

Dear Parents:

August 2015

As parents, you are the primary educators of your children, and the faculty of St. James School is dedicated to assisting you in providing a sound Catholic education for them. The Church has the mission of providing for the spiritual welfare of people. The Catholic school complements and reinforces what Catholic parents teach at home and is the best means the Church has to instruct its youthful members.

The family and the Church must work together to form the educated Catholic child. This entails effort on the part of the child, concern on the part of the parents, and thoughtful planning on the part of the school personnel. The purpose of this handbook is to acquaint you with the policies and regulations of St. James School. It is an important reference for you.

We ask you to read carefully the contents of this handbook. After reading through the handbook, **please completely fill out the last page, sign it, and return it to school.** Your child will not be allowed to use the school technology until we have your signature that you have read and agree to the computer/technology use policy of St. James School, which is included in the contents of the handbook.

In Christ the King,
Sister Mary Alma, C.K.
Principal

Rev. Steven Major
Chief Administrative Officer

HISTORY

St. James School has been a vital part of Crete's history since the first classes were held on September 5, 1887 with 46 children. This school takes its name from the original name of this parish. Father Pold and two Ursuline Sisters of Peoria, Illinois began the school by teaching classes in a rented house and at Sacred Heart Church. St. James School was dedicated on June 2, 1888 by Bishop Bonacum. Two years later the school was staffed by the Precious Blood Sisters of O'Fallon, MO until 1994. Starting in 1997 The School Sisters of Christ the King and lay teachers staff the PK-6th grade school.

NONDISCRIMINATION POLICY

St. James School educates Preschool through sixth grade students. We admit students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

MISSION STATEMENT

Our mission, as the St. James Catholic School Family, is to provide a Christ-centered education that will form apostles who will assume their role in building up the kingdom of God.

ST. JAMES SCHOOL LOGO

The cross represents Christ, the center of our school. The cross also looks like a sword, which is a symbol for St. James. The shell, the symbol for pilgrimage, is the Church's symbol for St. James, patron of pilgrims. The wheat is symbolic for the Eucharist, which is the most important mystery of our Faith, and is also a reminder of our history as a farming community.

GOALS

All members of the St. James Catholic School Family work together toward a common vision which includes:

- To teach God's Commandments and to instill in each child a strong devotion to Christ and His Blessed Mother and to the Catholic Faith.
- To recognize the dignity and worth of each child and to provide for individual differences.
- To instill in each child an appreciation for and a pride in good Catholic education.
- To orient each child with a sense of reverence, responsibility, respect for others and resourcefulness.
- To develop creative minds and to help each child learn to think and to work alone and with others.
- To help each child develop a sense of accomplishment.

ADMISSION REQUIREMENTS

General Admission

- Registered in the parish (unless they are non-Catholic)
- Parents registered in another parish without a school may apply if enrollment is not closed.
- Non-Catholic parents who desire a Catholic education for their child/ren, if enrollment is not closed.
- Parents and children agree to cooperate with and uphold school regulations.
- Parents agree to pay tuition and fees or make special arrangements with the pastor or principal.
- Parents cooperate with the faculty in supervising the home study of children and foster in their children a respect for all persons and all property.
- Those of other faiths agree to permit their child to study religion and participate in liturgical and para-liturgical functions.

Certificates and information needed:

- Application for Admission
- Original Birth Certificate (with raised seal) issued by the State – due within 30 days of registration. (Office personnel makes copy for student's file). Certified copies may be obtained by Vital Records, 1033 "O" Street, Suite 130, Lincoln, NE 68508-3621 for a cost. Application forms may be downloaded at www.hhss.ne.gov/VitalRecords. A picture ID, such as a driver's license, must accompany all requests. Requests can be mailed to: Vital Records, P.O. Box 95065, Lincoln, NE 68509-5065.
- Baptismal Certificate (Office personnel makes copy for student's file).
- Immunization Records – must be presented before child can enter.
- Physical Form – students entering Kindergarten and students from out of state.
- Court-certified copy of the custody section of the appropriate decree (if applicable).

Preschool Age Requirements

- Tuesday, Thursday class – 3 years old by July 31.

PreKindergarten Age Requirements

- Monday, Wednesday, Friday class – 4 years old by July 31.

Kindergarten Policy

Kindergarten students must not only be the minimum age (five years old by July 31) but also have the maturity, social skills, and language that will enable them to be successful in kindergarten.

To keep a quality kindergarten program, St. James School has limited the size of the kindergarten class to 22 with some exceptions.

Children who have very limited or no English speaking skills should attend St. James Little Apostles Preschool or another approved preschool program before entering kindergarten in St. James School. These children will be interviewed to determine their readiness. They may be recommended to attend preschool for a year before attending kindergarten. We have found that all students generally are more prepared for kindergarten after attending a preschool program. Those children whose primary language is not English especially benefit from the English-rich environment of preschool because they begin to grasp concepts of the English language sooner than children who do not attend preschool. Those who are given more time in preschool before going to a full day, every day kindergarten generally make greater progress.

TUITION K- 6th

Parishioners

Since St. James is the parish school of Sacred Heart Church, the cost to educate students is paid for solely by parents and parishioners, with occasional bequests and memorials. The school receives neither subsidies from the Diocese of Lincoln, nor government aid beyond a minimal amount provided by federal programs.

Non-Parishioners registered in another parish, an agreement will be worked out between pastors regarding tuition.

Non-Catholics since they do not make a contribution to support the parish, are required to pay \$2000 per child.

All Families

- An annual tuition agreement is completed by each family the previous spring, or upon registration. They may pay all at once, by semester, quarterly or monthly.
- No student will be refused because of an inability to pay the required tuition. If such is your case, please see St. James Pastor or Principal *in advance* so possible assistance can be arranged. A family must *enroll and qualify* for the "Free and Reduced Price School Meals Program" (federal guidelines) in order to be considered for financial assistance.

TUITION for the 2015-2016 School Year

1st Student - \$750

2nd Student - \$1250

3rd Student - \$1750

(\$500 tuition for each additional child)

Non-Catholic - \$2000 (per student)

ST. JAMES LITTLE APOSTLES PRESCHOOL

Preschool (3 Year Old) Program (Tuesday/Thursday 8:00-10:30 am)

\$90 per month, regardless of attendance (\$45 for August & May). Due 1st day of each month.

Pre-Kindergarten Program (Monday/Wednesday/Friday 8:00-11:30 am)

\$100 per month, regardless of attendance (\$50 for August & May). Due 1st day of each month.

MASS ATTENDANCE, RELIGION CLASSES, AND SPIRITUAL EXERCISES

St. James School is a Catholic school that adheres to the teachings of the Catholic Faith as proclaimed by Holy Mother Church.

