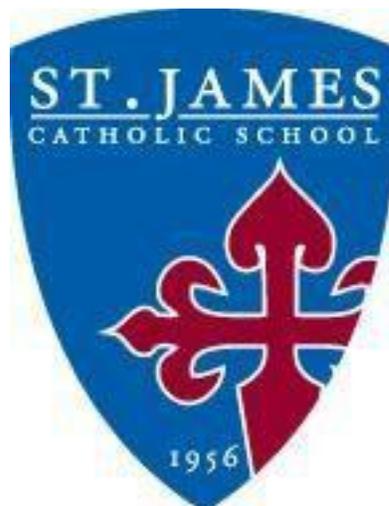


# PARENT/STUDENT HANDBOOK

*2018-2019*

*St. James the Greater Catholic School*

1224 S.W. 41<sup>st</sup>  
Oklahoma City, Oklahoma 73109  
405-636-6810  
[www.stjames-catholic.org](http://www.stjames-catholic.org)



Dear Parents and Students,

*“What greater work is there than training the mind and  
forming the habits of the young?”  
St. John Chrysostom*

Dear Parents and Students:

**Welcome to Saint James the Greater Catholic School!**

By choosing St. James the Greater, you have demonstrated a commitment to the values and philosophy of our Church community.

We have prepared this handbook for you as a guide to our school and its facilities and as a reference for information pertaining to student programs and activities. In addition, the official policies and procedures relating to the responsibilities shared by our families and school are included. These are an outgrowth of the general policies established with the guidance of the School Advisory Council in accordance with the Archdiocese of Oklahoma City Catholic School Office guidelines.

Please read this document carefully. Once read, please sign the signature page and return to school. This handbook serves as a contract between St. James and the parents and students.

It is a challenge to provide an environment that meets the goals of Catholic education and to enable a child to reach his or her potential. Our goal at St. James the Greater is to meet this challenge.

Best wishes for a happy and successful school year!

Yours in Christ,

Mrs. Alicia Vazquez  
Principal

Rev. Bill Pruett  
Pastor

## **THE SCHOOL AND ADMINISTRATION**

### **History**

St. James the Greater Catholic Church was established in 1954 on seven acres of land donated by a church family. In 1956 the Right Reverend Monsignor Cecil E. Finn was appointed pastor and Reverend Cletus Bash was appointed assistant pastor. At the same time, the Sisters of Charity of Leavenworth, Kansas were asked to staff the new school. First built on the grounds were the church, rectory, parish hall and four classrooms.

The school opened with eight grades in September 1956. First, second, and third grades had their own classrooms. Fourth and fifth grades were combined in one room. Sixth, seventh and eighth grades were combined in another room. Sister Perpetua was the principal and, with four other sisters, staffed the school.

In 1960 a larger church and parish hall were constructed. The church was severely damaged by fire in 1971. The fire occurred during the school day and there were 345 students in school at the time. The students were evacuated safely and held in the convent until they were picked up by their parents. In 1980 the gymnasium and two more classrooms were built. This project included renovation of the cafeteria which created two additional classrooms. St. James was blessed with many Sisters of Charity over the years. Sadly, the sisters left St. James the Greater to retire in May 2003. With the example of these dear sisters, we continue to proclaim God's message and teach our children as Jesus did.

St. James School is a Pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Diocese of Oklahoma City Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. James, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Oklahoma guidelines and Common Core Standards are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

### **Mission Statement**

The mission of St. James Catholic School is to teach children to know, love and serve God through worship, study and service to others.

### **Philosophy**

St. James the Greater Catholic School is a ministry of St. James the Greater Catholic Church. We, as a people of faith, are committed to providing a unique environment in which learning and

practicing the truths of the Catholic faith are central to the development of each child. St. James offers superior academic instruction tailored to meet individual needs. Students learn in an environment that is interactive, nurturing, and safe. St. James invites its families to work in partnership with the school.

### **Accreditation**

St. James Catholic School is accredited by the Oklahoma Conference of Catholic Schools Accrediting Association (OCCSAA) and fully recognized by the State of Oklahoma.

### **Objectives and Goals**

- Encourage participation in the sacramental life of the Church
- Instill respect and reverence for life
- Motivate student to develop to their fullest academic potential
- Develop respect for self, others, and property
- Develop a working partnership between home and school
- Instill in students a commitment to peace, justice, and service
- Promote religious vocations

### **Administration**

The Pastor, under the authority of the Archbishop, is the primary spiritual leader of the parish of which the school is a part. The pastor delegates the administration of the school to the principal who administers the school in accordance with the Archdiocesan, state, and school advisory council policies and guidelines. The principal is the administrative, instructional, and faith leader of the school, responsible for the day to day physical and fiscal operations of the school; the education and well-being of the children; for communicating to the parents and parish the successes and needs of the school; and for the hiring of teachers and assisting in their spiritual and instructional growth.

## **ADMISSION INFORMATION**

### **Nondiscriminatory Policy**

*St. James Catholic School does not discriminate on the basis of race, color, sex, ethnicity, national origin, or disability in the administration of its educational policies, or athletic and other school-administered programs, including student admission*

### **Admission Guidelines**

- Parents/guardians of a student admitted to St. James the Greater must subscribe to the school's philosophy and agree to abide by the policies and regulations of the school and Archdiocese.
- Students applying for Admission in Grades 18 must present a copy of the current report card and standardized test results. These will be reviewed to determine

whether the program at St. James the Greater School will meet the educational needs of the students. An interview with the student is part of the admission process.

- St. James the Greater reserves the right and may screen new students in pre-school, kindergarten, and first grade to determine readiness of the students for the enrolled grades. Testing in some academic areas may be held for new incoming students in Grades 2-8 as well.
- All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. James the Greater School. The recommendation and decision of the school is final.
- Students shall not be denied admission to St. James the Greater because of physical or academic handicap unless this handicap seriously impairs the student's ability to successfully complete the school's academic program, or unless St. James the Greater cannot provide sufficient physical or educational care for the handicapped child.

### **Age Admissions**

As openings become available, the following priorities will be used to accept students to St. James School:

Children entering Pre-3 must be three (3) years of age by September 1<sup>st</sup> and fully potty trained.

Children entering Pre-K must be four (4) years of age by September 1<sup>st</sup>.

Children entering Kindergarten must be five (5) years of age by September 1<sup>st</sup>.

At the time of registration, all new students seeking admission to St. James School the Greater Catholic School are evaluated on the basis of current standardized test scores and report cards.

### **Requirements** include:

\*Verification of active parish affiliation/stewardship

*(Attendance at Mass and use of weekly envelopes or automatic deposit)*

\*Health Records

\*Immunization Records

\*Birth Certificate (original)

\*Baptismal Certificate (Catholic applicants only)

\*Report Cards

\*Standardized Test Results

\*Record of IEP/ISP if applicable

**REGISTRATION, TUITION, PAYMENT PLANS**

St. James the Greater Catholic School is a non-tax supported school and is governed by contract. Financial obligations to the school are legally binding. We are very willing to work with parents who might experience difficulties in meeting financial obligations. Please discuss with the Principal and/or Pastor any circumstances that may arise that would put into jeopardy your financial standing with the school. Otherwise, all financial obligations are to be paid in a timely manner as stated in our enrollment application. Refusal to fulfill any outstanding balances will resort to sending outstanding amount to an institution for collection of debt.

- **REGISTRATION FEE:** The non-refundable registration fee for every student is due at the time of registration. Enrollment is not complete without the registration fee.

- **TUITION CATEGORIES:**

*For the purposes of determining tuition, families are grouped into one of two categories:*

**\*Supporting Parish Rate** Registered families of St. James the Greater Catholic Church, who regularly attend Mass every Sunday and Holy Days of Obligation, use collection envelopes on a regular basis and are actively involved in parish service.

**\*\*Non-Parish Rate** Catholic families not registered in the parish but attend another Catholic Church or of other faiths.

**2018-2019 TUITION SCHEDULE**

**Enrollment consists of two parts of the legal financial contract into which parents/guardians enter:**

A.) **REGISTRATION FEE (non-refundable) \$300 PER STUDENT due at the time of enrollment**

B.) **ENROLLMENT STATUS:**            **1<sup>st</sup> CHILD**            **Each Additional Child**

<b><u>St. James the Greater Supporting Parishioner*</u></b>	<b><u>\$4000</u></b>	<b><u>\$3300</u></b>
<b><u>All others**</u></b>	<b><u>\$4800</u></b>	<b><u>\$4800</u></b>
<b><u>Pre-K3 and/or Pre-K4</u></b>	<b><u>\$4300</u></b>	<b><u>\$4800</u></b>

**Payment Plans**

Two choices are available for tuition payment:

\_\_\_\_\_ **OPTION 1: Automated Tuition Management(10 month plan: August 1, 2018-May 10, 2019)**

\_\_\_\_\_ **OPTION 2: Monthly Payment Plan Cash, check, debit card (Surcharge will be applied for debit card charges.)(10 months: August 10, 2018 – May 10, 2019)**

**Late Fees:**

All monthly tuition fees are due on the 10<sup>th</sup> of every month. After five days there will be a \$20 late fee charge.

