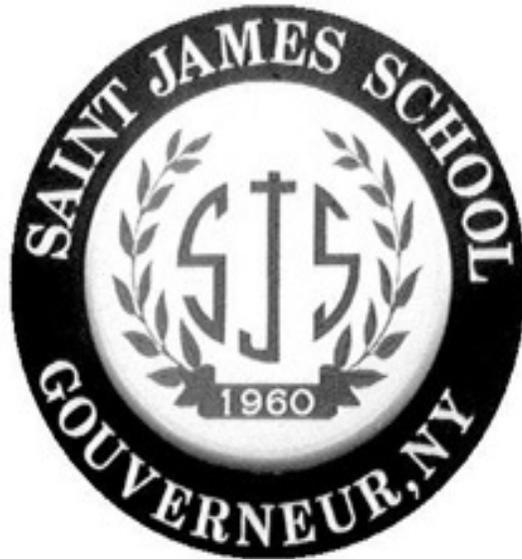


ST. JAMES SCHOOL
PARENT-STUDENT
HANDBOOK

2020-2021



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GOUVERNEUR, NY 13642
PH: 315-287-0130 FAX: 315-287-0111
principal@stjamesk-6.org

Dear Parents and Caregivers,

Welcome to a new school year! It is my hope that the information contained in this handbook will increase your awareness of the purpose of St. James School as well as inform you of general information. All of us involved in our Catholic faith community realize the necessity of enthusiastic and active cooperation for the support of our Catholic school. It is a privilege to be a part of this St. James Community.

Each of us has something to offer the other; each of us is dependent on the other for support, insight and encouragement. Together we can create an educational faith community where great things happen. Together, let us work and pray that each of us might pass on to those in our care the rich heritage of academic integrity, a spirit of learning, moral character, and the faith that we value. I thank you for supporting our school, faculty, staff, mission, and most importantly, our children.

With love and prayers,

Mrs. Bridgette LaPierre
Principal

St. James School Mission

The mission of St. James Parish School is to provide a quality Catholic education for students to grow spiritually, academically, socially, and physically, in partnership with families and in harmony with the specific gifts given by God to each student.

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Faculty & Staff

Rev. Shane Lynch	Pastor
Mr. Henry Leader	Deacon
Mrs. Bridgette LaPierre	Principal/Dir. of Advancement
Mrs. Kristin Simmons	Preschool/Prekindergarten Asst.
Mrs. Joni Macaulay	Prekindergarten
Mrs. Ashley Barr	Kindergarten
Ms. Lisa Bercier	Gr. 1
Mrs. Mallory Gates	Gr. 2
Mrs. Kelly Sternisha	Gr. 3/VP
Mrs. Nicole Moore	Gr. 4
Mrs. Dana Hanni	Gr. 5/Gr. 6
Mrs. Lisa McCloud	Gr. 5/Gr. 6 Teaching Assistant
Mrs. Dayna Leader	Religion
Mrs. Beth Johnson	Music
Mrs. Connie Hartle	Physical Education
Mrs. Renee Dale	Art
Ms. Charlene Mullin	Library/Media Center
Mrs. Karley Wake	Family Support Coordinator
TBA	Title I AIS
Mrs. Kim Denesha	School Secretary
Ms. Clara McIntosh	Volunteer Grandparent
Mrs. Debbie Barr	Volunteer Grandparent
Mrs. Wendy Havens	Volunteer Grandparent
Mrs. Jeanne Sweeney	Parish Secretary
Mrs. Sandy Maloy	Food Services
Mr. John Cronk	Maintenance Supervisor
Mr. Randy Abar	Maintenance
Mr. Tim Allen	Custodian

Tuition

- Tuition is charged to all families who attend St. James School. Tuition will be determined by the St. James Education Council on a yearly basis.
- The cost of tuition will be included in the tuition contracts in May. Tuition contracts will be signed by the last day of school to ensure enrollment for the next school year.
- No child need be refused a Catholic education due to financial reasons. Arrangements can be made in consultation with the pastor, principal, or advancement director.
- Families may apply for limited financial assistance available through the diocese.
- Tuition may be paid in full by September 1 or families may register for monthly payments with our FACTS program.