In addition to the curriculum, St. James School strives to provide the students with the best possible Christ-centered education through: a Christian environment; preparation for reception of the Sacraments of Penance and the Eucharist in grade two and Confirmation in grades five and six; daily Mass and Religion class; opportunities for monthly confession; weekly Benediction; daily prayers; and other experiences of their Catholic Faith. Students are expected to memorize certain prayers in each grade level. (See end of handbook for the list).

Boys completing the third grade through sixth grade are eligible to be altar boys. New server training is held in April.

INSTRUCTIONAL HOURS

St. James School is approved by the Nebraska State Department of Education. The number of instructional hours, curriculum and certification of teachers follow the requirements of the State.

St. James School will have an academic year of a minimum of 1032 actual instructional hours with teachers and students in attendance. These hours are exclusive of the lunch period. Time missed due to inclement weather and emergency closings are also excluded, as are faculty in-service and Parent/Teacher Conferences. Hours over 1032 are included in the yearly calendar to cover time lost due to unforeseeable closings. Mass, changing classes, study time and field trips are included in the instructional hours.

Curriculum includes: Religion, Language Arts, Math, Science, Social Studies, Art, Music, Computer and Physical Education.

The Media Center is open during the day for the students to study, research, and obtain good books to read and enjoy. St. James students have scheduled library times during the week. Overdue books will be assessed a fine of five cents for each school day. Lost or damaged books must be paid for. All library rules must be observed.

Classrooms are self-contained, taught by one teacher, except for specific subjects determined by the administration. Our teachers are required to hold a Nebraska Teaching Certificate.

HOMWORK

Homework gives the children some responsibility and the opportunity to reinforce the lessons taught in school. By supervising their children's homework, the parents will be exposed to the content of the children's learning and your interest means much for the children personally, as well as for their education.

Time devoted to homework each day should be approximately:

Grades 1-2: 15 to 30 minutes, Grades 3-4: 30 to 45 minutes, Grades 5-6: 45 to 60 minutes.

Ordinarily, new homework will not be given over weekends or extended holiday vacations.

1st – 2nd grade teachers have homework papers that are sent home each week.

Homework is recorded in **assignment notebooks** for grades 3-6, and need to be purchased at school.

Homework Tips – Parents please:

- Provide a place and time for study.
- Supervise the work done at home.
- Check your child's work to see if it has been completed neatly.
- Review the assignment notebook as necessary.
- Check with the teacher if there seems to be some difficulty with homework.

Late Work Policy

If an assignment is not turned in on time, unless a student has a written note from parents explaining the reason for the failure to complete and return the assignment, classroom homework policies will determine the necessary consequences. These consequences may be, but are not limited to, staying in from recess, staying after school, completing the work in the office or at home.

4th-6th grade policy: Each quarter, students may have three excused late assignments for which they do not need to stay after school. Once those are used up, which could happen in a single day, every late assignment results in a call home to notify parents and the student staying after school until 4:00 p.m. to work on the assignment and to work on other homework as time allows.

Missing Homework

If students misplace their homework or other assignments they are charged 10 cents per page to make copies of that work.

GRADES

Grading Scale

The following grading scales are used:

Grades 1-6

A+	99-100	B+	91-92	C+	83-84	D+	75-76
A	95-98	B	87-90	C	79-82	D	72-74
A-	93-94	B-	85-86	C-	77-78	D-	70-71
						F	Below 70

Grades K, Art, Computer, Music, PE:

H – Highly Satisfactory	N – Needs Improvement
W – Doing Well	E – Experiencing Difficulty
S – Satisfactory	

Failing Grades

Parents will be contacted in person, by phone or written note, each quarter before report cards go out if there is a significant change in a grade or a failing grade. If a student fails a class for a semester, the work will need to be made up during the summer by working with a tutor. A meeting will be set up between the teacher, parent and student to determine what needs to be done.

Report Cards

Report cards are issued four times a year for students in Kindergarten through 6th grade. Parents are to sign the report card envelope and conduct report and return them promptly to the office. If a student has been absent for more than one half of a report card period, the teacher may assign no marks for that quarter. "Prolonged Absence" should be inserted instead of the grades for that quarter. Report cards will be withheld if fines or fees are not paid at the end of the quarter.

Promotions or Retention

A student shall be promoted or retained according to the possibility of academic growth for the student. Students whose average for all four quarters, of all major grades, is above 70% will pass or graduate into the next grade. If the student has already taken a second year to acquire the skills and knowledge for a given grade level, and is still deficient, he/she will be "placed" rather than promoted. This will inform the receiving school or employer the extent of education the student has received in the diocesan system.

ASSESSMENTS

Criterion referenced assessment instrument is given to 5th grade students in the spring to determine acquisition of competency in reading, writing and mathematics.

ITBS (Iowa Test of Basic Skills) is a standardized test taken by students in Grades 3-6 each spring to maintain an adequate profile of a student's achievement and potential ability. Students are encouraged to do their best and not to worry. It will help the teachers to see the strengths and weaknesses of the students. Test results are sent home to parents when they are received, near the end of the school year.

TEXTBOOKS/LIBRARY BOOKS

It is the responsibility of each student to give proper care to the textbooks they use. Textbooks are furnished by the school. Students are asked to keep the books covered and clean at all times. A fine will be assessed for loss or damage beyond normal use. Books should be carried to and from school in book bags. In the event a student loses or destroys a book belonging to St. James School, the student is expected to pay the school for the loss. The following procedure is used to determine the value of library and/or textbooks lost or damaged: If the book is new, its purchase price is reimbursable; if the book is used for the second year, 80% of the purchase price will be charged; if it is the third year of usage, 60% of the original purchase price will be charged; if it is the fourth year of use, 40% of the original cost is charged; and thereafter, 20% of the book's original cost to the school will be charged.

DAILY SCHEDULE

7:45 Doors opened and students go to lunchroom
(There is supervision)
8:00 Students admitted to classrooms
8:05 Announcement/Morning Prayers (Tardy)
8:15 Holy Mass
11:45-12:30 K-2 lunch/recess
12:15- 1:00 3-6 lunch/recess
3:18 Students go to their dismissal groups.
3:20 Dismissal

PRESCHOOL

Preschool Program
T & Th. 8:00 – 10:30 a.m.

PreKindergarten Program
M, W, F 8:00 – 11:30 a.m.

Students are not to be on the school premises before 7:45 a.m. unless arrangements have been made in writing by the parent/guardian. We are not responsible for students arriving earlier than 7:45 a.m.. Students are to be picked up by 3:45 p.m.

ATTENDANCE

Daily attendance is a priority. Parents are expected to call the school by 9:00 a.m. for any absences or tardiness. The school telephone number is 402-826-2318. Medical, dental, and other appointments should be scheduled outside school hours unless an emergency makes it impossible.