### **Tuition Assistance**

All families who are members of the parish of St. James the Greater are eligible to apply for financial assistance. The form of assistance will be in reduction of tuition. The amount of tuition assistance given each year is dependent on the financial status of the school and is awarded based on need. Assistance requests are considered in the spring for the following school year. To request consideration for financial assistance:

1. Obtain a Financial Assistance Application Packet from the school office.
2. Complete the application form and attach a copy of your current year tax form and a letter indicating why the assistance is needed.
3. Put all materials in an envelope and submit to the school office.

The Pastor, in consultation with the Principal, will make the final decision regarding the amount of tuition assistance. Families will be notified of the amount of assistance being granted. Tuition assistance must be applied for yearly, and receipt one year does not guarantee receipt for subsequent years.

Applications may be sent to outside agencies that provide scholarship funds to our school. Families will be notified by those various agencies as to the status of aid. Any additional funds received by outside agencies will be used to supplant the financial assistance given by the school, if any. The information provided will be kept strictly confidential.

## **PARENTS ROLE IN EDUCATION**

### Code of Christian Conduct for Parents/Guardians and Volunteers

The students' interest in receiving a quality, morally based education can be served if students, parents/guardians, and school employees work together. Normally, differences among these individuals can be resolved with open and honest communication. It shall be the express condition of enrollment that the parents/guardians of a student shall conform themselves to standards of conduct that are consistent with the Christian principles of St. James Catholic School. These principles include, but are not limited to, any policies, guidelines, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- working courteously and cooperatively with school personnel to assist the student in meeting the academic, moral, and behavioral expectations of the school. respectfully expressing their concerns about the school operation and its personnel.
- employing Christian conduct during all school programs and events (i.e., after school care, athletics, field trips, etc.).
- meeting financial obligations to the school.

Contradiction of this code includes, but is not limited to, behaviors such as:

- verbal, physical, or emotional abuse of faculty or administrators, students or other parents including via electronic media.

- inflaming a situation of concern through the use of gossip, innuendo, or social media.
- failure to comply with the rules and policies of St. James Catholic School as set forth in the Parent-Student Handbook.
- failure by parents/guardians to meet financial obligations.

The administration reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. The result of failing to abide by these principles may result in:

- a verbal or written warning to the parent/guardian.
- limiting or refusing permission to enter or use school grounds or facilities.
- asking someone other than the person not abiding by the Code to represent the child's interests on school matters.
- suspension of parent/guardian's privilege to participate in school activities, volunteer work, etc.
- refusal to allow the student to re-register.
- in extreme cases, parents will be required to immediately make other arrangements for the education of their child.

## Parents as Partners

As partners in the educational process at St. James Catholic School, parents are responsible for:

- Teaching your child the Catholic faith or your family's religious tenets by word and by example.
- Attending Mass or your family's religious service regularly.
- Supporting the religious and educational goals of the school.
- Setting a good example for your child through your words and actions.
- Setting rules and limits for your child.
- Ensuring your child goes to bed early on school nights.
- Ensuring your child has lunch money or brings a nutritious lunch every day.
- Ensuring regular school attendance of your child.
- Ensuring your child arrives to school on time and is picked up on time at the end of the day.
- Following all drop-off and dismissal procedures.
- Calling the school when your child will be absent from school.
- Informing the school of any special situation regarding your student's well-being, safety, or health.
- Ensuring your child is dressed according to the uniform dress code.
- Actively participating in school activities such as parent-student-teacher conferences and any parent education classes offered.
- Ensuring your child attends any required tutoring sessions.

- Supporting your child's learning by providing a proper study environment at home, ensuring your child studies and reads, ensuring your child's homework is done completely, and participating in the completion of assigned family projects.
- Supporting and cooperating with the discipline policy of the school.
- Notifying the school in a timely manner of any changes of

### **Custodial Responsibility**

If parents are divorced or separated, the school presumes that both parents have access to the child and his/her educational records, unless one parent provides legal evidence that he or she has the sole right. Documentation from the Court must be presented to and held by the principal.

### **Non-Custodial Parents**

In the absence of a court order to the contrary, non-custodial parents have the right to see academic records and other school related information. If there is a court order specifying there is no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **ACADEMIC INFORMATION**

### **Before and After School Care**

Before and/or After School Care are available to any student enrolled at St. James the Greater Catholic School. Rates are set for each school year for either Morning Care only, After Care only, or both and all rates are on a per child basis. These rates are outside of tuition rates. Drop in rates are a set charge regardless of the length of time the student attends on the day of the drop in. Students not registered in the After-Care program who are not picked up after school are considered drop ins and parents will be billed the drop in rate.

### **Cheating and Plagiarism**

Cheating and plagiarism of any type will not be tolerated. Students who choose to cheat or plagiarize face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating or plagiarism will also be unable to participate in sports.

### **Communication and Conferences**

Communication between school staff and parents is valued at St. James the Greater, so it is important that the current contact information/phone numbers in the office be up-to-date. School office hours are 7:30 am-3:30 pm. Appointments and return calls will be made as soon as possible. Parents with classroom concerns should first attempt to address the concern with the teacher.

Parent-Teacher-Student Conferences are scheduled in the fall and spring for parents/guardians and every effort should be made to attend. At appropriate age levels, students may be encouraged to participate as well. Parents are encouraged to request conferences at any time they feel the need.

In order to ensure that all communication from school reaches home in a timely manner, St. James the Greater sends notes on an as needed basis. Official school-wide emergency communications are sent using the Remind system.

monthly newsletter, monthly calendar and menus are available on the parish/school website at [stjames-catholic.org](http://stjames-catholic.org) in addition to being sent home with students.

Telephone messages for students will be given at appropriate times. Teachers and students are not called out of class except for a verifiable emergency. Students are to use the school phone only in the case of emergency and only with permission.

### ***Curriculum***

The traditions and teachings of the Catholic Church and the values of Christian living permeate the school day. This high priority is expressed through worship, prayer, religious education classes and the general climate of the school. The academic curriculum includes: Religion, Language Arts, Social Studies, Science, Math, Computer Science, Music/Drama/Speech, Art, Library Science, Liturgy and Prayer, Spanish, and Physical Education.

St. James uses the curriculum guidelines put forth by the Archdiocese of Oklahoma City. The school is committed to providing appropriate and challenging educational programs to every student regardless of ability/motivational level.

### **Educational Testing**

When parents and/or teachers feel, it is necessary to have their child/student tested for academic purposes or any other purposes, this testing may be done through the Oklahoma City Public Schools. Parents should first discuss the problem/situation with the classroom teacher, and the principal. If testing is to be done by Oklahoma City Public Schools, the parents make the initial contact. At this time, the teacher will complete several forms showing a plan of action that will be attempted or has been attempted in the classroom. Parents also complete a portion of this initial application.

### **Grading Scale**

Pre-3, Pre-K4 and Kindergarten students do not receive letter grades. The parents are notified as to their child's mastery of specific skills via a developmentally appropriate Report Card.

St. James the Greater Catholic School uses the report card of the Archdiocese of Oklahoma City, which is used by all schools in the archdiocese. The grading system is as follows:

#### **Grades 1-8**

***A = 93 – 100***

***B = 85 – 92***

***C = 75 – 84***

***D = 69 – 74***

***F = Below 69***

### Homework

Homework is assigned as a means for students to review, drill, comprehend, and enrich subject matter taught in the classroom. In general, students should average about 10 minutes times the grade level of homework per night (e.g. 4<sup>th</sup> grade about 40 minutes, 2<sup>nd</sup> grade about 20 minutes). If your student consistently spends more/less time per night, please contact the teacher.

Homework is assigned at the discretion of the teacher and is not limited to specific days of the week. Parents should provide a proper study environment in the home and should encourage students without completing the work for them or applying undue pressure.

### Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**Teachers are not required to administer tests or prepare assignments for students in advance.** Students are expected to make up work immediately upon their return to school, and will be given an appropriate length of time to do so, depending upon the length of the absence

### Homework Policy Due to Illness

When a student is **absent for two or more days**, a parent may call the school office before 9:30 am to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 pm – 3:30 pm.

For **short absences**, students may receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

### Religious Education and Formation

Religious education and formation is provided on a daily basis. Students attend Mass as a school community every week. Attentiveness and participation during Mass is expected and frequent reception of the Eucharist is encouraged. Religious instruction, prayers at the beginning and end of each day, meal time, and other opportune times is a daily practice; integrated value formation is daily fostered throughout the curriculum. Special worship celebrations or Para liturgies are provided for the children and families throughout the year.

It is important to remember that attendance at our weekly school Mass reinforces, but does not replace our obligation as Catholics to attend Sunday Mass. Students should practice this devotion first and foremost with their family.