Fair Share Program

- If you are having difficulty meeting your ability to pay your share of student costs, we invite you to avail yourself of this program.
- Essentially, in return for service rendered, we will assign an hourly rate to the reduction of your parent costs for education of your children.
- Some of the opportunities that are available include assistance at the Parish Outreach Center, assistance with the fundraiser Bingo, pull tabs, concession, and gala.
- There are all kinds of opportunities where we can use your help.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from school.
- Registered students who withdraw before the first day of school, are responsible for $\frac{1}{3}$ of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for $\frac{1}{2}$ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

Visitors and Locked Doors

- In order to keep your children as safe as possible, all exterior school doors will remain locked during the school day. St. James School continues to encourage families to visit

the school. All visitors are asked to knock or ring the bell at the front entrance and state the purpose of your visit. Then wait for a knowledgeable adult from within the school to open the door. Please wait for a knowledgeable adult who is allowed to let visitors into the building. Children are not allowed to open the doors to visitors, even those they know, so please don't encourage children to open the door for you. All visitors during the school day are required to report to the office and sign in before going to any other part of the building. Visitor passes will alert the staff that a visitor has signed in. **All visitors will complete a health screening before being allowed to visit the school.**

Volunteering at St. James School

- Volunteering of time and talents to the school community on the part of parents and interested people is welcome and encouraged. Please contact the principal or any member of the staff if you wish to be involved. Volunteers are asked to complete a **VIRTUS** training in Protecting God's Children **and have a current background check.**

Testing

- Academic evaluation of students includes all testing required by New York State, Cognitive Skills, and other assessments performed throughout the school day.

Textbooks

- Textbooks are provided by the district and the parish for the use of the student. These books are used for several years. Students must be careful not to tear or deface the books in any way. Students are responsible for the books assigned to them and will be asked to pay for the repair or replacement of a damaged book.

Expectations of Our School and Community

- Every person is valued. Therefore, each person is expected to treat others with respect, courtesy and kindness.
- Students are to obey directives of teachers, volunteers and other supervising personnel.
- Respect all property. Stealing, destroying or defacing property is not permitted.
- Everyone is expected to help keep our school building and grounds neat and clean.
- Responsible behavior is expected. Students are to report to school on time and with the necessary materials.

- Parents/caregivers are expected to complete necessary paperwork on time and support the efforts of the school.
- Faculty and staff must act responsibly in completing their required duties. All procedures and policies should be followed by all.

Scholastic Atmosphere

- Since each teacher is an individual with his or her own unique personality coupled with talents and special abilities, no two classrooms will be (or should be expected to be) alike. However, regardless of the individual approaches, the general classroom atmosphere is designed to supplement (not substitute) home training in individual and group living. Leadership and group techniques are aimed toward developing responsibility for ideas, attitudes, and habits which will form the basis for the student's future life relationships to God, to the Church, and to his/her country and his/her fellow man.
- It is of extreme importance that everyone involved in the Christian Faith Community realize the necessity of total and active cooperation. School spirit means UNITY and whole hearted support by parents, faculty and students and all others involved in the education process.

Academic Performance

- Current Academic Performance & Grades
St. James School utilizes a web-based student database called My Student's Progress (MSP) for students in grades K-6th grades. This database can be accessed by all parents that have provided us with a current email address. To access the database, please go to <http://mystudentsprogress.com> and login using the login information provided through your email. If you do not know your login information, please contact the school secretary or principal to have that information sent to you. You will have access to your child's most recent grades, lunch balance, and attendance. Please remember that teachers' primary responsibility during the school day is to be with the children. They are not expected to input grades immediately after collecting an assignment or test. Teachers must input grades within a week of receiving an assignment or test.
- Progress Reports
St. James School sends home an academic progress report for all students in K-6th grades at the 5, 15, 25, and 35 weeks. Parents are expected to review these reports, sign them, and return them to St. James School. Special area teachers are not required to report a grade for the 5 week progress report as they only meet with some classes once a week.