A written excuse, signed by a parent or guardian, must be sent to the school the day the child returns after an absence. Excuses of a doubtful nature will be investigated.

ABSENCES

Perfect Attendance

Perfect Attendance certificates are handed out at the end of each quarter. One excused tardy or signing a child out before dismissal will be allowed for perfect attendance.

Absences

If a student is absent for one hour it will be counted a $\frac{1}{4}$ day, and if a student is absent for 2 hours it will be counted as a $\frac{1}{2}$ day. Students who miss five or more days in a quarter regardless of the reasons may be reported to the chief administrative officer and/or the county attorney. A letter of notification will be sent to the parents if contact with the county attorney is made. After 10 total absences a meeting will be held between administration and parents to devise a plan of action to prevent further absences.

Excessive absences

Excessive absences of more than 30 days per school year may result in retaining the student in the current grade if he or she has fallen behind in school work.

Tardies

Children are marked tardy when they arrive after 8:05 a.m. Exceptions will be made at the discretion of the administration for treacherous driving conditions and doctor/dentist appointments with a note. Bus students arriving late will not be counted tardy. All other tardies will be counted as unexcused (overslept, "running late", etc.). After 20 total tardies a meeting will be held between the administration and parents to discuss the issue.

Leaving School Grounds

No student is allowed to leave the school building or premises during school hours without the written request of the parent. Students who need to be dismissed early because of illness, appointment, etc., must be signed out in the office. The child's parent, guardian or designated person needs to sign the "Sign-Out" book. This procedure is necessary for the safety and protection of the students in school. All class work must be made up in the assigned time at the discretion of the teacher.

Vacations

Parents are discouraged from removing students from school for pleasure trips. Please try to plan vacations in conjunction with the school calendar. Students will usually be asked to make up work missed AFTER the vacation. Teachers are not always able to put together work ahead of time for students. Parents may be asked to help pay for the cost of copies. Hardbound books will not be sent with the child due to the possibility of losing the book.

Truancy

Students who are absent without the approval of the parent are truant. This will result in receiving zeros for that day's work and the student will spend an hour after school for each hour of unexcused absence. If the student is consistently truant, St. James staff will follow the policy of the Education Office of the Diocese and Nebraska State Statute 79-201 and 70-209.

WEATHER AND SCHOOL CLOSINGS

When Crete Public Schools close, start late or dismiss early because of inclement weather, St. James School will follow the same procedures. Notification will be made on Crete Public Schools Weather Hotline **826-7890**, KOLN-KGIN TV (channel 10/11), KFAB (1100AM) and 96KX(96.9FM) radio. A "SchoolReach" phone call will also be made to all families. **PARENTS ARE RESPONSIBLE FOR MAKING SURE THEIR CHILDREN KNOW WHERE TO GO IN THE EVENT OF AN EARLY DISMISSAL.** Parents may choose to delay in sending their children to school or elect to remove their children from school when inclement weather gives rise to concerns for safety.

St. James School utilizes an automated phone service, "SchoolMessenger", to place phone calls in the events of school closings, emergencies, or general school reminders. To learn more about this service, please contact the school office.

DROP-OFF / PICK UP PROCEDURES

General Information

- *Don't ever park in the drop-off lane.* If you need to park and come into school, park in the parking lot, either near the alley or on the north side and walk students on the sidewalk.
- The alley will be closed at noon for recess.

Morning Drop-off

Please bring your children to the south doors of school by following these guidelines:

- Pull up all the way to Father's garage.
- Students may get out of left side of car. If students get out on the right side of car, they are to walk in **front of** the vehicle.

Afternoon Pick-up

- Parents should pull into the alley all the way to Father's garage.
- Students will load in the first four cars, then exit for the next cars to load. Cars further back in line **will not** be loaded until they pull up in the first four slots.
- Parents who want to come into school or have their child(ren) play on the playground please park on the north side of school and pick up your child(ren) from the teacher. Your child(ren) will then be under your supervision.

Preschool & PreKindergarten

- For drop off, same as above.
- For pick-up, the alley is closed. The Preschool teacher will lead students to the north door of the school. Late students will need to be picked up in the office. Please use the south door of the school.

Walkers

- Students walking home who need to cross south or east of school will be dismissed at 3:18 p.m. (Parents must notify the school before 3:00 p.m. if children will not be walking).
- These students meet in the hallway between the 2nd and 4th grade rooms. A teacher will lead students out at 3:18 and assist them in crossing the intersections at 13th & Hawthorne.
- Students walking home to the north or west of school will dismiss at 3:20 p.m. and will be assisted in crossing at 14th & Ivy Street by either a teacher or the teacher aide.

Bus

- Students riding the bus will be dropped off in the morning on the north side of the school and will enter the school through the north doors.

Bicycles

- Bicycles must be parked on the east side of the Church. Bicycles must be walked on the school grounds.

BUS TRANSPORTATION

Children living in the Crete School District are eligible to ride the Crete Public School buses. Registration and payments for riding the bus must be made at Crete Public School 920 Linden Ave. Crete, NE 68333, 826-5855. According to State law, private school children will be picked up and dropped off along the regular public school bus routes. Bus riders must obey the bus safety rules and respect the driver and other riders. All riders receive a list of the rules at the beginning of the year through the public school.

PROGRAMS

Sacramental Program

The documents of the Second Vatican Council speak of the importance and value of parental involvement in the sacramental life of their children. Programs for assisting the parents are arranged by the school. Dates of meetings are sent to the parents in sufficient time for schedules to be arranged so at least one parent can attend. Parents are expected to actively participate in the sacraments. The Sacrament of Penance and Holy Eucharist are received for the first time by the students in the second grade. The Sacrament of Confirmation is conferred every other year upon the students in the fifth and sixth grade, and older students who have not yet received the sacrament.

Missionary Childhood Association

The students of St. James School are enrolled as members of the Missionary Childhood Association, children helping children. Students are encouraged to give from their own resources, and to pray and sacrifice to help needy children around the world. For those who receive aid, the Missionary Childhood Association can mean the difference between life and death. For the children who give aid, it is an experience that teaches the lesson of Christian apostleship and love, and one that shapes the attitudes of a lifetime. Since being raised to the status of a Pontifical Society in 1926, the Missionary Childhood Association has continuously received strong Papal endorsement for its unique role in developing mission awareness in Catholic youth.

Speech/Language Therapy

Students with speech/language difficulties may be tested and serviced in cooperation with Crete Public School. Students are served at school.

Educational/Behavior Testing and Resource

Through Crete Public School, students may be tested for educational performance and/or behavior that interferes with academic progress. Special education services are provided as needed to our students and served at Crete Public School.