### **Sacramental Preparation**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. James the Greater Catholic School. The children are prepared for the reception of Reconciliation and the Eucharist in the second grade religion curriculum. The importance of the sacraments continues to be emphasized at all grade levels.

### **Circle of Grace**

Special classes entitled *Circle of Grace* will be held for all students each year as required by the

Archdiocese of Oklahoma City regarding safety awareness for children. All students will be expected to participate in these classes unless the parents notify the school in writing to decline participation. Parents will receive adequate notification of said classes before they occur.

### **Promotion Policy and Retention Policy**

All promotions, regular and special, shall be made according to the teacher's recommendation and in consultation with the parents and the student, if appropriate. Such decisions shall be based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher feels that the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the Principal. As soon as possible a conference will be scheduled with the parent/guardian of the child to discuss the appropriate actions. The final responsibility for the student's promotion or retention rests with the Principal.

The decision with its rationale is recorded in the student's cumulative record. If, despite the recommended retention, the parent/guardian insists on advancement, the Principal may allow the advancement provided the parent/guardian states in writing that they do not accept the school's recommendation and that they are responsible for the outcome.

### **Safe Environment**

Relationships among people are the foundation of Christian ministry and are central to Catholic Life. Defining healthy and safe relationships is not meant to undermine the strength and importance of personal contact or the ministerial role. Rather, it is to assist all who fulfill the many roles that create the living church to demonstrate their love and compassion for children and adults within the most sincere and genuine relationships in ministry be experiences at all times as charitable and without intention to do harm or allow harm to occur, that the ***Code of Conduct/policies and Guidelines on Ethical Standards & Safe Environments*** (the "*Code of Conduct*") has been adopted by the Archbishop of Oklahoma City. This *Code of Conduct* applies to all Archdiocesan personnel and volunteers. These people are required to report violations of the provisions of the *Code of Conduct*. Clergy, staff, and volunteers must hold each other accountable for maintaining the highest ethical and professional standard. Allegations of violations of *Code of Conduct* will be taken seriously and Archdiocesan procedures will be followed to protect the rights of all involved.

Parents, teachers, and other adults who work with children (coaches, volunteers, room parents, high school students, field trip drivers, etc...) must complete the *Safe Environment Screening* process before being allowed to work with children in the school. Information on completing the process may be obtained from the school office or online at [www.catharchdioceseokc.org](http://www.catharchdioceseokc.org).

### **Standardized Testing**

All Catholic schools in the Archdiocese of Oklahoma City participate in regular standardized testing of student ability at grade levels, maintain testing records of classes and individual students, regularly study the cumulative data to assess growth of classes and individual students in each subject area tested, and apply the findings to instructional planning and priorities. Parents and students shall receive testing results with appropriate explanations and printed student profiles.

**All adults, either paid or volunteer, who serve in any capacity having contact with children, are required by the Archdiocese of Oklahoma City and the parish of St. James the Greater to receive Safe Environment training. A record of the training is kept by the parish which includes viewing the training video, a background check and signing the Code of Conduct.**

### **Student Records**

Parents/guardians and students have the right of access to their child(ren)'s records.

Parents/guardians who wish to review these records must put their request in writing and provide the administration 24 hours' notice.

Records are maintained in the office in a fireproof cabinet. These records contain academic progress, academic testing, health records, and emergency information. When students request transfer to another school, only those records contained in the cumulative file will be forwarded to the receiving school. St. James the Greater may reserve the right to not transfer records if the leaving student's account shows a balanced

### **Buckley Amendment**

St. James the Greater School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal.

## **HEALTH SERVICES**

### **Child Abuse Laws**

St. James the Greater School abides by the Child Abuse laws of the State of Oklahoma. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Human Services.

### **Food Allergy Policy**

St. James the Greater School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. James the Greater School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. Due to high increase of food allergies, all teachers that have activities

involving food must check with the Principal for approval. **Note:** Food activities must be related to your lesson.

### **HIV/AIDS**

The school follows Archdiocesan policy regarding HIV/AIDS. Copies of the policy are available by request through the school office.

### **Illness / Health Issues / Contagious Diseases**

Any student who is liable to transmit a contagious disease through day-to-day contact (such as measles, chickenpox, tuberculosis, strep throat, pink eye, flu or bronchitis) shall not be permitted at school or school sponsored activities as long as the possibility of contagion exists. Parents are to notify the school as soon as possible after the diagnosis. Any student sent home from school due to vomiting, diarrhea or a fever may not attend school the following day.

Child must be free of vomiting, diarrhea and fever for 24 hours without fever reducer before returning to school. Child needs to be on an antibiotic for a full 24 hours before returning to school from a contagious disease. In some instances, a doctor's release may be requested. Any child afflicted with head lice may be prohibited from attending school until such time as he/she is free from head lice or nits.

Returning to school after an illness should be considered only when the student is able to fully participate in all activities during the school day, including recess and physical education.

When a child is identified as having a temperature or shows obvious signs of illness or unrest, a parent will be notified. Parents are expected to come for the child as early as possible for their own care and the care of other students. Parents are encouraged to provide the necessary professional medical care for their children. Please notify the school if your child has any specific allergies.

### **Immunization Requirements**

#### **Immunizations**

Immunizations are required for all **NEW** students for the 2016-2017 school year. Families with continuous enrollment in the Archdiocese of Oklahoma City prior to the 2016-2017 school year are accepted with their current immunization status.

Every new student enrolled in a Catholic school in the state of Oklahoma shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Oklahoma Department of Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

The only exception to the forgoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Oklahoma. \*

*Procedures for a Child Needing a Medical Exemption (or for students of continuously enrolled families prior to 2016-2017 school year)*

Parents are required to submit a waiver request for immunization exemptions in writing (Oklahoma Department of Health Form #216A). Parents are referred to schools to obtain the forms. A physician must sign medical exemptions. Parents should then return the entire form to the school. School officials must review the form to ensure that it has been properly completed, is legible, and signed. A copy of the form or statement must be kept on file in the student's cumulative record and a copy must be sent to the Immunization Service for approval.

Parents should be informed that their child might be excluded from school in the event of an outbreak of a disease for which their child is exempted.

Each exemption submitted to the Immunization Service is reviewed for validity and accuracy. If the exemption is determined to be invalid, the form or statement will be returned to the school along with a letter explaining the reason why the exemption is invalid. If the exemption is valid the form is returned to the school marked with an approval stamp. The Immunization Service does not keep a copy of the exemption certificate.

**Oklahoma's immunization law does not require a new exemption form to be filed every year.**

It is the policy of the Immunization Service to accept exemption forms filed when the child entered the school system. Exemption forms should accompany children when they transfer between schools. Schools should not keep the exemption form of a transferring student. If a student transfers into Oklahoma schools from another state, an exemption form must be completed to comply with Oklahoma law. If an exemption form has been misplaced, a new form should be completed, but if an exemption form is on file, ***an additional form is not needed unless vaccine requirements change for the grade level of the child, such as when new vaccines are added for students entering the 7<sup>th</sup> grade to which the students does not have a previous exemption.***

If a parent needs a copy of a previously filed exemption form, they must obtain it from the school. If a copy of the original exemption is not available, the parent must complete a new form. The Immunization Service does not provide copies of previously filed exemption forms for parents. The exemption process must be completed, approved and on file at the school prior to the first day of school or students will not be admitted.

\*See *Dignitas Personae* from the Congregation for the Doctrine of the Faith.

**Medicine**

As a general rule, medication should be administered by the parent/guardian before or after school or parents may come to the school to administer the medication.

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Office in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency

- d. Dose
- e. Date

As required by law, the school is not allowed to dispense any non-prescription medication.

Administration No over-the-counter drugs will be administered by school personnel without written permission from a treating physician. Parents may bring and give non-prescription drugs to their child as needed.

If your child requires daily medication at designated times, please establish a reminder to foster individual responsibility. Neither teachers nor school personnel are responsible for reminding students to take medication.

If a child needs medication during school hours, any medicine or supplements must be dispensed from the school office, with the exception of inhalers, insulin and epinephrine. These time sensitive medications may be kept with each student to be used as needed. All other medication must be sent to the school in the container from the pharmacy and must include the child's name, doctor's name, frequency, dose, and date. This includes minor medications such as over the counter medications (Tylenol, Benadryl, cough medications such as over the counter medications, etc.)

The appropriate forms must be completed and on file in the school office prior to medication being dispensed from the school office. The following procedures must be observed: The doctor's order must be on file in the school office. Doctor's orders expire at the end of each school year. The school must be given written authorization from the parent/guardian to dispense the medication to the student (upon written authorization by a physician). The parent/guardian may come to the office to administer the medication until such time as the written order is received from the doctor. The student must come to the school office to take the medication.

Parents of students requiring inhalers, insulin and epinephrine must complete a Parental Request for Administration of Medication form and return it to the school office. This information will be shared with the child's teachers(s).