- Report Cards

St. James School sends home report cards for all students in Prekindergarten – 6th grades at the 10, 20, and 30 weeks, and at the end of the school year. Students are assessed in a variety of categories. Parents are expected to review these reports, sign them, and return them to St. James School. If you have concerns or questions, please contact the teacher to set up a time to meet in the classroom.

- Homework

Homework assigned throughout the year is meant to be an effective and meaningful way to practice what your child is learning at school. Homework is expected to be completed neatly, in full and returned on time.

Generally, students are expected to spend the following time on homework:

Grades K-2

Occasional homework/study sheets

Grades 3-4

If assigned, it should take no more than
½ hour

Grades 5-6

If assigned, homework should be no more than
one hour

Students in grades K-2 are expected to regularly review letters and letter sounds, numbers, sight words and be read to or practice reading.

Students in grades 3-6 are expected to have a regular study time set aside each school night to review vocabulary, spelling, math facts, or read when no other homework has been assigned.

No new homework shall be assigned on Fridays or nights of school wide events such as concerts or covered dish suppers. *Projects, studying for tests, extra credit, past due work, or other assignments that can be done over a period of several days may be assigned during these times.*

If you have concerns or questions about your child's homework, please contact the teacher directly.

Admission Policy

- This school does not discriminate on the basis of race, sex, color, or national origin.
- All K-6 students are admitted to the school, until a class limit of 18 students is reached. **During the COVID Pandemic, class size is limited to K=13 students and 1-6 = 15students.**

- Pre-K students are admitted to the program until a class size of **14** students is reached.
- Preschool students are admitted to the program until a class size of 12 students is reached.
- When a class limit is reached, applications for admissions will be accepted based on: families with siblings enrolled in the school, parish families, children of alumni, families intending to remain at St. James and then all others.

Sportsmanship

- One of the most vital aspects of any school program is the fostering of good sportsmanship. Booing, name calling and similar discourteous and unchristian behavior would be sufficient reason to ask individuals to leave or even to forfeit the game. Parents are reminded that if their children are required to act in this manner, they likewise are expected to conduct themselves in an appropriate manner.

Suspension

- Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive an out of school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests for these suspensions. Teachers are not required to spend additional time tutoring suspended students. The principal reserves the right to suspend a student.

Expulsion

- Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. James School. Students who have been expelled will not be allowed on the St. James campus.

Physical Education

- Education law mandates that “all students shall attend and participate in the Physical Education Program”. Individual medical certificates of limitations from a doctor must indicate the areas of the program in which the pupil may participate.
- All students in **kindergarten – 6th grade** will have scheduled PE class on Tuesdays and Thursdays.
- All students in **kindergarten – 6th grade** must wear athletic sneakers for PE as a matter of safety.
- All students in 4th-6th grades are required to bring proper clothing to change into for PE

class.

Preschool & Prekindergarten

- St. James School provides a Prekindergarten program available to four-year olds and a Preschool program for three-year olds. The programs are conducted by a certified teacher and provide excellent early literacy skills as well as religion, music, art and socialization skills.
- Prekindergarten offers a five day a week afternoon session. The child must be four years old on or before December 1. Parents have the option of bussing children 4 years or older, provided by Gouverneur Central School District. The option of bussing varies from year to year and is at the discretion of Gouverneur Central Schools.
- The Preschool program offers a morning session with the option of two or three days a week. The child must be three years of age by December 1 and the child must be potty trained.
- Pupils entering preschool/prek must present birth certificates, health records and immunization records.