Title I is a supplemental reading program which is designed to help students meet challenging standards in reading and math. Title I services are provided for those students who qualify in reading. They are served at St. James School by Crete Public School personnel.

Field Trips

- Written permission from a parent is required for a child to be permitted to go on a school-sponsored field trip. Students may be denied participation in a field trip for reasons such as misconduct or missing assignments. **These students will need to stay home during the field trip** or they will be in the office or another classroom, if the trip is short (i.e. library).
- Crete Public School bus transportation is available for field trips. Usually the bus fee will be covered through money raised through fundraisers sponsored by the SFA.
- Parents will be asked to help chaperone. We encourage no younger siblings because parents are there to help the teacher watch the students.

School Lunch Program

St. James provides a school lunch program operated under the Federal School Lunch Program and all its regulations. "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S. W., Washington, D. C. 20250-9410, or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

- Costs: Milk – .35 School Lunch: Students (Preschool-6) - \$2.75 Adults - \$3.50.
- Parents will be notified on Mondays if your child/children are close to a negative balance or have a negative balance. After the negative balance goes over \$-20.00, the child/children will not be able to eat hot lunch. They will need to bring a cold lunch until the balance is paid and have a positive amount in their account.
- If the student's account is a negative balance by May 13th they will need to bring a cold lunch until the balance is paid and have a positive amount in their account.
- Free and reduced forms are mailed home at the beginning of August. Any information provided by families is strictly confidential. If your financial situation changes, eg., losing a job, or if the number of persons residing in your home increases during the year (new baby), you may apply or reapply throughout the school year.
- If a student has special diet concerns, allergies to foods, dyes, etc., the parent needs to notify the Food Service Manager with a doctor's note or prescription. This is according to the guidelines of the Nebraska Department of Education. There is official paperwork that will need to be completed also.
- We request that competitive food not be brought to the lunchroom.

Cold Lunch

Children who bring cold lunches are asked to observe the following guidelines: the lunch should not need refrigeration, as we are not able to provide the refrigerator space, nor should the lunch need to be heated in a microwave, as this delays the amount of time for eating. Milk is provided for .35. Please do not bring pop.

Multicultural Education

The United States of America is a nation of individuals who have roots throughout the world. It is also a society of many racial, ethnic, language, and cultural groups. An appropriate acknowledgment and appreciation of these facts along with the development of a respect for the dignity and worth of all people are among the goals of education in a free society. St. James School utilizes teaching materials and methods that reject bias and promote a respect for all people, created in the image and likeness of God.

Patriotism

An American flag is displayed in each classroom. Each school day will begin with the Pledge of Allegiance to the American flag.

SAFETY PROCEDURES

School Safety

St. James School will maintain safe, healthful and sanitary conditions in a positive learning environment.

Security Procedures

The north and south entrances to the school building are kept locked after 8:10 a.m. for the safety of our students. Visitors must buzz in at the South door.

Emergency Procedures

Teachers and school staff are instructed how to move children to safety in a number of emergency situations. Fire drills and tornado drills are held each year, in accordance with local/state guidelines.

Crisis Response

Since unforeseen crisis events can happen anywhere, St. James School has established crisis response procedures for staff and students in the event of an emergency. Some basic guidelines for parents to follow during a crisis event include:

- 1) Parents will be notified as soon as possible in the event of an emergency. Try not to call the school with questions, since this may tie up the phone lines needed to communicate with rescue personnel.
- 2) Students will be carefully monitored for their protection. In a crisis, students will only be released to parents or designated adults, who may need to sign off that they picked them up.
- 3) In some crisis events (e.g. tornado, toxic fume release, etc.) students are safer remaining in the stability of the school structure rather than being released immediately.

The school crisis team will make necessary provisions and decisions during any crisis events.

Asbestos Notice St. James is an asbestos free school.

HEALTH

School Health Program

The school complies with the requirements of the State Department of Health in obtaining and recording health information. The school maintains cumulative health records, screening results, and immunizations of each student. All health records and information are used for the purpose of benefiting the student's educational process and are bound to high standards of confidentiality. Parish nurse volunteers and parent volunteers help to coordinate a school health program.

- **Health Screening** is done each year. The minimum recommended screening includes: height and weight on all students; audio screening for students in kindergarten and grades 1, 2, 3, and 6; vision screening for students in kindergarten and grades 1, 2 and 5. Accurate screening and re-screening procedures, identification of problems, referral and follow up are of great importance. Parents are notified in writing when further evaluation is recommended by their health care professional.
- **Immunization Records** are required for all students. By state law, students may not enter school until immunization records are complete and up-to-date.
- **Physicals** are required for every kindergarten student and all new students from out of state. Evidence of a physical examination must be shown by October 15 of the current school year.
- **Dental records** – It is highly recommended that children receive yearly dental examinations as tooth decay and gum disease may affect the children's overall health and hinder their ability to learn. Dental Screening Forms may be obtained from the school office before going for the yearly dental examination.
- **Emergency Parent Contact Forms** are returned to school at the beginning of each school year for each family.

Asthma/Systemic Allergic Reaction

St. James School follows a certain protocol if there is an emergency situation due to asthma or an allergic reaction. A form is sent home for parents to return to inform us if their child has asthma or a known allergic condition.

Head Lice

The school will check for head lice as needed during the school year. Anyone with live head lice will be sent home immediately. If any eggs (nits) are found, the child will also be sent home and re-checked when returning to school. If nits are still found, the child will be sent home. Please inform the office if you discover lice, so that we may work to prevent the spread of head lice.

Illnesses

Parents will need to pick up their child from school when their temperature is 100 degrees F or greater or exhibit symptoms of vomiting, diarrhea, or other contagion. Students are to stay home for 24 hours after the last symptom is seen. Students who are being treated for an infectious disease will need to be on the prescription medication at least 24 hours prior to returning to school or must have written physician notice stating that they may return to school.

The parents will inform the school as to who will pick up the child. In case of sickness or injury when the parents cannot be reached, the person and/or physician listed on the child's emergency parent contact form will be contacted.

If your child needs to stay in for recess due to recuperating from an illness, please send and sign a note to inform the teacher.

Medications

Students who need prescription and/or non-prescription (Tylenol, cough drops, etc.) medications will be responsible for providing their own medications. All medicine is to be kept and administered in the school office. Medication must be in the **original container** or it will not be administered. Parents need to provide written notification of the medication to be administered by filling out a medication permission form.

Students with diagnosed diabetes, asthma or other life-threatening conditions are allowed to carry and self-administer prescribed medications if parents have signed a form indicating that their child is capable and they prefer he/she self-medicate. Based on the permission given by the parents and the nature of the medication, some students would need to come to the school office to administer the medication.

PARENT INVOLVEMENT

Parent involvement is an integral aspect of the success of the Saint James School Family. The participation of every parent helps to ensure that we are able to carry out our school mission and goals.

