all times
5. Not throwing anything on the bus or out of the bus windows
6. No obscene gestures, signs or language
7. No food, gum or drinks

When a bus driver files a misconduct report with the principal, the following action will be taken:

First conduct report – Conference with the school administrator and student writes letter of apology to bus driver

Second conduct report – Parents notified and student writes bus rules during school recess

Third conduct report – Parents notified. Student may be suspended from bus for two days

Any subsequent offense merits loss of bus transportation privileges for the remainder of the semester.

#### **TUITION POLICY**

Saint James initiated the negotiated Fair Share Tuition Program in 1982. This program promotes a personal commitment toward tuition on the part of Saint James School families and addresses the financial issues of our families on a more equitable basis.

To calculate an appropriate tuition amount, parents are asked to consider their own financial situation, consider the per pupil cost calculated according to the school budget and pledge an amount they can afford. Every family is required to sign a Tuition Pledge Agreement. The agreement is contractual, stating the amount of tuition pledged and the preferred method of payment.

Tuition is not tax deductible. Diocesan policy states that the school has a right to withhold student records until all outstanding bills are paid.

The school's operating expenses are paid by tuition payments, fundraising, Tuition Angel donations and parish subsidy. Due to the financial support of the Catholic parishes, the minimum tuition for Catholic families is less than non-Catholic families.

The following are tuition payment options and may be paid with cash, check or credit card:

- Paid in full at the beginning of the school year
- Two payments - one in September and one in January
- Ten monthly payments
- Twelve monthly payments

Any family needing other arrangements should contact the school office. Monthly payments are due on the first of each month.

Fundraising at Saint James School has remained a vital part of the yearly school budget. Parents who do not pay the full per student tuition cost are strongly urged to support the fundraising efforts of our Home and School Association by volunteering to help. Home and School fund-raisers account for approximately one fourth of the total budget each year.

### **DIOCESE OF YOUNGSTOWN TUITION ASSISTANCE PROGRAM**

#### **Application Process & Requirements**

a. All families seeking tuition assistance from the Youngstown Diocesan Catholic School Scholarship Fund must submit an official application form (available in English and Spanish) along with a processing fee payable to the private scholarship/financial aid processing service designated by the school.

b. To become eligible for receiving funds from this program, students must attend or be accepted by a Catholic school of the Diocese of Youngstown.

c. The deadline for submitting application of the scholarship/assistance service is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are available.

d. The funds from the Program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

### **FINANCIAL AID**

Saint James Parish and School are aware of financial hardships in individual situations. Tuition assistance is available for qualifying families on a yearly basis. Please contact the school administrator or parish priest to discuss procedures for obtaining financial aid.

The State of Ohio offers the Ed Choice Scholarship program for families who meet the income requirements. To find out if you may qualify, call the school office.

### **CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

Participation in co-curricular and extra-curricular activities is a privilege, not a right.

#### Extra-Curricular Activities:

Students are responsible for completing missed assignments while participating in co-curricular activities during class time. Examples may include altar servers assisting with a funeral Mass or student council members assisting with school functions.

### Servers for Parish and School Liturgies:

Students in Third through Sixth grade are eligible to become servers. Mass assignments are rotated and special services are assigned as needed. Students should consider it a serious responsibility to fulfill their obligations.

## **VI. STUDENT RESPONSIBILITIES AND BEHAVIOR**

### **CODE OF CONDUCT**

St. James School is called to be a faith community based on the shared acceptance of the message and challenge of the Gospel. With this in mind, the faculty, staff, and administrator seek to establish positive behavior patterns in students with emphasis on developing within the student responsibility for his/her actions and on fostering quality relationships among students, teachers, and parents. A positive learning environment is one in which the dignity of each individual person is recognized and respected because of God's great love for all of his creation.

The Code of Conduct covers appropriate behavior for creating a Christian learning environment within the school. Each teacher develops a related classroom code of conduct to establish and define appropriate conduct in each classroom.

In requesting registration at St. James School, both students and parents agree to comply with and support the discipline policies and regulations. The rules in the School Code of Conduct apply to all school situations during school hours, on the bus to and from school, and at any school-sponsored activity outside normal school hours.

Because it is impossible to foresee all problems which may arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior, within or outside of the school community, which violates the spirit, philosophy, and code of conduct of the school, even though not specified.