Registration

- A child must be five years of age on or before December 1 to be enrolled in the Kindergarten program. Pupils entering Kindergarten are asked to present baptismal and birth certificates as well as all health records which certify immunization dates.
- Parents enrolling their children from another district must sign a release of records form when they register.
- Children moving or leaving the school for any other reason must submit to the office, prior to leaving the school, the name and location of the receiving school. Parents must sign a permission form for the transfer of records.

Attendance

- Each student is expected to be in school **on time every day** unless there is a legitimate reason. A NOTE FROM HOME IS NECESSARY whenever a student is absent or late for school.
- Whenever a student comes in late to school or leaves early, he or she must be legally signed in/out of school by their adult. The sign in/out book is located in the secretary's office.
- Under no circumstances is a student to leave the school on their own during the school day without the permission of the principal.

- If a student is ill and out of school for an extended time, arrangements must be made to have work sent home. **Some virtual learning may be offered for students who are being asked to quarantine or isolate.**
- Excessive absences for health reasons will require a health statement from the student's physician.
- No one other than the legal guardian or those adults listed on the official pickup list may pick up a child without phoning or having written permission from the legal guardian.
- **Other health protocols for the COVID 19 pandemic will be distributed by the nursing department of Gouverneur Central School.**
- **According to our NYS mandated comprehensive attendance policy, excessive absences/tardiness (more than 10% of total school year days) may require the principal to contact families and involve social services.**

Attire & Uniform Policy

- Students in Grades K-6 are to dress in uniform on all school days unless otherwise stated. Please see the complete uniform policy at the end of this document. You will also receive this policy at the beginning of the year.
- We ask families to assist the staff in being sure your child adheres to the policy. The principal has the final decision if adherence to the policy is in question.
- Students not following the uniform policy will receive a uniform reminder slip to be signed and returned to school. More than three reminders will result in loss of privilege and family meeting with the principal.

Attitude

- It is the common effort of both home and school to encourage positive attitudes in students. These attitudes are manifested by a willingness to offer time, talent and/or assistance to fellow students, teachers and parents. A concern for the well being of each other will be evident. Christian kindness, respect, courtesy and tolerance for each person's abilities will be displayed.
- Positive character attributes will be reinforced through prayer and our character development program. Positive attitudes and appropriate behaviors will be acknowledged.

Grading System

- Although the academic performance system varies amongst grade levels, there are characteristics common to all levels:
 - Scholastic Achievement

- Scholastic Achievement is graded upon objective evaluation rubrics that are designed to evaluate student performance in and quantifiable achievement of curricular goals. Examples of this category include but are not limited to examinations, essays, projects, and presentations.
- Classroom Participation
 - Classroom participation is graded upon a rubric evaluation of the level and quality of student participation within the classroom setting.
- Christian Learner
 - The Christian Learner Component of the SJS Evaluation Model is determined through rubric evaluation of student mastery of defined Christian Learner values.
- Academic/Classroom Work Habits
 - The Academic/Classroom Work Habits Component of the SJS Evaluation Model evaluates through rubric assessment the effort, consistency, and student approach to the classroom environment.

Parent Conferences

- Conferences are scheduled in November and April (upon teacher/parent request in April). At these times the teachers and parents will consult on an objective basis concerning the progress of the students. Parents and teachers may also request a conference when it is deemed necessary throughout the year. Please, notify the school or teacher in advance to set up an appropriate time to conference about your child. Out of respect for your child and family, please do not discuss your child's progress at dismissal time in the lobby with other families.

The Role of the Family in Student Learning

- Parents are the primary educators of their children. What your child learns at home becomes an integral part of the child's character and is most important in the child's development. The relationship which you develop and the example which you give have a direct influence on your child's spiritual, academic, emotional and social growth. Your support and encouragement are the most important factors in your child's success at St. James School. It is expected that parents will work in cooperation with the school as they help their child grow in all areas and become a fully active member of God's family.