### **Meningococcal Meningitis**

In accordance with Oklahoma Senate Bill 1467, the Oklahoma Department of Health distributes information to all parents of students in Grade 6-8 each year. The information includes causes and symptoms of Meningococcal Meningitis and the availability, effectiveness and risks of vaccination. This information can be found at the back of this handbook.

### **Special Health Classes**

Special classes may be held regarding such health issues as AIDS, prevention of illnesses, eating disorders, personal and dental hygiene at designated grade levels.

### **Student Health Screenings**

Students will occasionally be screened for visual and hearing acuity and generally observed for signs of deviation from normal health and behavior patterns.

### **Supplies for External Care**

Basic medical supplies for emergency first aid and for minor accidents are available at all times.

### **Tobacco-Free Policy**

In accordance with Oklahoma state law, our parish and school campus is a 24/7 tobacco-free 16 campus. Tobacco use, including electronic cigarettes and vapor products, is prohibited by law anywhere on the school campus, at school events (including sporting events and evening events), in school vehicles and at all school-sponsored activities, held on or off campus.

### **Accident, Injury**

If a student meets with a serious accident or injury or becomes seriously ill, school personnel will provide basic first aid and then notify the parent/guardian. In an extreme emergency and/or if the school cannot reach the parent/guardian, EMSA or other emergency medical service will be called. A representative from the school will accompany the student to the hospital. The parent/guardian is responsible for the expense for the emergency transportation and care. **It is extremely important that the school office has current emergency information on file.** As required by law, the school is permitted to render simple first aid only.

### **Allergy Policy**

St. James the Greater Catholic School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff that comes into contact with children with asthma is provided with training on asthma from the school nurse who has had asthma training. Training is updated as needed.

### **Asthma Medication**

Students may carry and self-administer an inhaled asthma medication if necessary. If these requirements are not completed, the student may not have the inhaler in his/her possession. To do so, **each school year** parents must;

- Complete the Asthma Medication Authorization form (available in the school office).
- Provide a written statement from the physician treating the student that the child has asthma and is capable of and has been instructed in the proper method of and self-administration of the medication.
- The parent/guardian must provide to the school an emergency supply of the student's medication to be administered.
- St. James the Greater Catholic School and its employees shall incur no liability as a result of any injury arising from the self administration of medication by the students.
- The permission for self administration of asthma medication is effective for the school year upon fulfillment of the above requirements.

NEW:

#### Health Policy Archdiocese of Oklahoma City

The Archdiocese of Oklahoma City shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of hazards that may threaten or endanger the health of our children or educators.

#### **Diabetes**

1. Every diagnosed student with diabetes must have on file: ***Diabetes Medical Management Plan signed by a physician.***
2. When a school has enrolled a student with diabetes, the school will provide training for **two** adults for "Managing Diabetes in Schools". Information on these classes can be found on the State Department of Education Website under Health and Wellness.
3. A school will work with parents and the physician to establish necessary documentation for daily insulin and glucose monitoring.
4. Each school will establish a local implementation plan appropriate for each student's needs.
5. The school will allow the diabetic student to manage his/her care, assessment, and treatment as needed while attending school and or activities. The school will provide a private area where the student may attend to the management of his/her diabetes.
6. **Liability Statement:** The school, employees and any other agent of the school will not be held liable while performing and or assisting in the diabetes management plan for individual students.

#### **ASBESTOS INFORMATION**

St. James Catholic School is in compliance with the provisions set forth in Asbestos Hazard Emergency Response Act (AHERA). The inspection for asbestos under this act has been completed and the results are contained in the Management Plan that is in the school office for review at your convenience. Copies or pages of the plan may be reproduced and obtained by you at a nominal charge for printing and handling.

### The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

## UNIFORM DRESS CODE AND PERSONAL APPEARANCE

The Catholic community of St. James the Greater is committed to developing in our youth a strong sense of Catholic identity in an atmosphere of prayer and understanding. A school dress code compliments the teaching of order and discipline, provides a positive, polished environment, and builds a sense of school pride. School uniforms are required unless the school announces special out-of-uniform days. The administration reserves the right to determine if the student is in compliance with the dress code. It is the responsibility of parents to dress their children in the prescribed dress code. **The Dress Uniform may be worn any day but is required for Mass days on Thursday or holy days. The casual uniform may be worn on other weekdays.**

### UNIFORMS: Pre-K3 – Pre-K4

Navy Blue Walking Shorts	<i>Plain or Pleated</i>
Navy Blue Skorts	<i>Plain or Pleated</i>
Navy Blue Uniform Long Pants	<i>Plain or Pleated</i>
visible white, black, or navy socks	Plain
Pre-K3 and Pre-K4 t-shirts are available in the office for purchase.	
Athletic Shoes	<i>Plain; No lights, wheels, spinners, etc.</i>

### UNIFORMS: Kindergarten – GRADE 4

Uniforms can be purchased through DENNIS UNIFORMS

### GIRLS

#### Casual Uniform:

Red Polo Shirt	<i>Plain; Long or Short Sleeve</i>
White Polo Shirt	<i>Plain; Long or Short Sleeve</i>
Navy Blue Walking Shorts	<i>Plain or Pleated; No outside pockets</i>
Navy Blue Uniform Long Pants	<i>Plain or Pleated; No outside pockets</i>
Navy Blue Skorts	<i>Plain or Pleated</i>
Woven Leather Belt	<i>Navy, Black or Brown</i>
Plain visible white, black, or navy socks	
Athletic Shoes	<i>Plain; No lights, wheels, spinners, etc.</i>

**Dress Uniform:**

White Oxford Button Down Shirt     *Plain, Long or Short Sleeve; No Puff Sleeves*  
White Blouse     *Plain, Long or Short Sleeve; No Puff Sleeves*  
\*Navy Continental (Criss-Cross) Tie  
\*St. James the Greater Plaid Jumper  
Plain visible white, black, or navy socks or Knee Socks or White Tights  
Note: Socks May Include St. James the Greater Plaid Trim  
Athletic Shoes     *Plain; No lights, wheels, spinners, etc.*  
Optional: Leather Black or Brown Plain Dress Shoes  
Optional: Navy Cardigan Sweater and/or SJTG crest sweatshirt

**UNIFORMS: Kindergarten – GRADE 4**

**BOYS**

**Casual Uniform:**

Red Polo Shirt     *Plain, Long or Short Sleeve*  
White Polo Shirt     *Plain, Long or Short Sleeve*  
Navy Blue Walking Shorts     *Plain or Pleated; No outside pockets*  
Navy Blue Uniform Long Pants     *Plain or Pleated; No outside pockets*  
Woven Leather Belt     *Navy, Black or Brown*  
Plain visible, white, black, or navy socks  
Athletic Shoes     *Plain; No lights, wheels, spinners, etc.*

**Dress Uniform:**

White Oxford Button Down Shirt     *Plain, Long or Short Sleeve*  
Navy Blue Tie  
Navy Blue Walking Shorts     *Plain or Pleated; No outside pockets*  
Navy Blue Uniform Long Pants     *Plain or Pleated; No outside pockets*  
Woven Leather Belt     *Navy, Black or Brown*  
Plain visible white, black, or navy socks  
Athletic Shoes     *Plain; No lights, wheels, spinners, etc.*  
Optional: Leather Black or Brown Plain Dress Shoes  
Optional: Navy Cardigan Sweater and/or SJTG crest sweatshirt

## UNIFORMS: Grades 5-8

### GIRLS

#### Casual Uniform:

Navy Blue Polo Shirt	<i>Plain, Long or Short Sleeve</i>
White Polo Shirt	<i>Plain, Long or Short Sleeve</i>
Khaki Walking Shorts	<i>Plain or Pleated; No outside pockets</i>
Khaki Uniform Long Pants	<i>Plain or Pleated; No outside pockets</i>
Woven Leather Belt	<i>Navy, Black or Brown</i>
Plain visible white, black, or navy socks	
Athletic Shoes	<i>Plain; No lights, wheels, spinners, etc.</i>

#### Dress Uniform:

White Oxford Button Down Shirt	<i>Plain; Long or Short Sleeve</i>
*St. James the Greater Plaid Pleated Skirt	
*St. James the Greater Plaid Tie	
Plain visible, white, black or navy socks <u>or</u> Knee Socks <u>or</u> white tights	
Athletic Shoes	<i>Plain; No lights, wheels, spinners, etc.</i>
<u>Optional:</u> Leather Black or Brown Plain Dress Shoes	
<u>Optional:</u> Navy Cardigan Sweater and/or SJTG crest sweatshirt	

### BOYS

#### Casual Uniform:

Navy Blue Polo Shirt	<i>Plain, Long or Short Sleeve</i>
White Polo Shirt	<i>Plain, Long or Short Sleeve</i>
Khaki Walking Shorts	<i>Plain or Pleated; No outside pockets</i>
Khaki Uniform Long Pants	<i>Plain or Pleated; No outside pockets</i>
Woven Leather Belt	<i>Navy, Black or Brown</i>
Plain visible white, black or navy socks	
Athletic Shoes	<i>Plain, No lights, wheels, spinners, etc.</i>

#### Dress Uniform:

White Oxford Button Down Shirt	<i>Plain; Long or Short Sleeve</i>
Lt. Blue Oxford Button Down Shirt	<i>Plain; Long or Short Sleeve</i>
Navy Blue Tie	
Khaki Walking Shorts	<i>Plain or Pleated; No outside pockets</i>
Khaki Uniform Long Pants	<i>Plain or Pleated; No outside pockets</i>
Woven Leather Belt	<i>Navy, Black or Brown</i>
Plain visible, white, black, or navy socks	
Athletic Shoes	<i>Plain; No lights, wheels, spinners, etc.</i>
<u>Optional:</u> Leather Black or Brown Plain Dress Shoes	
<u>Optional:</u> Navy Cardigan Sweater and/or SJTG crest sweatshirt	

## **Girls:**

**\*Undershirts:** These must be solid of whatever color is on top.

**St. James Sweatshirts/hoodies:** Only the sweatshirts or hoodies, with the St. James logos, may be worn at school. They must be worn over a uniform shirt. Sweatshirts with hoods may not be worn during class.