St. James School students are characterized by:

- Appreciation for the opportunity of a Catholic education,
- Reverence during times of prayer and religious activities, participation in the Liturgy, openness and effort in learning their Catholic faith,
- An attitude of service to others,
- An effort to develop Christian leadership,
- Personal responsibility for learning,
- Respect for the right of the classroom teacher and fellow classmates to an atmosphere that is conducive to teaching and learning,
- Cooperation, consideration and respect for others in speech and actions,
- Respect for and cooperation with teachers, school authorities and other adults who assist them throughout the school day,
- Honesty in speech and in school work,
- Respect for school and parish property and the personal property of others,
- Playground behavior that ensures the safety of all students,
- Good study habits that lead to life-long learning, namely effort, confidence in their ability, punctuality, completeness and quality of assignments and class work,
- Regular attendance and punctuality,
- Appropriate behavior on school buses or walking to and from school, cooperation with bus drivers, safety patrol guards, crossing guards and other safety personnel,
- Self-care, e.g. good grooming, personal appearance, cooperation with dress code.

The students are supported and encouraged to develop a mature Christian character by all faculty and staff members by:

- Personal attention and interest in each student,
- Discussion with the student about their growth in character, appropriate behavior and self-discipline,
- Notification of parents when there is a concern about character development, self-control or cooperation with school rules,

- Parent conferences, both as regularly scheduled, or as requested by either the teacher or parents,
- Behavior and/or learning contracts,
- Conferences with student, parents, and other school support personnel,
- Conferences with the principal.

## **PARENT RESPONSIBILITIES**

The Catholic Church recognizes that the primary responsibility for the education of the children belongs to parents. The Catholic school exists to assist parents in the Christian formation of their children. The greatest single factor in building a child's intellectual, cultural, and moral and spiritual attitude is the example a parent provides in the home.

In this Handbook, the term "parent" refers not only to a student's natural or adopted parent, but to a student's non-parental legal guardian or to any person or agency authorized to act in place of parents.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Modeling and supporting their children's practice of the Catholic Faith, including attendance at weekend liturgies.
- Supporting the school's mission and commitment to Christian principles.
- Remaining informed about and involved in the religious instruction of their children.
- Supporting school policy and the authority of the administration and teachers.
- Encouraging their child to complete all assignments and provide homework support.
- Insisting that their children obey the regulations and principles of good behavior.
- Discussing problems with the persons concerned and avoiding criticism of teachers and school policies outside of the proper channels.
- Following the policies and procedures stated in the handbook.
- Paying all fees and tuition on time.
- Reimbursing any property destroyed (accidentally or intentionally.)
- Being an active member of the school and parish community.
- Signing and returning the handbook verification form and other paperwork necessary for their child's attendance and participation in school programs and activities.

## **DISCIPLINE**

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

### Use of Disciplinary Action:

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation. Corporal punishment is prohibited.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each office will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

### Saint James School Approach to Discipline:



Discipline is an approach to guiding behavior through planning, teaching and evaluating. Effective discipline required commitment and ongoing problem solving. The basic structure includes the following steps:

- 1) Prevention
  - a. Establish and follow procedures. Examples of procedures include how to line up on the playground; how to clean up in the cafeteria; how to pass papers in the classroom. Involves Three Step Approach to teaching – explain, rehearse, reinforce
  - b. Motivate student to learn by using a variety of learning activities
- 2) Communicate rules and consequences to students
  - a. Discuss rules and how they will help students succeed
  - b. Teach concept of consequences and responsibility
- 3) Enforce rules consistently
  - a. Establish reasonable and logical consequences
  - b. Preserve the dignity of the student
  - c. Teach problem solving which requires the student to develop an action plan in special situations
- 4) Communicate rules and consequences to parents
  - a. At the beginning of the year teachers will send a list of class rules and consequences
  - b. General school rules and consequences are listed in this handbook.

Effective discipline is based on the belief that teaching students to take responsibility for their behavior is as important as teaching math or reading and involves more than simply enforcing rules. True discipline does not focus on isolated behaviors, but is a learning process that provides the child with a variety of skills to be an effective learner.

#### Disciplinary Measures:

The following are some approved disciplinary measures:

- Conference with student and/or parent
- Appropriate verbal reprimand
- Temporary removal from the classroom (e.g., time-out room) or isolation from the group with supervision
- Loss of privileges
- Supervised after-school detention
- Referral to office
- Disciplinary contract

#### Specific Disciplinary Policies:

Saint James School supports and cooperates with the procedures of the local school districts regarding behavior on school buses. These procedures include parent notification, suspension for a time from transportation, and loss of transportation privileges.