The Library/Media Center

- Library books must be checked out and returned to the library on time. Students are

responsible for any materials taken from the library in their name. The library and materials contained in it are to be kept in order at all times. Lost library books must be paid for prior to the end of the school year. You will receive a notice from our librarian if your child is missing a library book. **The library classes have been temporarily suspended during the COVID 19 pandemic. We will resume book lending at a later date.**

Liturgy

- Catholic students are encouraged to attend regular Sunday Liturgies. Students, teachers and parents are encouraged to participate in the celebration of all masses. As a school, we celebrate weekly mass and mass on Holy Days of Obligation during the school year; all are welcome to attend these masses. **The mass schedule during the COVID 19 pandemic has been altered to adhere to the guidelines for St. James Church and the Diocese of Ogdensburg as it relates to social distancing.**

Lost and Found

- Articles found lying around the building will be taken to the office. There is a lost and found basket kept in the lobby. Students who have lost articles should inquire there.

Lunch and Milk Program

- Breakfast and hot lunches are available to K-6 students. These are prepared by the cafeteria staff at St. James and served at school. Servings are in accordance with state specifications. These food services are free to all students in grades K-6.
- Students eat in their classrooms and are to remain in their classrooms until lunch is finished.
- Menus published each month are accessible on the St. James School Website.
- If a child is tardy to school or requests lunch after 10am for any reason, only the main food item will be offered. Due to allergy concerns, peanut butter sandwiches will not be made after 10am. Please call the school prior to 10am if your child is going to be tardy and would like peanut butter.

Personal Property

- Students are responsible for their personal property. Students should be cautioned to exercise prudence when bringing money or other personal property to school. Electronic

devices, such as Nintendo DS, cell-phones, Ipods, etc. will remain in the off position in the student's backpack during school hours. The principal reserves the right to hold these items in the office.

Bicycles/Scooters

- Each student is responsible for the security of his/her own bicycle. In the interest of safety, no bikes are to be ridden on the school grounds, either before, during or after school.

Building Hours

- **Arrival/Dismissal - K-6th grade** students should arrive **no earlier than 7:40am**.
- All students are to report to the lobby for health screening..
- Any student who arrives after 8:05am will be considered tardy and need an adult to sign them into the building.
- **Changes to student's normal dismissal arrangements should be done in writing and received before 1 pm the day of the change.**
- **Dismissal of bus students will be at 2:20pm.**
- **Dismissal of walkers/pick ups will be 2:25 for families with the last name beginning with A-L and 2:35 for families beginning with M-Z.**
- **Arrival/Dismissal - Morning Preschool** students should be walked by their adult to the lobby 8:15am. The teacher will meet the class in the lobby. At dismissal, their teacher will walk students to the lobby where the students will be released at the door to meet the adults. Each student will be required to stay with the teacher until the teacher verifies that their adult is outside and dismisses the individual child to their appropriate adult.
- **Arrival/Dismissal - Afternoon Prekindergarten** students should be walked by their adult directly to the lobby by 11:30 pm where they will meet their teacher. Students will be dismissed following the same procedure as K-6. Bus students are dismissed first and then prekindergarten students who are being picked up will be dismissed individually to their appropriate adult at their assigned time. Parents should wait outside for the student.

School Day Hours

- 3 Day Preschool (M,W,F) 8:15-10:45 a.m.
- 2 Day Preschool (T, TH) 8:15-10:45 a.m.
- Prekindergarten (M-F) 11:30-2:20 p.m.
- K-6 7:45-2:20 pm

Bus Regulations

- Bus transportation is provided for PreK-6 students on the same basis as it is provided to public school students. Students are expected to comply with the rules and regulations of the bus. **Continuous violation of these rules may result in losing riding privileges.**
- Students must be 4 years old in order to ride the bus.
- Bus emergency drills are conducted on a regular basis each year. During these drills, students are to be serious and attentive as they would be in regular fire drills in school.