Back to School Night

Back to School Night is an opportunity for the St. James Catholic School Family to gather, share expectations and to build community. Near the beginning of the school year parents/guardians are invited to come to school to meet their child(ren)'s teacher(s), learn classroom policies and procedures and what is expected of their children.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled during the first and third quarters. Conferences at other times may be scheduled at the request of parents and/or teachers.

School Family Association (SFA)

The purpose of St. James School Family Association is to promote understanding, cooperation and mutual support between parents and faculty, and to assist the school in various ways. Parents and guardians are automatically members. There are no dues, but members are encouraged to attend the five meetings and participate in activities sponsored by the association throughout the school year.

Nebraska Federation of Catholic School Parents (NFCSP)

This organization is a result of the joint efforts of the Nebraska Catholic Conference and the school superintendents of the three Nebraska dioceses. The NFCSP is aimed at informing the Catholic-School community statewide about public policy decisions that affect Catholic-School students and their parents, and communicating with legislators and other public officials regarding education rights and public policy. All parents of St. James School have membership in the NFCSP (paid for by School Family Association) and receive the *Parent Advocate* newsletter. Parents are encouraged to play an active role in the organization by keeping informed of public policies through the newsletter and responding to the appeals published in the newsletter. If you wish to not be a member please let the school office know.

Volunteers

Volunteers are valued members of the school community. Opportunities to serve are advertised in volunteer forms distributed at the beginning of the school year and in the newsletter as needs arise throughout the year. Please be generous: by giving selflessly of your time, talent and treasure, you become actively involved in making your child's education successful. Volunteers who volunteer regularly need to fill out a volunteer form, have a background check and complete the "Safe and Sacred" certification program online. To volunteer you must have a valid social security number and valid citizenship or valid entry into the country.

Room Parents

Parents are asked to sign up to be a Head Room Parent to be the liaison between the teacher and parents. Their duties entail contacting parents to help field trips, classroom parties and any other needs.

LUNCHROOM / PLAYGROUND

Although students should be able to be more relaxed at lunch and have fun at recess, there must be some boundaries for their safety and the safety of others. They need also to remember to remain respectful toward adults and other students. These are excellent times for students to practice Christ-like attitudes by means of their friendliness and good sportsmanship.

Recess

Recess is generally outside unless it is raining, all the playground areas are covered with snow or icy or if the temperature is zero degrees or below or the wind chill is zero degrees or below. Then recess will be in the gym.

If a child does not have a coat, he/she can go out to recess if the weather is reasonably warm.

COMMUNICATION

Communication Envelope

Communication envelope contains the school newsletter and other important information, which is sent home to each family every other Wednesday with the youngest or only child. (Please contact the office for exceptions). Parents are expected to read the contents of the envelope, then sign and return the envelope to school the next school day.

School Calendar

A tentative school calendar is sent home in May and a finalized one is sent home in the Fall.

Parental Concerns

When parents have concerns about their child, they should follow this priority: contact the teacher, the principal, the pastor.

Change of Address

Parents are asked to notify the school in regard to change of address, telephone number or marital status.

Transfers

Parents are asked to notify the school office at least two days in advance of a student's withdrawal from St. James School. A copy of the student's records will be sent to the receiving school upon receipt of a release of records request from that school and when all tuition and fines have been paid.

STUDENT RECORDS

The **cumulative records** are open to the students and parents at their request according to the Family Rights and Privacy Act of 1974. Transfer and inspection of these records will not be permitted without the written consent of the student, if of age, or of his/her parents.

The school maintains on file in the office the individual cumulative record for each child presently enrolled, and for those who have previously attended St. James School. Cumulative records contain data on health, attendance, standardized test results, and final grades.

DISCIPLINE

The essence of Christian discipline is love and self-control. The moral development of each child is an integral part of our school. Our philosophy aims at motivating children to develop positive attitudes toward discipline and responsibility. Students need to realize that the observance of rules is directed toward safeguarding their liberties rather than curtailing them. Christian behavior is expected in and out of school. We expect all our students to comply with school directives and policies. A cooperative effort between home and school is necessary for the best possible character development of the student in his/her social and moral behavior. Most students will feel comfortable at St. James School if they know the limits and school rules. Students will feel secure if they know that they will be treated fairly and with respect. Students should, therefore, be informed of the following school rules and disciplinary procedures.

General School Rules

Following the greatest commandment, we will love God with all our heart, soul, mind and strength. Students are expected to:

- Participate actively and reverently at Mass.
- Use God's name reverently and with love.

In response to Christ's exhortation, we will love one another as He has loved us. Students are expected to:

- Be respectful in word and deed to all adults.
- Be kind and respectful to each other.
- Be modest and pure in dress and conduct.
- Be honest in dealings with other.
- Be respectful and careful in the use of the gift of speech,

In order to promote self-discipline, unify our efforts and create an atmosphere most conducive to learning, students are expected to:

- Be in complete uniform each day.
- Complete class work and homework in the assigned time frame.
- Observe a silence of courtesy in the halls, stairways and restrooms.
- Move through school in a safe manner.
- Be respectful of all property.
- Refrain from chewing gum or eating food/candy in the school building or on school grounds.
- Refrain from bringing items that are dangerous, disruptive, valuable or otherwise inappropriate to school. (These include, but are not limited to, toy weapons, expensive items, large sums of money, ipods, electronic games, etc. The school will not be responsible for lost items).

Alcohol / Drugs / Tobacco

The possession, distribution, or use of any illegal controlled substances, such as illegal drugs, alcoholic beverages, and tobacco is prohibited in the following locations: School grounds, buildings, bus and off-campus school-sponsored events. Students may be on probation, suspended or expelled depending on the situation. Police will be notified. Visitors and staff will be reported to proper authorities.

Bully Policy

Bullying and intimidation have a negative effect on the social, emotional, spiritual and academic development of our students. Every student has the right to an education and to be safe in and around school. Bullying is a deliberate, hurtful act of aggression repeated over time by an individual or group where an imbalance of power exists between the individual/group and the victim. This includes, but is not limited to:

- **Physical bullying:** hitting, kicking, pushing, biting, choking, spitting, taking belongings, destruction of property.
- **Verbal bullying:** insults, name calling, threatening statements, taunting, offensive remarks, sexual harassment, picking on or making fun of others.
- **Indirect bullying:** excluding others, spreading gossip and rumors, sending malicious notes, making faces or obscene gestures.

It is the policy of St. James School that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is unacceptable. Students who are determined to have engaged in such behavior are subject to disciplinary action. Consequences for students who bully others will depend on the results of the investigation and may include loss of recess, behavior report, detention, a parent conference, behavior contract, recommendation of counseling, in-school or out-of-school suspension and/or expulsion; or any other appropriate consequence. The staff member reporting the incident or the school administration will notify the parents of students who commit any serious verified acts of bullying and the parents of students against whom such acts were directed.