Students responsible for stealing, destroying, vandalizing Saint James School or Parish property or the property of others are financially responsible with their parents, whether the damage is accidental or intentional. Deliberate infractions will merit detention or suspension. The police will be notified if the situation warrants it.

Students are prohibited from the use, possession, or sale of drugs, drug paraphernalia, alcohol (including breath sprays or mints), tobacco or tobacco products (i.e., lighters, matches, etc). Guns or weapons are not permitted on school property or at school sponsored events; whether held during or outside of school hours or on public school buses. Violations warrant immediate notification of the parents and in-school or out of school suspension. Law enforcement authorities will be notified and the child suspended for a definite length on time. A mandatory conference with parents will be held before the student returns to school. Intervention by trained professionals may be required as a condition for the student to remain at Saint James School. Lack of cooperation on the part of either the student or parents in this matter will result in the student's expulsion.

Fighting, whether a student provokes or partakes, will result in loss of recess or other privileges, detention, suspension or expulsion.

Threats are taken seriously, whether verbal or written, and will be reported to the police.

Possible disciplinary actions may include but are not limited to any or all of following:

- Verbal warning/reprimand and apology to victim
- A parent/student/principal conference
- Written warning/reprimand and parent notification, entered in student's file
- Detention or removal from selected school activities and/or extra-curricular activities
- Behavior/probation contracts, possibly requiring profession intervention
- Suspension
- Expulsion

#### Suspension:

Serious or repeated misconduct may lead to suspension from class or school. It is the authority of the local building administrator to suspend a student from class or school. The diocesan schools shall not suspend a student for more than five (5) consecutive days. If the suspension is for an offense which can only be addressed through counseling in substance abuse or anger control or requires the assistance of an outside agency, the suspension may be of a duration to allow such counseling to occur. Suspendable offenses are:

- a. A serious offense involving the use of violence, force, threat, coercion or other conduct which violates the safety of others. Police should be informed of these incidents
- b. Use/possession of a weapon. Police must be informed.
- c. Vandalism, destruction or theft of school property.
- d. First offense involving possession, use or being under the influence of drugs, alcohol or other chemical substances (counseling may be required where necessary)
- e. Repeated disregard for school rules and regulations
- f. Other offenses serious enough to warrant a student's removal from school

#### Exclusion From Class or School:

A student may be excluded from class or school, without academic penalty, to maintain and/or restore an orderly environment during the investigation of a disciplinary incident. If excluded from class, the student must be properly supervised.

#### In- School Suspension:

For in-school suspension, an appropriate supervised area separate from the usual school traffic is designated as the suspension room or area. This area must be supervised by a staff member at all times. Suspended students report to the designated person at the beginning of the normal school day. The student is required to bring study materials to the area. Lunch and restroom privileges are scheduled at times other than the normal class changes and lunch periods. All privileges, academic and extra-curricular, are withdrawn until the expiration of the suspension period. A student may be required to perform community service, with proper supervision, (i.e. parish school service, nursing home) in conjunction with or in place of suspension.

#### Out-of-School Suspension:

Out-of-school suspension is the removal of a student from school for a specified period of time. All privileges, academic and extra-curricular activities, are withdrawn until the expiration of the suspension period.

#### Suspension Procedures

1. The principal or his/her designee will investigate the incident and give verbal notice of the charges to the student(s) involved.
2. The student(s) will be present at the conference before the principal or his/her designee
3. The parent/guardian will appear at a conference with the principal or his/her designee as soon as it can reasonably be scheduled, but definitely prior to the student's return to school following the suspension period.
4. An official, written notice will be sent to the parent/guardian noting the reason(s) for the suspension, its length and other pertinent conditions of the suspension.
5. The student will be permitted to make up classwork missed during the suspension. The work must be turned in 2 days after returning to school.

#### Expulsion:

Expulsion is the most serious disciplinary action taken by diocesan schools and may be used for serious disciplinary infractions, when public behavior affects school morale, safety and/or when the student remains incorrigible. Only the Superintendent of Schools may expel a student in diocesan schools, expulsion is the permanent removal of a student from the school community. When a student has been expelled, official school records and withdrawal papers will so indicate that.

Unless directed otherwise by the Superintendent of Diocesan Schools, no principal shall admit to his or her school a student who has been expelled from another Diocesan or Public school.