Communications

- Parent bulletins/newsletters are issued on a monthly basis and sent home with students. Parents are urged to take time to read the newsletter and note important dates, etc.
- Students may request the use of the telephone only in an emergency situation or upon the request of a teacher. Students will not be called out of class to receive telephone calls except in cases of emergency.
- The MSP communication system will be implemented and used to announce reminders and emergency situations, such as early dismissal.
- The St. James School Website serves as a source of news and current events for St. James School.....www.stjamesk-6.org.

Emergency School Closing

- When schools are to be closed, area radio and local cable stations will announce this information. A school time delay or closing of Gouverneur Central School due to inclement weather affects St. James in the same manner. An automated phone message will be activated by the principal to inform parents of a delay, closing, or early dismissal.

Questions Concerning School Policy

- If you have a question about a policy or a circumstance, ask school personnel rather than a neighbor, your child's classmate or another parent. Should a child tell about a seemingly injustice done, contact his/her teacher before you make any statements to the child. Parent-teacher communication and support are important to understand in order to solve any question that may arise.

Home and School Activities

- Families are strongly encouraged to attend all school activities which enable us to

- develop a closer family type relationship among parents, students and teachers.
- Covered dish suppers are open to all school/parish families. Each grade level will present a short program following the supper. The purpose of these events is to bring families together, while at the same time highlighting curriculum areas with short presentations presented by the students. **We hope to resume covered dish suppers after the COVID 19 pandemic ends.**
 - Parents are invited and encouraged to volunteer as chaperones and drivers for field trips, assist with coaching and fundraising.
 - The St. James Educational Council is an advisory group to the principal. The purposes of the Council are to determine, govern and regulate the local policies by which the school is operated; to foster a fuller appreciation and awareness of the operation and function of the school; and to generate a more active interest among parishioners in the operation and function of the school.

Photos

- Do not post any photos of students, other than your own, on Facebook or other social media, without parent permission. We have several children who are not allowed to have their photo taken and published.

Insurance

- Students who participate in athletic activities must have insurance coverage with their own family.
- A student player must be meeting academic requirements and doing satisfactory work in class in order to participate.

Graduation

- Students who have satisfactorily completed sixth grade are graduated within the context of a liturgical ceremony.
- It is custom that the fifth grade sponsor a simple reception following graduation.
- First grade will sponsor the reception for kindergarten graduation.

Health Services

- If a student feels ill during the day, he/she should (with permission of the teacher) report to the office.
- No student who is ill should leave for home without the permission of the teacher and principal.
- A registered nurse from the local district is on call at all times of the school day.
- If a student is injured during the school day or at any school function, the accident should be reported immediately to the person in charge who will submit a written accident report.
- Vision and hearing checks are performed each year by the school nurse for specific grades. In the event of emergencies, the nurse/principal will notify the parents. If a doctor's service is required, parents will be contacted to see which physician they want their child to see if there is time.
- It is very important that emergency forms with parent and family contact information be on file each year for every student. These forms are sent out during the first week of school. The school must be notified when information is changed.
- It is illegal to take or administer medication during the school day unless it is authorized and registered with the proper persons. Medication in a prescription bottle should be brought to the High School health office accompanied by the order from the doctor.
- Students who participate in any interscholastic sports must receive a physical examination from the school doctor unless they have had a previous one from their own family physician.

Curriculum

- The curriculum and learning standards at St. James School are those required by the State of New York and the Diocese of Ogdensburg.
- All students are required to participate in the state assessments that are required for their particular grade level.
- Daily classes in religion, reading, math, language arts, social studies, science/health and weekly instruction in physical education, art, music and computer education are required.
- Title I services and extra help for students that need extra assistance in curriculum will be provided.

Extra-Curricular Activities

- **Extra curricular activities may be affected by the COVID 19 pandemic due to restrictions of building use, cleaning and disinfecting.**
- St. James has a wide variety of extracurricular activities which are enriching and

rewarding.