Search

Teachers and administrators have the right to search desks and personal belongings at any time for a sufficient reason. Any items found which are inconsistent with our Catholic goals may be removed.

Vandalism and Damage

Students may be assessed the cost of repair or replacement of school property as well as subject to other disciplinary options if they have been guilty of destroying, marring or losing it, whether through their carelessness or deliberate actions.

Weapon

No student may have in his/her possession during school time any kind of weapon, such as, guns, knives, explosives, or other potentially dangerous items. Students who are determined to have knowingly and intentionally possessed, used or transmitted a firearm on school ground or in a school vehicle will be expelled for no less than one year. Parents have an obligation to keep their children from accessing dangerous weapons and failure to do so may result in criminal or civil prosecutions, depending on circumstances. (cf. Gun-Free Schools Act 1994)

Threat

Violent threats (expression of intent to cause pain or harm) given by a student to other students or to adults in the school are unacceptable. Parents, please talk to your child(ren) very seriously about using such vocabulary as, "I'm going to shoot you" or "I'm going to kill you", even in jest. Any time a student is reported as threatening someone, the student is given an office referral and sent immediately to the office, where he/she must remain until the principal investigates the circumstances of the alleged threat. The parents of the student will be contacted (through receipt of the office referral form, a phone call or request for an immediate conference) after the investigation has taken place. If it is determined that there is a concern of harm the following guidelines will be followed:

1st time: Parents will need to pick up their child. The child will be suspended and may not return to school until a healthcare professional evaluation is given and they write a letter indicating that the student is not a threat to him/herself or others. The student will serve a one-day in-school suspension when he/she returns.

2nd time: Parents will be notified and the student will receive a three-day in-school suspension. A plan will be set up with the parents which may require counseling services.

3rd time: The student may receive an automatic expulsion from school.

The administration may adjust the actions taken when considering the age of the student or differential circumstances. These disciplinary actions may span over the course of the student's years here at St. James.

Classroom Rules

Classroom rules/expectations for conduct are developed and implemented at the discretion of individual teachers. These will be reviewed with the students and posted in each classroom at the beginning of the school year. Specifications include, but are not limited to, provisions for positive reinforcement of appropriate behavior, opportunities for individual success in meeting expectations, and logical consequences for what are judged to be relatively minor infractions (e.g. loss of recess to complete late homework, loss of points for incomplete work, removal from a school activity for disruptive behavior, change of a seating assignment for excessive talking, confiscation of prohibited items).

Social Skills

The Boys/Girls Town model of social skills will be taught and reinforced throughout the school.

Raise Responsibility System – Instructional Model

Four levels of social development are taught. Only levels C and D are acceptable behaviors.

(D) Democracy/Divine Dominion – Internal motivation – Highest Level

Displays responsibility and develops self-discipline

Demonstrates initiative

Does the right thing because it is the right thing and it pleases God

(C) Cooperation/Conformity – External motivation

Considerate

Complies with what is expected

Conforms to peer pressure

(B) Bossing/Bullying/Being better than others

Bothers others – Bullies others

Breaks rules and standards

Must be bossed to behave

(A) Anarchy/All About Me

Absence of order – Aimless and chaotic

Does not care about others

Office Referrals

Some students by their behavior choices may earn an office referral which allows them more opportunities to practice the appropriate skills. Parents will be notified of office referrals, the skills their child practiced and any consequences that follow. Parents are encouraged to discuss the office referral with their child and practice those same skills at home.

Behavior Reports / Reflection Sheets

Behavior Reports are used to inform parents of major violations and problems in and out of the classroom. Reflection sheets are used to allow the students an opportunity to reflect on their current behaviors and make a plan to change/improve them and to regain control of their actions within the classroom setting. Teachers may send reflection sheets home with children periodically to inform the parents of ongoing classroom behaviors.

Detentions

The purpose of the detention is to inform parents of more serious problem behaviors, ask parents to help the student to correct the behavior, to hold students accountable for their actions and communicate the seriousness of their actions. Detentions are usually ½ hour and will not exceed 45 minutes. It is at the discretion of the teacher as to where and how the time will be utilized. Detention notices are to be reviewed and signed by the parent, and returned to the teacher the next school day.

Failure of returning the form will result in another detention. Detentions are cumulative through the school year. Detentions may be issued without prior warning for infractions such as: deliberate disobedience, intentional actions that result in injury, fighting, physical aggression, violent actions, possession of dangerous items, knives, drug paraphernalia, etc., lying, stealing, cheating, forging a parents signature, disrespect for human sexuality, vandalism and not returning: Behavior Report, Detention Form and or homework.

Disciplinary Action

Parents may call to talk to the teacher(s) at any point during this process. In order to facilitate communication and to work together closely for your child, we will schedule conferences (or make phone calls) as follows:

Detention 3 = Conference with Student/Parent/Teacher

Detention 6 = Conference with Student/Parent/Teacher/Principal

Detention 9 = Conference with Student/Parent/Teacher/Principal/Pastor with possibility of suspension or expulsion.

Other Disciplinary Measures

The administration reserves the right to employ other means of discipline or helps. These include, but are not limited to: contracts, loss of privileges such as field trips, service hours, recommendation of evaluation and/or counseling, in-school or out-of-school suspension, expulsion (used for very serious infractions, crimes, or as a last resort when the student has failed to demonstrate adequate effort to achieve and maintain behavioral goals).

Suspension / Probation / Expulsion

Attitudes and actions that violate the Christian character of our school may lead to suspension, probation or expulsion. Some reasons for suspension, probation or expulsion may be:

- Behavior which presents a moral or physical danger to others.
- Unacceptable behavior that repeatedly occurs.
- Frequent absences or truancy.
- Using, distributing, or possessing drugs, alcohol, or weapons on school property or at school functions.

Suspension: A student will serve an in-school or out-of-school suspension after 6 detentions and after each successive detention. The decision to automatically suspend a student rests with the principal after consultation with the pastor. A student may be suspended for the day, in or out of school. The parents are notified of the suspension. In an in-school suspension the student will be isolated from the events of a normal school day. The student will be expected to complete assignments missed in the classroom for the day and be expected to complete extra assignments.

Probation may be given for continued classroom misbehavior, disobedience, or lack of application to school work. During probation, a contract will be drawn up by the school, student and parents to resolve the student's educational/behavioral problems.

Expulsion is used only when all other means of discipline prove ineffective and the student's conduct is a definite hindrance to the welfare and progress of the school community.