#### **BULLYING AND PEER MISTREATMENT**

St. James School strives to reduce the incidence of bullying and peer mistreatment according to research-based best practices for creating a safe and healthy school environment. Our bully prevention plan includes the following elements:

- Positive behavior incentives – Angels Among Us
- Leadership skill development – 7 Habits of Healthy Kids, Student Council
- Bully prevention curriculum – Identify and role play positive actions for bystanders, victims, and bullies
- Consistent behavior expectations and consequences for inappropriate behavior
- Support and resiliency development – Social and Emotional skills curriculum

#### **STUDENT REGULATIONS AND PROCEDURES**

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

#### Searches

The principal/administration or his/her designee has the right to protect the health, welfare and safety of school patrons against drugs, weapons, unauthorized publications and other contraband materials. Search of a student's person and/or personal property on school property (i.e., automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

#### Students and Student Property

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school. The school/faculty is not responsible for student's personal property. Students are not permitted to use electronic devices, such as, CD players, handheld video games, cell phones, laser pointers, etc. during school hours.

## School Lockers and Desks

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has vis a vis other students exclusive use of the locker or desk but has no proprietary rights versus the school.

## **WEAPONS**

Unless otherwise authorized by law pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto the premises (ORC SEC.2923.1212). A valid concealed carry permit not authorize the licensee to carry a weapon onto these premises.

A. A "weapon" is an instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it is designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy. Dangerous objects include, but are not limited to clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, and billy clubs.

B. Possession includes bringing a weapon onto school property, to school sponsored events either on or off school property, storing a weapon in one's locker or other area of the school property, or having a weapon on one's person.

## **SUBSTANCE ABUSE**

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

1. For purposes of definition, the office of Catholic Schools defines drugs as the improper use of legal drugs/substances (to include tobacco and steroids) and/or use of illegal drugs/substances. Students who unlawfully, use, consume, possess, or distribute drugs, or who use, consume, possess or distribute alcohol and / or possess to threaten to use any weapon (i.e., knife) or firearm (to include firecrackers and/or explosive device that would bring potential harm to people and/or property) on school property or at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action (including but limited to expulsion). The school may require a professional assessment to determine the appropriate program of rehabilitation, if one is needed.
2. The use or sale of drugs on or within one thousand feet of school property is unlawful under Ohio State law and is in violation of school policies. If a student is suspected to have violated this policy or is discovered with the unlawful use, sale or possession of drugs or alcohol on or near school property or at school sponsored events, the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agencies will be contacted.

## **GANGS**

Gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that

threatens the welfare of others.

### **CARE OF SCHOOL PROPERTY**

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

- All hard cover textbooks are to be covered at all times/
- Books transported to or from school must always be in a book bag. Students are responsible for the loss or damage of textbooks.
- Students are further responsible for the proper use of desks, supplies, furniture and other equipment used in school. Students are required to pay for any damage or labor incurred expense because of carelessness or failure to follow school directives.
- No gum chewing is permitted at school anytime.
- Since desks and lockers are a part of the school property, they may be inspected at any time.

### **LOST AND FOUND**

The lost and found are placed in a box in the office. Items will be kept for 30 days and then given to Goodwill.

### **DRESS CODE**

Good habits of dress help a child's self-esteem and are conducive to a good learning environment. The dress code at Saint James School has been developed by parents, teachers and the administrator. All students at Saint James School are expected to follow the code. Questions concerning the dress code should be addressed to the classroom teacher or school office. Final decisions regarding the school uniform rests with the principal/administration.

#### Girls' uniform

**Jumpers/Skirts:** Girls may wear plaid jumpers or skirts, as well as, solid navy or khaki jumpers, skirts, skorts and shorts. Jumpers, skirts, skorts and shorts must be of modest length, no shorter than two inches above the knee.

**Blouses:** Solid color navy, powder blue, white or khaki blouse or knit shirt with collar, or turtleneck.

**Slacks:** Plain khaki or navy dress, twill or corduroy slacks. No jeans or pants with rivets, decorations, large pockets or hammer loops. Sweatpants, knit pants or stirrups are not permitted.

**Shorts:** Solid navy or khaki dress shorts, no shorter than 2 inches above the knee, may be worn. No cargo shorts, cut-offs, tightly fitting, or very short styles are permitted. Shorts can be worn from May 1 through October 31<sup>st</sup> only.

**Socks:** Plain white, navy or khaki crew socks, knee socks or tights

**Hair:** Hair should be combed and well groomed. Headbands and pony tail holders may be worn. Fad or extreme styles are identified with values contrary to Saint James school are not permitted.