- Extra-Curricular Activities necessitate extra time and effort on the part of teachers, volunteer adults, and students.
- Parental support and volunteer assistance are warmly encouraged.
- Extra-Curricular activities include:
 - Coaching and Assistant Coaching for boys and girls basketball
 - Volunteering for the school concession during basketball season
 - Chaperoning and assisting with after school activities, roller skating, field trip volunteers and drivers

Detention

- Students will be expected to remain after school if requested to do so. Parents will be notified whenever a student will be detained for any length of time.

Dismissal

- Bus students will be dismissed from classrooms at 2:20p.m. After the buses leave the school, teachers will dismiss the walkers and students being picked up.
- Parents/Caregivers must remain outside or in their vehicle to meet their children.
- **If a bus student is to be picked up, a parent/guardian must send written permission to the school before 1:00p.m.**
- If a parent arrives at 2:20p.m to pick a child up without prior notice, he/she will be directed to the office to sign the child out.
- If your child needs to ride a different bus home, please inform the school in writing. Include the name and address of the home your child is to be transported to.

**** Please remember vehicles may not exit the parking lot or turn the corner in front of the school when the bus has its red flashing lights on. There is NO PARKING in front of the school steps or lawn until AFTER the bus dismissal at 2:20pm.**

Field Trips

- As part of the instructional program, students will have an opportunity to participate in field trips.
- Permission slips must be signed and returned in order for the student to participate.
- A walking field trip permission slip was distributed at the beginning of the school year and once signed and returned, it allows teachers to walk around town with their students

throughout the school year for academic purposes.

- VIRTUS trained parents will be asked to volunteer and assist in the supervision of field trips.
- We rely on volunteer drivers for our field trips and need a copy of volunteer drivers' driver's licenses and insurance cards to keep on file.
- Our school insurance does not cover personal vehicles.
- Please note, you can be held personally liable in the event of an accident or injury.
- Continual inappropriate behavior in the classroom or on previous trips may result in a child's ineligibility to participate in future trips.
- **Do not post any photos of students, other than your own, on Facebook or other social media, without parent permission. Also, please do not give children a snack without permission from the teacher.** Although these things are nice gestures and seem harmless, we do have some children who are not allowed to have their photos taken and several students with special dietary needs/restrictions.

Pets

- Pets are not allowed on school property without prior approval by the principal.
- This includes, but is not limited to drop off, dismissal, field trips, parades, or other events without prior approval by the principal.

Fire Drills

- Students will be made thoroughly aware of proper procedures for fire drills. All students are expected to comply with all regulations.

Advancement

- St. James Parish has an ongoing program of advancement that enables us to only charge you for a part of the cost of education. Here is a partial list of events that we sponsor for the operation of St. James School.

- | | |
|----------------------------------|-------------|
| ■ Monthly St. James Apparel Days | |
| ■ St. James Chicken BBQ | September |
| ■ St. James Harvest Dinner | November |
| ■ St. James Craft Fair | December |
| ■ St. James Gala | February |
| ■ St. James Fish Fry Dinners | March-April |

- St. James Fund Appeal Yearly
- St. James One Day of Giving September

Please Sign and Return

The policy and procedures in this handbook have been put in place for the safety and effectiveness of the school and your children. We greatly appreciate your support in adhering to our procedures. It takes all of us to carry out the mission of St. James School. If you have any concerns, please contact a staff member.

Please sign, date, and return this page only to your child's teacher. Please keep the handbook for your reference.

I have read and understand the Parent/Student Handbook.

I have discussed the contents with my child/children.

Family Name-Printed

Parent/Guardian's Signature

Date

.....
There are several important reasons why St. James has an established uniform policy. As a Catholic school we cannot allow clothing or accessories that are counter to the religious values of modesty and self respect. We believe the uniform helps to produce good behavior and morale.

Additionally, the uniform policy gives each student equal standing among his or her peers, regardless of economic background. The uniform policy applies to Grades k-6; free dress is allowed in Preschool and Prek. Please keep the policy at home to refer to.

I acknowledge that I have read the uniform policy and will abide by it.

Parent Signature: _____ **Date:** _____