COMPUTER/INTERNET USE POLICY

Purpose

St. James School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. To achieve this goal, the school provides selected education technology for students to explore, investigate, question, analyze, evaluate, design and create in a Christian environment. Technology is an increasingly integral part of effective educational programs; it is used to challenge students to reach even higher levels of achievement in religion, science, mathematics, social studies, language arts, music, business, art, speech, physical education and computer proficiency. To this end, St. James School uses technology in a carefully planned environment to enhance the holistic education of its students.

Acceptable Use

Computers and the Internet are available in the classrooms, and in the computer lab at St. James School to be used for school assignments or learning different academic skills. We place responsibility upon each student to use this service in a manner consistent with the school rules and philosophy and for the purpose intended.

School Image

The school name, motto and logo are not to be used on any website (including social networking) without permission by school administration. Negative or unjust portrayals of school or persons associated with the school, on any website, including social networking sites, may be subject to disciplinary measures. This applies to actions initiated either in or out of school.

E-mail Policy:

Saint James School does not presently provide e-mail services for its students, and students should not use school computers for access to personal e-mail accounts except for specific teacher-supervised assignments.

Personal Devices: Personal devices cannot be connected to any school network.

License Agreement:

Software from home will not be accepted or put on our computers because of copyright or licensing purchase agreements.

Supervision:

St. James School complies with the Children's Internet Protection Act. The school will provide monitoring to the extent possible, including adult supervision, filtering, and software protection for undesirable Internet sites and password protection of operating systems and key files. Although students are supervised and guided in their use of the Internet, it is the student's responsibility to use all technology correctly. The use of technology is a privilege that can be taken away. It is illegal for anyone under 13 to be on any social networking site without parental permission. It also is unsafe for minors to give out personal information on any social networking site. It is against Diocesan policy for teachers to associate formally (e.g. "friend," "follow") anyone under 19 years of age who is not a relative.

Unacceptable Use:

Unacceptable uses include, but are not limited to the following:

- Activities that are illegal, dangerous, destructive, accessing or providing materials to sites which include information on drug use, pornography, bigotry, hate violence or criminal behavior.
- Using the school name, motto or logo without the permission of the school administrator.
- Violation of privacy or the integrity of others' files, revealing personal addresses, phone numbers, or bank or credit card information.
- Use of a photograph, image or likeness of any student, employee or parishioner without the permission of that individual and of school administrator.
- Use of another person's account.
- Use of social networking sites, chat groups, interactive games, instant messaging, non-school-related bulletin boards, or personal e-mail that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities.
- Copyright violation or plagiarism.
- Hacking or attempting to violate or change secure files.
- Introducing viruses or other harm to the system.
- Downloading programs or installing software (without permission of the network administrator).
- Altering computer settings especially control panel settings.
- Damaging computers, computer systems, or computer networks.
- The use of the Internet for financial gain or any commercial purpose: buying, selling, any financial transaction.

Supplies:

Students are not to waste or take supplies, such as paper, toner, cartridges, headphones and other items provided by the school. Students should print only one copy of their work on the printer. If additional copies are needed, they should be photocopied and charged 10 cents. Color copies will be 25 cents per copy.

Consequences:

Anything transmitted on the network is the property of the Catholic diocese of Lincoln and may be monitored by the administration and faculty. The school administration and faculty will decide whether an act constitutes inappropriate use of technology. Violation of the St. James School Computer and Internet Use Policy will result in immediate suspension of computer or Internet privileges or both. Students will be responsible for payment of intentional damages or damages due to negligence to computer hardware or software. Other sanctions could include: detention, parental conference, contacting law enforcement authorities or other disciplinary action deemed necessary by the school administration.

ST. JAMES SCHOOL UNIFORM POLICY

School uniforms are important for a number of reasons. They help to create a Catholic identity. Uniforms, which distinguish school clothes from play clothes, have been connected to better academic and behavioral performance. They help to eliminate the pressure of wearing the right brands or fashions, and can lead young people to realize that their value and worth comes from being children of God, rather than from what they wear or look like.

Saint James School students in kindergarten through sixth grade are expected to be in uniform each day and adhere to the dress code as outlined below. If you are unsure if a clothing or accessory item is appropriate, please check with the principal before your child wears it to school. The administration reserves the right to make discretionary judgments regarding appropriateness of student dress and fashion not explicitly covered by this dress code. Parents will receive a notice of a dress code violation.

School uniforms may be purchased through the Dennis Uniform Company in Omaha. If you wish to order a uniform during the year, call the office for an order form or order online at www.dennisuniform.com and enter our school code **P18**.

Shirts & pants may be purchased from any store as long as it meets the requirements of the dress code. If you have used uniforms in fair or good condition that you would like to donate, please bring them to the school office. If you are looking for a used uniform, please ask the office to show you what we have. All items are \$1.00 except jumpers are \$5.00 (only one jumper per student). You may exchange items for different sizes.

Pants (boys and girls)

- Khaki or navy blue dress, twill, or corduroy (no jeans, stretch, sweat, wind, toggle, stirrup pants, etc.)
- no outside pockets or loops on legs
- straight legs (no bell bottoms or flares)
- proper fitting (not too baggy, wide or tight)
- Boys are encouraged to wear a belt.

Shorts (boys only)

- Must be knee length, navy or khaki, uniform-style (no outside pockets), and fit properly
- May be worn only from the first day of school through Oct. 31 and from April 1 through May.

Jumper (girls only)

- plaid Dennis Uniform Jumper (knee length)
- shorts must be worn underneath jumper (not longer than the jumper)

Shirts (boys and girls)

- short or long sleeve polo or oxford (white, light blue, pale yellow, navy blue, or burgundy)
- white turtleneck, long sleeve
- plain solid white T-shirt may be worn under uniform shirt

Blouses (girls only)

- plain white with collar, no lace or ruffles

Sweaters/Sweatshirt: (boys and girls)

- cardigan (plain white, navy blue or burgundy)
- sweater crewneck pullover (plain white, navy blue or burgundy)
- sweatshirt (plain white, navy blue or burgundy)
- St. James School or Catholic Schools Week sweatshirts

Socks (boys and girls)

- solid navy blue, burgundy, white, or black (no patterns)
- socks must always be worn

Stockings (girls only)

- solid navy blue, burgundy, white, black (no patterns)

Shoes (boys and girls)

- dress shoes, or athletic shoes (no clogs, jellies, wedges, high heeled shoes, etc.)
- Students may not wear snow boots in the classroom.

Points to Remember

Jewelry

- Boys may wear religious medals, crosses/crucifixes, scapulars and watches.
- Girls may wear religious medals, crosses/crucifixes, scapulars, watches, and one pair of small earrings. (no larger than the earlobe, one on each earlobe, no hoops or dangles.)

Make-up

- Girls may wear clear or clear pink nail polish only. No fake fingernails. Other types of makeup are not permitted for either boys or girls.