**Make-up:** No nail polish, fake fingernails, or cosmetics such as eye make-up, blush, lipstick or lip gloss may be worn.

#### Boys' uniform

**Slacks:** Navy or khaki dress, twill or corduroy pants. No jeans or pants with rivets or topstitching. No baggy, over-sized carpenter or cargo pants. Sweatpants or knit pants are not permitted.

**Shirts:** Solid color navy, powder blue, white or khaki knit shirt with collar, oxford shirt or turtleneck.

**Shorts:** Navy or khaki walking shorts or uniform shorts may be worn. No cut-offs, carpenter, cargo or denim shorts.

**Ties:** Navy, uniform plaid, colors that coordinate with the uniform ties will be worn on Mass days.

**Hair:** Hair should be combed and well groomed. Fad or extreme hairstyles that are identified with values

contrary to Saint James School are not permitted.

### All Students

Sweaters: Solid color, plain knit navy, khaki or white crew neck, V-neck, pullover, vest or cardigan.

Sweatshirt: Solid color white, navy or khaki sweatshirts with Saint James logo only.

Shoes: Oxfords, loafers, or any sturdy dress shoes are recommended. Solid black athletic shoes with little or no decorations may also be worn. Plastic or canvas shoes, backless shoes, sandals, clogs, boots, deep tread soles, high heels, or any other trendy shoes are not permitted.

Accessories: Necklace with a cross or religious medal and wrist watches may be worn. Conservative earrings and finger rings may be worn by the girls. No bracelets. Belts are optional.

### Gym uniform

Students in K-6 wear gym clothes all day on Phys Ed days. An order form for the gym t-shirt is sent home on the first day of school. The school orders the t-shirts for all students to wear through the year. Parents are responsible for providing pants or shorts for the gym uniform. Navy or gray sweatpants or knit athletic pants or shorts may be worn.

### Out-of-Uniform Days

Jeans and T-shirts may be worn. No inappropriate words or graphics are permitted on shirts. All clothing should be tasteful, keeping in mind the Christian atmosphere our school strives to uphold. Sandals, open-toed shoes, backless or stacked heel shoes should not be worn for safety reasons. No excessive jewelry is permitted.

### Dress-up Days

For special programs and birthdays, dress-up clothes may be worn. Refer to the monthly calendar for special program dates. Summer birthdays may dress up for their 'half' birthday and weekend birthdays may dress up on the Friday before the birthday. Dress up clothes are considered 'Sunday best' and should follow normal uniform guidelines concerning shoes, skirt length and accessories.

## **PLAYGROUND REGULATIONS**

The children have recess for 20 minutes after lunch. Kindergarten through third grade may have recess for 15 minutes later in the afternoon. Recess is outdoors, weather permitting. Please see that children come dressed for the weather. When it is necessary for a child to be excused from outside recess, he/she must give the teacher a written request signed by the parent.

### Rules for Playground

1. All stones stay on the ground
2. Play on the playground or kickball field
3. Tackle games are forbidden
4. Hitting, kicking, shoving, tripping and spitting are not permitted
5. Foul language is not permitted.
6. Do not push anyone on the swings.
7. Children who cannot reach the rings should not be lifted up to them by another child.
8. When the whistle blows once – FREEZE and listen for directions. When the whistle blows the second time – line up in SILENCE.
9. Respect and obey the playground supervisors.

### Consequences

1. First offense – students sits for 5 minutes on the bench (or in the hall for indoor recess)
2. Second offense in the same day – students sits for 10 minutes on bench or miss second recess.

3. Third offense in the same day – student sits for all of second recess or all of lunch recess on the next day.
4. Tripping, pushing or shoving someone on the playground or in line – student sits on the bench
5. Fighting – student is sent to the principal's office

#### **LUNCHROOM REGULATIONS**

1. Sit in assigned places with classmates.
2. Wait for lunch supervisor to call your class to get lunch and trays.
3. SIT on chair, do not kneel.
4. For assistance: Hold up one finger for lunch supplies, two fingers for seconds, or point to the restrooms. The lunch supervisor will assist you.
5. When the whistle blows FREEZE and WAIT for instructions.
6. Throwing food and loud, boisterous behavior are ABSOLUTELY FORBIDDEN.
7. When you have finished your lunch, clean up your place on the table. The lunch supervisor will dismiss each child individually.
8. Put trash in trash can. Scrape trays into the trash can. Put silverware in receptacle and place tray in stack
9. WALK from the cafeteria to the playground.