**Leggings-** Leggings can be worn during cold weather, however they must come down to their ankles and they must be black, white, or navy. No designs will be acceptable.

**\*Hair:** It must be clean and combed. Hairstyles may not be extreme in style or color. Hair may not hang in front of the eyes. Bows, ribbons, barrettes or headbands must be solid white, navy, black, red or St. James plaid.

**\*Jewelry/accessories:** Earrings must be one set of studs. No hoops or dangle earrings will be permitted. A simple necklace with a cross or religious medal may be worn. Only watches with silent alarms may be worn. No bracelets, facial piercings, or tattoos are allowed. **Only clear or light pink nail polish (on natural nails only) may be worn in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade.**

**\*Makeup:** The 7<sup>th</sup> and 8<sup>th</sup> grade girls only may wear light natural makeup and nude lip gloss. Excessive make-up will not be tolerated.

## **BOYS:**

**\*Undershirts:** These must be solid of whatever color is on top.

**\*St. James sweatshirts/hoodies:** Only the sweatshirts or hoodies, with the St. James logos, may be worn at school. They must be worn over a uniform shirt. Sweatshirts with hoods may not be worn during class.

**\*Hair:** It must be clean and combed. Hairstyles may not be extreme in style or color. Hair may not hang in front of the eyes and must be **above the collar**. It must be trimmed above the ears. No facial hair is permitted.

**\*Jewelry/accessories:** A simple necklace with a cross or religious medal may be worn. Only watches with silent alarms may be worn. No bracelets, facial/body piercings, or tattoos are allowed.

**Please mark all hats, coats, sweaters, etc. with your child's name.**

### **Out of Uniform and Clothing Guidelines**

Students are expected to follow the prescribed uniform dress code each day. Walking shorts may be worn during the first and fourth quarters of school as weather permits with the casual uniform. On announced days for out-of-uniform dress, students may normally wear jeans and spirit shirts *or* shirts relating to the holiday or season announced. Sock and athletic shoes are still worn since recess and P.E. classes may be scheduled.

#### **On an out-of-uniform days, students may not wear:**

- |  |                             |                        |
|--|-----------------------------|------------------------|
| *Flip-flop sandals                                 | *Open back shoes            | *Tank tops             |
| *T-shirts with inappropriate writing or pictures   |                             | *Pajama pants          |
| *Roller skate, flashing light, etc. athletic shoes |                             | *Make-up               |
| *Jewelry   | *Low-cut blouses/tops       | *Tight-fitting clothes |
| *Hats/caps   | *Clothing with holes/frayed |                        |

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.**

### **GENERAL INFORMATION**

#### **Absence**

**When a student is absent from school, a parent should call the office by 9:00 am each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. James the Greater students and is aligned with the state statutes of the state of Oklahoma.

**Students should be fever free for 24 hours before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for 1 day they will receive their assignments the next day. **Two or more days due to illness**, a parent may call the school office before 9:30 am to arrange for homework assignments. These assignments may be picked up between 3:00-3:30 pm of that day. Teachers are not required to write advance lesson plans and therefore students must request make-up work on their return.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.** (See also *Homework due to vacations/planned absences.*)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

#### **Absence During the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. **A student is counted absent if not**

**participating in classroom activities during school hours. If absent 1 ½ - 3 ½ hours, it is counted as half-day absence. Three and one half or more hours is counted as whole day absence.**

**Attendance**

Oklahoma law requires compulsory attendance of all children reaching age 5 on or before September 1. St. James the Greater adheres to all state regulations and statutes relating to attendance.

**Tardies**

Excessive tardies will have a direct impact on a student’s academic evaluation and promotion to the next grade and may require a meeting with the principal to discuss the matter.

**Truancy**

Students in Kindergarten through eighth grade who have excessive unexplained absences may be considered truant and may be reported to the proper authorities. St. James follows the Oklahoma statutes in reporting truancy.

Students are expected to be in morning assembly at 8:00 am and are considered tardy after this time. Students are dismissed at 3:00 pm each day.

**DAILY SCHEDULE**

7:00-7:45 am	Breakfast and Before Care
7:30 am	Gym supervision begins
8:00 am	Morning assembly/classes begin
10:45-12:30 pm	Lunches
3:00 pm	Dismissal
3:15-5:45 pm	After School Care

**Birthday Observances**

Parents who choose to send treats on their child’s birthday are to coordinate the day and time with the classroom teacher. Generally treats will be passed out at lunch. The treats should be individual items such as cookies. Cakes and drinks should not be brought. **Students may pass out party invitations that include the entire class.**

## **TECHNOLOGY**

### **Cell Phones**

Cell phones are not allowed at St. James Catholic School. If the student needs to use the phone they will be allowed to use the phone in the office. The consequence for having a cell phone is that the principal will keep the cell phone in the office until a parent/guardian picks it up from the office at the end of the day. The second time a student has a cell phone, the principal will keep the phone for a week and a parent/guardian must pick up the cell phone. If there is a third offense, the cell phone will be kept in the office until the end of the month and a parent/guardian must pick up the cell phone. The school is not responsible for any damage that may occur to the cell phone. The principal may assign additional consequences at her discretion for repeated offenses. The administration reserves the right to search the contents of a confiscated cell phone.

### **Cell Phones/Blogs**

Engagement in online blogs such as, but not limited to, Instagram®, Twitter®, Snapchat® and Facebook®, etc., may result in disciplinary actions or expulsion if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### **Instagram®, Facebook®, Snapchat®, Twitter® Cell phone imaging**

Photos and captions on a student or parent's cell phone or by other technological means that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action or expulsion.

### **Bullying and Cyberbullying**

St. James the Greater School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

### **Personal Electronic Devices**

The use of PED's (iPods, MP3 players, etc.) is prohibited. If a student violates this policy, the PED will be confiscated and held in the school office and must be picked up by a parent/guardian.

**St. James the Greater is not responsible for Lost, Stolen, or Damaged PED's.**

### **Technology Concerns**

**Blogs/Texting, Photos, Captions etc.:** Engagement in online blogs such as, but not limited to, Instagram®, Twitter®, Snapchat® and Facebook®, etc. may result in disciplinary actions if the content of the student's or parent's blog or photo includes defamatory comments regarding the school, the faculty, other students or the parish.

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

**Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

### **Development**

St. James the Greater continues to plan for the future. We are fortunate to have had leaders in our parish that had the vision to realize the need for development. Examples of activities included in development are those activities that attract “friends, funds, and freshmen” to the school including student and family recruitment, public relations, newsletters and other forms of communications, annual giving drives, grant solicitations, endowments, and much more. Through the development process, the message of St. James the Greater is communicated in such a way as to raise the school’s visibility in the community, spark interest in its activities, and engender a higher level of participation. Through development, we convey to all our various communities, the message of Catholic education, inviting all to participate in what we have to offer. The development efforts are coordinated by the Principal in cooperation with the Student Advisory Committee.

## **CRISIS/WEATHER/DISCIPLINE**

### **Crisis Plan**

St. James the Greater Catholic School has a comprehensive school crisis management plan to follow in the event of emergency. Fire, tornado, earthquake and lockdown/security drills are conducted during the course of the year in compliance with Archdiocesan requirements.

Evacuation routes are posted in each classroom.

Students are to move to designated areas quickly, silently, and in an orderly fashion. The action taken during any type of emergency situation depends a great deal on the specifics of the incident. The main objective is always the safety of the students and staff members.

Administration and office staff are ready to put plans into action should the need ever arise.

Directions from our public safety officials are always observed.

Parents need to know that access to the school during an incident may be restricted for a variety of reasons beyond our control. In such instances, parent should remain aware of public notices on radio, television, and the internet about emergency procedures and updates. Student and staff safety is our first priority in all situations.