Hair

- Hair should be clean, well-groomed and its natural, God-given color (use of hair color, highlights or bleaching of hair is not permitted). No hair extensions, feathers, or other like products.
- Extremes in hair styles are unacceptable. Boys' hair may not go below the collar, ear lobes or eyebrows.

Clothing

- Uniforms should be clean, pressed, and in good condition. (no holes, tears, stains, rips).
- All clothing should be marked with the child's name.
- Shirts and blouses are expected to be tucked in at all times with the exception of PE and recess.
- Hats are not to be worn during school hours.
- No tattoos or drawing on skin.

OUT OF UNIFORM DAYS

Out of uniform days will be announced by the school administration and follow these guidelines. Clothes must be neat, (no tears or wrinkles) clean (no stains) and modest (not tight fitting; dresses and skirts must be below the knee, modest necklines, no midriff showing and sleeves in shirts). No clothing will be offensive, immoral or otherwise inappropriate in a Catholic School environment. Jewelry and makeup regulations remain the same.

Please note: if your child is not dressed appropriately, you may be called to bring proper attire from home.

GENERAL POLICIES

Visitors

All visitors, parents and non-staff must sign in at the school office upon entering the building and pick up a visitor badge and sign out when they leave. It is important for the safety of the students that the administration be aware of everyone in the school at all times.

Opportunities for parents to visit the classroom are scheduled during the year. The teacher or principal will communicate these opportunities to parents. Parents are welcome to visit their child's classroom at other times. We do ask that you contact your child's teacher at least one day in advance to make arrangements.

Children who are not students of Saint James School may visit with the principal's permission.

Telephone/Cell phones

- Students are not to receive or make calls during school hours unless they have permission from the teacher or administration. Messages may be left at the school office.
- Our goal is to keep your children safe. So many cell phones available to children today have unlimited and often unfiltered internet access. This access poses an alarming risk to your children. Therefore, **students who bring cell phones to school are required to bring them to the office during school hours** (before Mass through dismissal). Cell phones which are found on their person, or in their possession (backpacks, coat pockets, etc.) will be confiscated and will remain in the school office until the parent of the child meets with the administration regarding cell phone use in school and internet/cell phone safety for students at St. James School.

Book Orders

Although St. James School offers the opportunity for parents to order children's literature through various book companies, the school does not specifically recommend or endorse all of these books (e.g. Goosebumps, Pokemon, Harry Potter, Yu-Gi-Oh, Animorphs series etc.). While many are good and wholesome, unfortunately, some contain material that is of little literary value or even contrary to our Catholic morals.

With the hope of assisting parents in their responsibility of discerning appropriate material for their children, some of our teachers may cross out book advertisements which they feel are not appropriate. The final choice and responsibility, however, lies with the parents. Discussing with your children the reason why you would or would not order certain books may provide a good avenue to develop critical thinking and choice making skills which align with the values of our Catholic faith.

Invitations

If party invitations are given out at school, they are to be distributed either to the whole class, all the girls, or all the boys. This avoids exclusion and hurt feelings.

Pets

Due to allergies and transportation inconveniences, pets are not allowed in the building except with special permission. Classroom animals are allowed only with the approval of the classroom teacher and the principal.

Lost and Found

The best assurance against loss and confusion is to mark clothing and lunch containers with the student's name. Lost articles are placed in the office for a limited time. Items not claimed are discarded.

Money Sent to School

Students are discouraged from bringing valuable items or large sums of money to school. If items are brought to school and lost, the school is not responsible. **All money sent to school should be placed in a sealed envelope, with the name and grade of the student, the amount of money, and the purpose clearly marked on the front of the envelope.**

Birthdays

Students may celebrate their birthday/baptismal date by bringing a small prize such as a holy card, a sticker, a pencil, an eraser or something religious or educational for each student. **Snacks and food items are discouraged. The ONLY food items we will distribute for birthday treats are cupcakes, cookies or separately packaged treats that can be taken home.** Thank you for understanding that it is possible to celebrate in a simple way. A book may also be donated to the library or classroom in honor of the child's birthday. The school will label the book with the student's name and birth date inscribed on the first page. The school has a list of suggestions available upon request. Teachers will distribute the small gifts at a time that is least disruptive to the class. Relatives/friends are not to send flowers or gifts to the school office for a student birthday. Family gifts should be given at home.

Parties

Three classroom parties are scheduled each year: All Saints Day, Epiphany and Easter. Other parties must have the permission of the principal before plans are made.

Forgotten Items

Any lunches, books, etc., forgotten by the student may be dropped off at the school office. The student's name and grade should be written on the item. Students **will not** call home for forgotten items unless requested to do so by the teacher, or if there is a health issue involved (eg. Diabetes).

FUNDRAISING

Labels

These programs provide free educational materials or money to our school. Please send in the labels or receipts from the following products. Campbell's (Swanson, V-8, Prego, and Franco-American products) Box-Tops, Tyson Foods, Inkjet printer cartridges and used cell phones.

\$CRIP

\$CRIP is a nationally-known fundraiser that provides tremendous support for our school. The best part about \$CRIP is that it is **free money** to the school and there is no extra cost for the user. Simply buy \$CRIP certificates from the school or after Mass on the weekends for groceries, clothing, gas, etc., and a percentage of the money is returned to the school. We also ask that parents volunteer to help sell \$CRIP after weekend Masses. At this time \$CRIP is being sold at the 1st & 3rd weekend Masses every month. Thank you for using and supporting this valuable program whenever possible.

Calendar Lottery fundraiser is held each spring to raise funds for SFA budget and particular projects.

Book Fair

The Book Fair is held to benefit the library and classrooms to purchase new books.

SchoolStore.com – If you purchase items on line through SchoolStore.com and designate St. James School, the school receives a percentage of the money similar to the \$CRIP program. Anyone can also order or renew magazines through this site and select a student from St. James to benefit from the sale by winning prizes.

Good Search and Good Shop - Each time you search the web with GoodSearch's Yahoo-powered search engine, about a penny will go to our school. Also, every time you shop online at 2,000 participating stores including Amazon, eBay, Target, Apple, Staples, Expedia, etc., a percentage of your purchase will be donated for free! The site also has thousands of money-saving coupons!

SAINT JAMES SCHOOL
PARENT AND STUDENT HANDBOOK (updated June 2015)
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J.M.J.J.

St. James Parent/Student Handbook

We understand that the Principal retains the right to amend the handbook for just cause and that parents will be given notification if changes are made.

We have received a copy of the St. James Parent and Student Handbook and will abide by the policies stated in the handbook, including the computer/internet policy below.

Parent/Guardian Signature

Parent/Guardian Signature

Signature of student(s)

Date

This form is to be signed and returned to school within the first week of school.