#### **RULES FOR THE HALL AND RESTROOM**

1. Silence in the halls and restrooms
2. Walk at all times.
3. Flush and wash your hands
4. No horseplay
5. Respect the privacy of others

### **VII. HEALTH AND SAFETY**

#### **STUDENT HEALTH**

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

#### **ACCIDENTS AND FIRST AID:**

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. In the latter situation, the school shall be expressly held harmless from any costs or expenses associated with the professional diagnosis and/or treatment provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

If it is necessary for the student to be taken to a doctor or hospital for emergency treatment, the parents will be

informed as quickly as possible. Either a parent, a staff member or those listed on the EMAF (Emergency Medical Authorization Form) will accompany the child to the doctor or hospital. The Emergency Medical Authorization Form should be taken with the student.

**ILLNESS:**

Please do not send a child to school if he/she has a fever.

**Illness in School:**

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers or communicable diseases will be sent home to reduce the risk of infection of other students. If a student feels ill or has an injury he/she will be sent to the office. After determining the nature of the discomfort or injury, parents will be notified if necessary. Please keep the emergency number we have on file for your family current. It is very important that we be able to reach you in an emergency situation.

**School Health Services:**

Health and Immunization reports are required when a child registers for school. During the year the school nurse conducts hearing, vision, lice and scoliosis screening. Children in K, 1, 2, 3 and 5 are screened for hearing difficulties. Children in K, 1, 3 and 5 are screened for visual problems. Scoliosis screening is done in 6<sup>th</sup> grade. Lice checks are conducted as needed. Any of these tests may be given upon parent or teacher request.

**ADMINISTERING PRESCRIBED MEDICATION TO STUDENT**

When a student is required to take prescription or nonprescription medication during school hours, the following procedures for dispensing medication will apply:

A. Authorization to Administer Medication

1. The physician must sign a form granting the school permission to administer prescription medication:
  - a. Forms will be supplied by the school
  - b. The medication and signed permission forms shall be brought to the school by the parent
  - c. The physician's signature must be on the original medication permission.
2. In special cases (to be determined by the school nurse, principal or designee), the signed permission form may stipulate that a student is to be allowed to self-administer medication in the presence of the school nurse, the principal or designee.
3. Request forms must be submitted each school year for all medication.

B. Transportation of Medication To and From School

1. The parent assumes the responsibility of getting medication (prescription and non-prescription) to the school and furnishing the school with an adequate supply of medication

At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.

2. A supply of medication, in its original container, should be delivered on the day on which it is to be given.
  - a. Unused medication will be returned **ONLY** to a parent or another individual authorized, in writing,



by the parent

b. It is the responsibility of the parent to claim any unused medication within one week after the school year ends or within one week after the medication is no longer needed. Any unclaimed medication will be destroyed.

3. If any of the information stated on the permission form (Form Med-1) changes, the parent agrees to immediately furnish to the school a revised statement signed by the physician who prescribed the medicines.

### C. Labels on Medication

1. Prescribed medication containers shall have the affixed label as it was prescribed by the physician and dispensed by the licensed pharmacist. Medicine not in the original container will not be dispensed.

Medication must be clearly labeled and accompanied by the following information:

a. On prescription bottle:

- 1) Full name
- 2) Name of the medication
- 3) Dosage and time intervals for administration
- 4) Name of the physician (required for prescription drugs only)

b. On the permission form:

- 1) Possible side effects, any severe reactions
- 2) Any special instructions for administering the drug such as storage or sterile conditions

2. Nonprescription medication should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.

3. The parent is responsible for notifying the school, in writing, if there is to be a change in dosage or time of administration or if the administration of medication is to be terminated.

### **CHRONIC MEDICAL CONDITIONS OF STUDENTS:**

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and name in writing the student's supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

### **ALLERGIES**

Since food allergies can be life threatening, the risk of accidental exposure to foods can be reduced in the school setting if the school, student, parents, and physician work together to minimize risks and provide a safe educational environment for food-allergic students.

#### **Family's Responsibility**

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food Allergy Action Plan.
  - Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form (available from the school office).
  - Provide properly labeled medications and replace medications after use or upon expiration.

- Educate the child in the self-management of their food allergy including:
  - safe and unsafe foods θ strategies for avoiding exposure to unsafe foods
  - symptoms of allergic reactions θ how and when to tell an adult they may be having an allergy-related problem
  - how to read food labels (age appropriate)
- Review policies/procedures with the school staff, the child’s physician, and the child (if age appropriate) after a reaction has occurred.
- Provide updated emergency contact information.
- Work with the district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.