### Emergency Drills

Fire drills are held regularly as required by state law. The procedures are:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column, facing away from the building;
5. Return to building when all-clear is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when all clear is given.

Lockdown drills are held annually. The procedures are:

1. Rise in silence.
2. Walk to the designated area and remain quiet.
3. Lights are to be turned off and windows on doors should be covered.
4. Remain hidden until an all-clear is given.

Earthquake drills are held periodically. The procedures are:

1. When the alarm sounds, take shelter under desks in silence;
2. Sit, face down and put hands over head;
3. Return to seating when all clear is given

### Weather Emergencies

With the exception of extreme temperatures of heat or cold, supervised outdoor play is held on the playground.

Heat: Should the temperature raise into the upper 90's, indoor play or games will be the alternative. To maintain hydration, students may bring water to keep at their desks during extremely warm weather.

Cold: Should the temperature/wind chill lower to 32 degrees Celsius, students will also have indoor recess time.

Please dress your student appropriately for the weather and label items with their name.

In the event that St. James the Greater is closed due to inclement weather, e.g. ice or snow, the announcement will be made on local television stations and on School Connect®. All efforts will be made to make the decision as early as possible. **Please DO NOT ASSUME that St. James the Greater is closed if Oklahoma City Public Schools, Moore Public Schools, or other Catholic schools are closed.**

### Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action

Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school nurse.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

## **DISCIPLINE**

### ***Discipline***

The classroom teacher has the responsibility of maintaining discipline in the classroom. Each teacher will set her/his own classroom rules and send the rules home with her/his students for parents to review and sign. The teacher's primary objective is to define and communicate expectations.

Discipline will be handled first by the teacher in the classroom. The teacher will do the following; talk to the student, counsel the student, or remove privileges. If the discipline behavior persists the student will be sent to the team teacher for further behavior correction.

Parent will be contacted if the behavior escalates and is not corrected for follow up and support from the parent. If none of the above has corrected the behavior, the student will be sent to the principal's office for further discipline.

### **Detention**

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal and teacher who monitors the detention.

**Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

### **Suspension**

Students who are given an in-school suspension will be required to report to school each day and be expected to complete all assigned classroom work. 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. Tests from the days of suspension will be taken but failing grades will be recorded for this work.

### **Expulsion**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. James the Greater School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. James the Greater School.

### **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### ***Car Pool***

- Drivers are to form a line from the church drive entrance, extending west to the gym where students will be supervised by faculty. As the student's car approaches, faculty members on duty will assist student to their stopped car to enter. Cars then proceed east to exit the parking lot.
- Parents are asked to pay close attention during the carpool process. Please do not use cell phones at this time. Please follow the traffic directions given by the teachers on duty.
- It is the responsibility of the parent to contact car pool members when a child is absent, leaves school early, or needs other arrangements to be made.
- Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.
- After school, parents are asked to remain in their cars and to proceed through the regular carpool process. Neither parents nor students are allowed to walk to a parked car (crossing the carpool line) as per safety requirements.

### **Field Trips**

2. Field trips are designed to correlate with teaching units and to achieve curricular goals.
3. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
4. A field trip is a privilege and not a right.
5. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
6. All grades do not always have the same number of field trips.
7. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
8. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
9. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
10. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form.

**Note:** a fax does not take the place of an original signature.

11. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
12. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed**.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older.

**The following rules apply to volunteer drivers:**

- All adults chaperoning/driving on a trip must have successfully completed the Safe Environment training.
- Volunteer drivers must have license and insurance information on file in the office.
- Students must remain seated wearing seat belts at all times.
- Drivers must not stop for refreshments, stop at a private residence, or make any unplanned stops. All cars should arrive to and from the field trip at approximately the same time following the assigned route.
- Transport and supervise only the students assigned to you.
- Drivers should be provided with a copy of the St. James the Greater Catholic School Volunteer Handbook, and be familiar with the contents thereof.

**Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.
- The school will not forward records for students who withdraw, do not re-enroll, or graduate with an outstanding balance.

**A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.**

### **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Party invitations should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

### **Graduation**

With dates planned by the Pastor, Principal, and parents of graduates, graduation from 8<sup>th</sup> grade is planned as Mass followed by a family reception. The event should be tasteful and conservative with consideration for expenditures limited.

Any class trip or activity other than a regular classroom educational field trip is not sanctioned/sponsored by the school.

### **Gum**

Students should not chew gum at school at any time that they are on school grounds. This includes Before/After care. Disciplinary action will occur for students who chew gum at any time.

### **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **Children's Choir**

Students in grades 2-5 are eligible to participate in the St. James the Greater Children's Choir. Under the direction of our Music teacher, the Children's Choir sings at student and parish Masses, civic, sporting and archdiocesan events throughout the year.

### **Library**

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student. Students who have lost or damaged books do not receive final report cards until their account is cleared.
3. Students who lose a library book, textbook, or workbook must pay the replacement cost of the book plus shipping.

### **Physical Education Class**

All students are required to take Physical Education. If the student has a health problem that does not permit him/her to participate, a written release must be sent from the doctor to the Principal.

### **Lunch Program**

St. James the Greater School offers a hot breakfast and lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.** All lunches from home must be in a container.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Menus will be sent home prior to the start of each month and are posted on the school website at [stjames-catholic.org](http://stjames-catholic.org).

Parents may make on-line payments to their student's account for those wishing to purchase meals. You will be asked for your child's student number to access your account information. Parents are always welcome to eat with their child and will be charged the adult rate. Please make a reservation by calling the cafeteria at 636-6817.

A student will be allowed to charge lunch if they have forgotten to bring theirs, but students will not be allowed to call home for lunch. All charges are to be kept current. If a student has charges in excess of \$50.00 the cafeteria may refuse to serve a child a hot lunch and provide an alternative sandwich lunch. Financial obligations to the cafeteria are the same as financial obligations to the school.

St. James the Greater Catholic School recognizes that serious food allergies are an important condition affecting many school children. In order to minimize the incident of any allergic reactions, St. James the Greater will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

St. James the Greater participates in the Meal Benefit Program sponsored by the United States Government. This program provides free or reduced lunches to qualifying families. Applications are available through the school office and the cafeteria.

### **Lost and Found**

Any items found in the school building or on the school grounds should be placed in the Lost and Found. Glasses, watches, and other such valuables that are found in the school are kept in the office until claimed by proper owner. All items unclaimed after several months are donated to charity.

### **Off-Campus Conduct**

The administration of St. James the Greater School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying, and/or depicting the school, faculty, other students, or the parish in a defamatory way.

### **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **Parent Teacher Council**

The St. James the Greater Parent Teacher Council (P.T.C.) works to support and enhance the educational ministry of the school and is dedicated to the vision of Catholic Education. The goals of the PTC include building a sound foundation for the school, encouraging positive relationships with church/school community, and offering personal, financial and social leadership.

Each parent/guardian of a student at St. James the Greater is part of the organization. All families are required to be part of the Star Volunteer Program and volunteer 10 hours of service in the school. Meetings are scheduled at least once each semester per school year. In between these meetings, the executive committee works to conduct the business of the PTC.

### **School Advisory Council (SAC)**

The SAC is established by the Pastor, in accordance with Archdiocesan policy, to advise him and the Principal in the governance of the parish school. Members cannot act apart from the Pastor and the Principal and cannot make decisions that are binding on the parish school without the approval of the Pastor and Principal. Advisory also means that decisions will not be made in major matters until and unless the council has been consulted. The areas in which the SAC has responsibilities and shall be consulted are:

- Planning
- Policy development and formulation
- Finance
- Development and Public Relations
- Selection of the Principal
- Evaluation of the Principal's relationship with the SAC
- Major curriculum changes, especially in the area of education in human sexuality and religious education.

### **Parties**

Holiday parties will be held at designated times of the year during the last hour of the school day. Generally, there are two parties per year (Christmas and Valentine's Day). There is no Valentine's Party for the Middle School Grades. The classroom teacher will confer with the homeroom parent/s to make arrangements/plans prior to the party day. The party will consist of a simple party snack and/or drink and activities. Drinks and foods that stain or dirty the carpets or floors are not to be served.

### **Referrals**

Recommendations and/or referrals will only be completed for current eighth grade students and students moving out of the area.

### **Report Cards**

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. The report cards should be reviewed by parents/guardians, signed, and returned to the school within five (5) days. Any questions or concerns over information provided for in the report card should be directed to the teacher of that subject.

**Weekly Progress Reports will be posted online by Monday.**

### **Returning to School After Dismissal**

Students are not permitted to return to the school building after the 3:00 pm dismissal unless accompanied by a teacher. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

### **School Hours**

Grades Pre-K3 through 8: 8:00 am – 3:00 pm.

Students not in their homeroom at 8:00 am are considered tardy.

At St. James the Greater School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the gym/school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

Staff supervision is from 7:30-8:00 am in the gym. Tardy students (arrival after 8:00 am) are to be brought to the school office to receive admittance.