### **Student’s Responsibility**

- Should not trade food with others.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should always LOOK at the food being served.
- Should not trade food or beverages with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

### **School’s Responsibility**

- Comply with federal, state, and district laws and policies as applicable in the administration and storage of medicine and supplies required by students.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- The school nurse will manage the individual school plan in conjunction with the principal. The plan will be monitored by the school nurse and any changes made to the plan will be the joint responsibility of the nurse, parents, and principal with input from the physician as needed.
- Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student’s meals, educational tools, arts and crafts projects, or incentives.
- Designate school personnel who are properly trained to administer medications in accordance with the State regulations.
  - Nursing and Good Samaritan Laws governing the administration of emergency medications.
  - Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
  - Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
  - Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
  - Assure the rights of students without allergies are respected to avoid reverse discrimination.

### **INFECTIOUS/COMMUNICABLE DISEASES**

Diocesan Guidelines Concerning

### **Disease:**

The protection and welfare of each individual student is of importance in the schools of the Diocese of Youngstown. In an effort to enhance protection of students:

1. All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the [Ohio Health Guidelines](#) (or modified schedule as approved by the student's physician or local Public Health Department). Parents or guardians of the child who object on the ground that administration of immunizing agents conflicts with their religious tenets or practices must produce such documentation and complete a Religious Exemption form from the office. The completed form will be submitted to the superintendent for approval. The school must keep a copy of the documentation of file.
2. The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion from the re-admittance to school for children found having a communicable disease.

### **Lice:**

1. Head lice procedure
  - a. All students infested with head lice are excluded until the head is free of lice and nits.
  - b. A form letter is sent home with the student being excluded with head lice to:
    - 1) Advise parents on obtaining treatment
    - 2) Inform parents to conditions for readmission to school
  - c. Re-admission to school is permitted ONLY after examination by school nurse reveals head to be clear of lice and nits.
  - d. The school nurse (if available) will re-check student two weeks after readmission to school.

### **Contagious Diseases:**

Parents are asked to contact the school when their child has been diagnosed as having a contagious disease, for example, chicken pox, strep throat, head lice, pink eye, impetigo, scabies, hepatitis, meningitis and fifth disease. When a child has been home with an illness, the child should not return to school until he/she is free of symptoms and his/her temperature has been normal for at least 24 hours. A notice of contagious diseases is sent home to parents of students in the classroom of the affected child.

### **Strep Throat Culture:**

If a child has had a throat culture one day, he/she should be kept home the following day until the results of the culture are known. If a child is suspected to have strep by their physician, they should not return to school until 24 hours after antibiotic therapy is started, and there is no sign of fever.

### **STUDENT SAFETY**

- Students may never transport equipment such as overhead projectors, televisions or media equipment and may not push equipment carts in or out of any rooms.
- Teachers may not transport students in their cars without permission of the child's parent or guardian.
- The school's Crisis Management Plan is in place and is reviewed and updated yearly.

### **FIRE/RAPID DISMISSAL / TORNADO / EMERGENCY DRILLS**

One fire drill is conducted in the first 2 weeks of school and an additional 8 are conducted throughout the year. Tornado drills are conducted once a month during tornado season.

## **EMERGENCY PROCEDURES**

### Early Dismissal:

In the event of a school emergency, such as a problem with the water supply or electricity, requiring early dismissal, parents will be contacted to arrange transportation for children. No child will be released from school without consent from a parent or guardian.

### Emergency Evacuation:

In the event of a school emergency requiring immediate evacuation of the school, such as a fire or problem with the gas furnace, the children will be taken to Sarchione Ford. Parents will be contacted to arrange transportation for children. No child will be released from school without consent from a parent or guardian.

### Emergency Lock Down:

In the event of an outside air contamination, the lock down procedure will be instituted. The children in the main building will be taken to the basement hallway. The children in Early Childhood building will be taken to the Library. Bottled water and prepackaged food provisions are stored in case students must remain in the school for an extended period of time. Listen to WHBC (94.1 FM) for new releases. The school will contact parents as soon as possible concerning the dismissal of children. The safety of your children is our primary concern.

## **SEXUAL HARASSMENT – STUDENTS**

Sexuality affects all aspects of the person, including in the general way the aptitude for forming bonds on communion with others. The Catholic Schools of the Diocese of Youngstown endeavors to provide for its student an atmosphere free from sexual harassment.