Regular dismissal of school is 3:00 pm. Any child not picked up or who does not leave school grounds by 3:15 pm will be sent to After-Care. Billing for After-Care will begin at 3:15 pm and the rate will be charged to families.

### **School Office Hours**

The school office is open on all school days from **7:30 am – 3:30 pm**.

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. No writing in textbooks is permitted. The student will pay a fine or replacement cost for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **School Safety**

St. James the Greater School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. All complaints of harassment will be investigated.

Students involved in harassing behavior face detention, suspension, and/or expulsion.

### Security

All exterior areas and interiors of the school are under security video surveillance at all times. All entrances to the school are locked at all times. Parents and visitors may gain access to the building through the doors on 41<sup>st</sup> street by pushing the doorbell. Office personnel will “buzz” the door open. Students and other school personnel are instructed not to admit any persons.

### Student Directory

Family Directories will only be available upon request listing students’ and parents’ names, addresses, home telephone numbers, and e-mail addresses. Parents may choose to exclude any personal contact information from the Family Directory.

The Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

### Student Pictures

St. James the Greater offers parents the opportunity to accept/decline the use of student photos on the Student Information Form at enrollment each school year. Student pictures may be used in our yearbook, the school newsletter, the archdiocesan newspaper, *The Sooner Catholic*, or on

our school/parish website. Care is taken to avoid individual names or identification of students under most circumstances.

### Telephone

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

### Title IX

St. James the Greater School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### Transfer of Students

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records (including graduates of the school wishing to enter high school) will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

### Visitors

School visitors (volunteers, parents, etc.) must come to the main office to receive their ID badge. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

### Volunteers

- A Volunteer Handbook is available online. All individuals who volunteer in the school must complete the Safe Environment training and the Archdiocesan mandated background check.
- All volunteers are expected to dress appropriately. Clothing should be modest and neat.
- All volunteers are to turn off cell phones while volunteering.
- The main responsibility of a volunteer is to assist the administration or teachers. For this reason, pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.

### **Pet Policy**

Individuals with a documented need for a service animal or service animals as employed by the school are welcome on the school campus and at school-related activities. All other pets or animals are not allowed on the school campus at any time unless for an administration approved activity. Administration approval is only intended for events in which the presence of animal encourages the learning process or specific, Church sponsored pet blessings. Pets or other animals are not allowed on any school field trip or other school sponsored event, including school-sponsored social events.

### *Right to Amend*

**St. James the Greater School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the classroom newsletters or through e-mail communication**

# Volunteer Handbook

**Procedures and Policies Application Process** – All persons who would like to work or volunteer at St. James Catholic School must complete Safe Environment Training. This includes the following: a completed Archdiocesan volunteer application, three reference checks, a criminal background check, a signed Code of Conduct, and a Safe Environment Training session. All of these items must be successfully completed before an applicant is permitted to work or volunteer in the school.

Safe Environment Training will be made available at Back-to-School Night in August. All volunteers in the school need to be safe environment trained. Once you have been through the process, you do not have to repeat it. If you cannot make one of the training sessions during Back-to-School Night, you will need to contact Lorna Bohn at 737-4496 to arrange your training. Volunteerism cannot begin until this is completed.

All families are expected to perform 10 hours of volunteer service to the school. For this reason, it is extremely important that the Safe Environment process be completed as soon as possible.

**Sign In/Out Procedure** – School visitors (parents, volunteers, guests, etc.) must come to the main office and check in and check out. A visitor badge will be issued and visitors and/or volunteers are required to wear a designated badge while on the school grounds.

**Confidentiality** – A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations among parents, teachers, and students in the school are confidential. Volunteers should not discuss these conversations.

There may be times a student wants to talk about a problem he or she is experiencing. Let the student know that you cannot promise you will not share the information that they tell you with someone else because there may be times when it is in the best interest of the student that you do so. Do all you can to encourage the student to share any serious problems with his/her parent/guardian. Refer any concerns to the principal.

**Child Abuse/Neglect Reporting** – Under Oklahoma State law, all individuals **MUST** report an incident or suspicion of child abuse of a minor (person under 18 years of age) to the civil authorities. Every person having reason to believe that a child under the age of 18 years has had physical injuries or injuries inflicted upon the child by other than accidental means, where the injury appears to have been caused as a result of physical abuse, sexual abuse, or neglect, shall report the matter promptly to the county office of the Department of Human Services (DHS). Any report of abuse or neglect shall be made in good faith. Such reports may be made by telephone, in writing, or personally. The number is 1-800-522-3511, and it is available 24 hours a day, 7 days a week. If you feel a child is in immediate danger or harm, call 911. You do not have to determine if the situation is a report of child abuse or child neglect; DHS makes the determination. A report should also be made to the police.

No one is exempt from the obligation of reporting such matters and no one (employer, supervisor, pastor, principal, teacher, etc.) may impede any individual from doing so. Anyone who knowingly and willfully fails to report promptly any such incident may be reported by the Department of Human Services to local law enforcement for criminal investigation. If convicted, that person shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report of child abuse or neglect shall be guilty of a misdemeanor. Section 7105 further notes that anyone participating “in good faith” and exercising due care in making such a report shall have immunity from any liability (civil or criminal) that may otherwise be incurred or imposed.

**Corporal Punishment** – Corporal punishment or handling students roughly is never allowed under any circumstance. If you find yourself getting extremely angry or frustrated with a child, walk away from the child. Do not touch a child under these circumstances. Uncooperative students should be referred to the teacher or the principal.

**Medication** – Volunteers should at no time administer any medication to a student. This includes, but is not limited to, over-the-counter medications.

**School Rules** – Volunteers are expected to follow school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff, and seek clarification when necessary.

**Supervision of Students** – The following guidelines should be followed when supervising students:

- Students should not be left unattended.
- Supervision of students is a physical and mental task. For example, while supervising students in the cafeteria or playground, the volunteer should not be reading, talking on a cell phone, etc.
- Volunteers should periodically circulate through the area where they are supervising students.
- Volunteers should escort a class of students to and from all locations (cafeteria, playground, dismissal location, etc.).
- Any problems should be reported to the classroom teacher or principal.

**Technology** Any photographs or statements made on a volunteer’s Social Networking Site may be cause for dismissal of services and separation of the volunteer’s family from the school. This includes defamatory comments made about the school administration, other teachers, students, or the parish. Volunteers should never post photographs of students from school-sponsored activities to a Social Networking Site. This includes, but is not limited to, field trips and class parties.

**Dress Code** – Volunteer dress should be neat and modest. Low-cut shirts, tank tops, short shorts or short skirts are not appropriate in the school setting.

**Smoking** – St. James is a smoke-free campus.

### **Volunteer Opportunities**

- \*School Advisory Council
- \*Santa Shoppe helper
- \*Book Fair
- \*Cafeteria monitor
- \*Back to school night

- \*PTO Officer
- \*School Cleaning/Sweeping
- \*Cafeteria dish washing
- \*Health screenings (vision/hearing)
- \*Box Tops

- \*Eucharistic Minister for school Masses**
- \*Halloween carnival**
- \*Recess monitor**
- \*Substitute teacher**
- \*Track meet**
- \*School Advisory Council member**
- \*Soup label coordination**
- \*Used Uniform Coordinator \*Landscaping**
- \*School Publicity**

- \*Coaching**
- \*Field Day**
- \*Scouting**
- \*Tutoring**
- \*Enrichment Teacher Assistant**
- \*Homeroom parent**
- \*Fundraising \*Hospitality**
- \*Class Party Volunteer**

If you have other ideas, please contact the principal.

**RIGHT TO AMEND** The principal, in consultation with the faculty, retains the right to amend this handbook for just cause. Parents will be given prompt notification by email if changes are made.

# Athletics

St. James Catholic School athletic program strives to teach the Christian values of teamwork, mutual respect, and enjoyment. It also strives to develop talents, a healthy sense of competition, self-discipline, honesty and positive name recognition in the community.

Goals of the Athletic Program • Encourage teamwork. • Promote healthy life style choices for students while having fun. • Encourage the learning of sports skills. • Teach self-discipline, good sportsmanship, fairness, and to instill Christian values and behaviors in students. • Encourage positive relationships between parish and school community. • Encourage involvement of parents/guardians in school activities. • Be positive public relations for the school.

**Non-Discriminatory Policy** of St. James athletic program admits any student of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students within the association. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its participatory policies, admissions policies, or athletic programs.

**Title IX**— St. James Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

**Academic Requirements** Students participating in the St. James Athletic program must be students in good academic standing.

**Registration Information** Students wishing to participate in a sport must complete the sport’s registration form. Registration forms must be completed and returned, with the related fees, on or before the designated due date. All fees may be paid on “Back to School Night” or in the school office only. Please do not give payment to the athletic director or coaches.

Deadlines for registration are not intended to prevent any interested student from participating on a sports team, but they are necessary to meet registration deadlines set by the Catholic Grade School Athletic Association (CGSAA).

**Refund Policy** Any student who has registered to participate in a sport and is unable to play for any reason may receive a 100% refund if the official roster for CGSSA has not been prepared and sent to CGSSA. The school office should be notified. No refund is made after the official CGSSA roster has been prepared and sent. Money paid to order a uniform is non-refundable once the school order has been placed.

**After School Care Policy** Students who use after school care while waiting for practice to begin will be charged the after-school care rate.

**Coaching Expectations and Requirements** St. James Athletic Association is committed to securing the best-qualified coaches for all its sports teams. Final coach selection rests with the principal. These qualifications include, but are not limited to:

1. Acceptance, integration, understanding, and implementation of St. James athletic philosophy and goals.
2. Ability to teach all participants constructively, regardless of skill level.
3. Ability to organize, run, and control practices.

4. Positive attitude and coaching style
5. Good communication skills
6. Coaching ability to teach the sport effectively
7. Adequate knowledge of the sport
8. Ability to provide a safe physical environment for all.
9. Completion of the Volunteer Screening process.
10. Completion of the Play Like a Champion program for all head coaches.

All coaches must have completed “Play Like a Champion” training provided by CGSAA. Coaches are required to hold and attend practices, games, and meetings related to their team within the CGSAA league and/or called by the principal. No practices may be scheduled during Holy Week, on holy days of obligation (includes all Sundays), parish penance rites, or during weekend Mass times. There are no practices during Thanksgiving, Christmas or spring breaks. Coaches are responsible to notify participants of a practice cancellation when they are unable to attend a practice.

All persons who would like to coach at St. James Catholic School must complete the volunteer protocol. The protocol includes the following: a completed application, three reference checks, a criminal background check, a signed Code of Conduct, Safe Environment Training, Play Like a Champion training, and an interview with the athletic director. All items in the protocol must be successfully completed before an applicant is permitted to coach.

A coach is expected to provide constant supervision of student athletes. The coach is expected to be at practice before any student arrives and must make sure that all children have left before he/she leaves practice or must designate another adult, who has fulfilled all Safe Environment requirements, to take on those responsibilities. Coaches also must not tolerate any abuse or mistreatment of players, parents or others by any member of the team.

Coaches should attend every game and show up at least twenty minutes prior to the start of the game to prepare their team. It is important, and required, that coaches report any problems with equipment, players, parents (or others) to the principal within 24 hours of a problem. This will ensure the safety of all participants and allow for appropriate action to be taken by the principal when necessary.

Coaches should be patient and tolerant of all children and understand the level of maturity at which they coach. They must be cautious not to have unrealistic expectations, but be willing to challenge each participant to reach potential goals. Coaches must understand that their impact on the lives of their athletes is of incredible importance and thus must display good moral and ethical behaviors.

Communication At the first practice, coaches will discuss with parents expectations for student athletes and parents, scheduling of practices and times, behavior expectations for all involved persons, and the inherent risk factors of each sport.

No parents, coaches, players, staff or other individuals should contact the media directly. All releases of information are subject to St. James information privacy policies and must be approved by the principal or the parish communications director.

Coaches will communicate with parents the dates and times of games. This information is also available on the CGSAA website: [www.cgsaa.org](http://www.cgsaa.org).

**Conduct:** Parent, Coach, Student, and Spectator All players, coaches, parents, spectators and staff are required and expected to:

- Act in accordance with the stated philosophy and goals of the program.
- Cooperate with the spirit and policies of the school.
- Be polite and courteous to all coaches, officials, and participants, which includes appropriate conduct at all events, practices, and games.
- Avoid engaging in any situation that could result in a negative representation of the program and school. This includes arguing with any coaches, officials, players, parents or spectators, verbally criticizing or reprimanding others, and any inappropriate verbal remarks or verbal abuse.
- Support all teams with equal respect and courtesy, regardless of their level of skill.
- Abide by the guidelines and rules set forth by the CGSSA and St. James athletic program.
- Parents should not coach from the sidelines at games or practices and should not take a student from practice/game until the coach has released the team.
- Students should work to the best of their ability, follow directions and instructions from the coaches, and be punctual to practices and games.
- Students should complete all schoolwork and assignments and have an excellent attitude and behavior.
- Take care of athletic uniform and equipment.
- Parents should pick students up from practices on time.
- Parents should contact the coach if the student will not attend practice or a game.
- Support your child's coach by your speech and actions. If you have any questions regarding his/her coaching methods or philosophy, please ask the coach.
- Parents may attend all practices, but may not assist without having completed the Volunteer Screening process and have permission from the team coach.

Items such as, but not limited to, questionable books and pictures, knives, matches, cigarettes, radios, toys, pagers, cell phones, laser lights, or anything that will detract from a learning situation or in any way endanger anyone are not allowed at practices or events.

During practices all ordinary discipline matters are the responsibility of the coach(es). The following procedures help set an atmosphere necessary for learning:

- At the beginning of the sport season, coaches outline expectations for student conduct, practice and game attendance.
- Coaches set practice rules.
- Well-planned practices that keep students on task decrease the time available for misconduct.
- Physical punishment, other than reasonable additional running or other appropriate exercise, is not an acceptable form of disciplining any athlete and will be grounds for immediate termination of the coach.
- Coaches must be consistent in their disciplinary methods with all children. No athlete should ever be given special treatment regardless of their talent level. Coaches who are models of fairness help children to learn values of equity.
- Coaches should contact the principal regarding any issues or problems that are questionable in nature for further direction and/or actions to take regarding the situation.

Behaviors which are not conducive to good discipline include:

- Screaming done by a coach or assistant. This behavior is unacceptable.
- Threats of unrealistic punishments.
- Repeated warnings with no follow-up.
- Inconsistent adherence to rules.
- Foul language.

If misconduct occurs, any or all of the following may occur. (Consequence should be for behavior and not for athletic performance.)

- Private discussion with the student.
- Loss of privileges for the athlete.
- Running consequences of reasonable length.
- A time out in the gym, with the student being placed apart from the other students. Students should never be placed outside the gym for time out.
- Discussion with the parents to alert them and discuss possible strategies for behavior improvement.
- Students should be notified that the principal will be notified about their behavior.
- For repeated misbehavior, the principal may remove the student from the team and no refund of athletic fees or uniform fees will be issued.

**Drugs and Alcohol** **Drugs and alcohol** are prohibited at all St. James athletic events. Students, spectators, or parents who possess drugs or alcohol at a St. James athletic event are subject to suspension, expulsion or police action.

**Equipment and Uniforms Soccer**—The school provides the jersey for the student to use. The jersey should be laundered and returned clean at the end of the season. Soccer shorts are purchased separately at any sporting goods store. The athlete also needs shin guards, athletic shoes, and a water bottle.

**Volleyball** – The school provides the jersey for the student to use. The jersey should be laundered and returned clean at the end of the season. Shorts should also be worn as well as appropriate sneakers. Knee pads are recommended.

**Basketball** – The school provides the uniform. The jersey should be laundered and returned clean at the end of the season. Shorts and appropriate sneakers are also required.

Athletes may not wear any jewelry, including watches, for practices or games. The team uniform should not be worn for practices. Equipment will be issued to each coach and should be returned at the end of the sporting season.

Uniforms not returned in the same condition as issued must be replaced at the current replacement cost.

**Grievance Procedures** A grievance should be handled in the following manner: • Set up a time to discuss the issue with the coach. If the situation is not remedied, then • Set up a time to discuss the issue with the principal. Decisions of the principal are final. • Parents should note that the coach is in charge of playing time, starting lineups, etc.

**Health/Physical Requirements** Parents must understand the requirements for each sport and make sure that their students are in appropriate physical condition to safely play the sport. Unless there is a medical condition that prohibits a participant from doing a certain drill or activity, all participants will be expected to follow drills and physical activity requirements requested by the coach(es). If there is a medical condition that prevents participation in these activities, the principal must be notified as to the nature and extent of the condition. Based on the information presented, the principal may deny a student from participating if in her judgment it is in the best interest of the child and/or other participants.

**League Affiliation** St. James sports teams participate in and are only affiliated with the Catholic Grade School Athletic Association (CGSAA).

**Mandatory Playing Time** There is a minimum playing time of one continuous period for soccer, basketball, and volleyball for all students through grade six. Coaches of students in grades seven and eight are highly encouraged to follow the same minimum continuous quarter playing rule.

**Financial Assistance** Parents who are unable to pay the required fee should contact the principal.

**Suspensions** Students who are suspended from school may not participate in practices or games during the period of suspension.

**Tournaments** Before coaches sign up their team for a CGSSA tournament, the principal's permission is required. Tournaments outside of the CGSSA are not permitted.

**Weather Policy** If school is closed due to inclement weather, practices are automatically canceled.

**RIGHT TO AMEND** The principal, in consultation with the faculty, retains the right to amend this handbook for just cause. Parents will be given prompt notification by email if changes are made.