For the purpose of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material whether in the form of electronic communication, music, written lyrics, pornographic pictures or other literature, or having such materials in one's possession in the school, on school grounds or at school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats or buttons, touching oneself sexually in front of others; obscene and/or sexually explicit gestures and any other inappropriate behavior of a sexually explicitly or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to way may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all of the following:

- Verbal warning/reprimand and apology to the victim;
- A parent/student/principal conference;
- Written warning/reprimand and parent notification entered in the student's file;
- Detention or removal from selected school activities and/or extra-curricular activities;
- Behavior / probation contracts, possibly requiring professional intervention;
- Suspension and/or

- Expulsion

Sexual Violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor or other school authority is required, under state law, to report the incident (ORC 2151.421). The Department of Human Services and the police will be contacted immediately if there is any “reason to believe” (ORC 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Office of Catholic School will be contacted immediately in these situations.

Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (ORC 2907.05), Sexual Battery (ORC 2907.03) Rape (ORC 2907.02), Importuning (RC 2907.07), Voyeurism (ORC 2907.08), Public Indecency (ORC 2907.09) or Felonious Sexual Penetration (ORC 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

## **VIII. EDUCATIONAL SUPPORT SERVICES**

### **PHILOSOPHY**

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

St. James School adheres to the philosophy that each individual with a disability is entitled to the support necessary to maximize his/her potential given the resources of the school. The intervention staff, in conjunction with classroom teachers and other educational personnel, have a commitment to the following objectives:

- To create an effective climate for learning by sharing all available information about a child’s disability pertinent to the child’s performance in an educational setting.
- To provide and implement program and testing accommodations as stipulated on the IEP.
- To facilitate each student’s academic progress and social development by establishing appropriate goals and providing instruction.
- To support and act as a resource for classroom teachers working with students with special needs.
- To encourage students to be aware of their strengths and weaknesses so that they can become good advocates for themselves in all settings.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school upon application or registration. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. Failure to disclose known special educational needs will void the application for registration.

Students with disabilities are expected to follow the school's policies and code of conduct.

### **AUXILIARY SERVICES**

The services of a tutor for individual or small group instruction is available through Auxiliary Services funding. The school-based counselor, speech and language pathologist and school nurse are also available to service individual students. Parental permission is required before children may receive services. Students are referred based on teacher recommendation, classroom performance, standardized test scores and/or parent request.

## **IX. EXTENDED DAY/ LATCHKEY PROGRAM**

### Philosophy:

Saint James Latchkey Program provides supervision, recreation and enrichment activities with a Christian environment,

as well as offering activities designed to complement the philosophy and value system of the school and family. It services working parents desiring both parochial school education and extended day care for their children.

Admission Policy:

Children enrolled at Saint James School in grades K-6 are eligible for admission to the program. First consideration will be given to the children who use the program on a regular basis. Families requesting service on an occasional basis will be accommodated if space is available.

Program Operation Hours:

Saint James Latchkey services will be offered on days that Saint James School is open for classes. The program hours are:  
7:00 AM – 8:30 AM - Before School Care  
3:00 PM – 6:00 PM - After School Care

Daily Activities:

During the morning session, children are offered cereal and milk. Quiet activities are planned.

During the afternoon session, children are offered a snack and drink. Additional snacks may be brought from home. Homework time is planned in the schedule. Weather permitting, the children spend time out on the playground. In case of inclement weather, organized group games are played in the cafeteria. Board games, arts and crafts activities, building sets, puzzles and manipulatives are available for entertainment. Morning and afternoon snacks are included in the hourly rate.

Latchkey Rules:

1. Respect latchkey supervisor.
2. Respect others and their property
3. No throwing balls or objects of any kind. Balls brought to latchkey will be confiscated until the end of the day.
4. No running or horseplay.
5. No climbing on furniture or swinging on poles.
6. The latchkey supervisor must approve all television shows. When choosing a show, the majority rules.
7. Each child is responsible for cleaning up their own game, activity or snack utensils.
8. No child may leave the latchkey room without the supervisor's permission.

Latchkey Consequences:

1. Verbal warning.
2. Sit in time out for 15 minutes and write the rules. Kindergarten students sit for 5 minutes.
3. Behavior notice sent home parent signature.

Registration/Fees/Forms:

1. Parents are required to register and fill out all forms before a child may stay in latchkey. Contact the office or Latchkey Supervisor for information.
2. Fees are calculated by half hour increments. Invoices are sent every Monday indicating the balance due for the week before.