

Parent/Student Handbook

St. James Catholic School

2009/2010

2009-2010

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I. GENERAL INFORMATION

A. Mission Statement

The Mission of St. James Catholic School is to work in partnership with parents to provide a Christ-centered, safe, and creative environment for learning. Students grow toward their spiritual, intellectual, emotional and physical potential.

St. James Catholic School does not discriminate on the basis of color, race, national or ethnic origin or gender in its employment. Neither does it discriminate on any of the above in admissions.

St James School 206 NE Kirby St. McMinnville, OR 97128

503 472 2661

Mrs. Jeananne Bloudek, Principal
principal@stjamesmac.com

Secretary
office@stjamesmac.com

B. School Wide Student Learning Expectations

The St. James School Graduate is...

A Faithful Christian who:

- Celebrates their faith and develops a relationship with God through prayer, liturgies, and Christian friendship
- Demonstrates knowledge of Catholic traditions
- Lives their faith in service to others
- Respects and cares for self and others as Jesus has taught us

A Life-long Learner who:

- Uses critical thinking and problem solving skills
- Recognizes technology as a tool for learning and communicating
- Grows toward their spiritual, emotional, physical, and academic potential
- Exhibits a strong foundation in the basics: reading, writing, math, communication, as well as an appreciation for the fine arts
- Recognizes their own God-given learning strengths, gifts, and talents
- Is able to identify and use appropriate resources

A Responsible Citizen who:

- Makes choices that reflect Catholic values
- Honors God's creations by protecting the earth and its resources
- Is safe, respectful, and responsible
- Is involved in the community

An Effective Communicator who:

- Works with others to solve problems and resolve conflict
- Listens actively and respectfully
- Speaks clearly and confidently
- Uses writing as a form of communication
- Realizes the effect of non-verbal communication

C. Dress Code

In order to foster individual and school pride, all students are to conform to the dress code on a daily basis, unless free dress days are announced. All dress code pieces are interchangeable. The basic items are widely available. However we have identified several stores that have dress code items that are consistent with our policy: Target, French Toast, Wal-Mart, Penney's, Sears, Dennis Uniform, and Lands End. The St. James plaid may only be purchased through Land's End (Hunter/Classic Navy Plaid) or through Dennis Uniform (Belair). All clothing must be embellishment and logo free with the exception of the St. James School logo. An embroidered school logo may be added to tops as an option.

Tops:

Solid collared shirts with sleeves (long or short). Shirts may be red, navy, chambray blue or white. Shirts must have a plain collar such as polo, oxford, or peter pan. Plain white t-shirts may be worn underneath a collared shirt. A red, navy, chambray blue or white turtleneck may be worn underneath a collared shirt. Tops must be free from embellishments or logos with the exception of the St. James School logo.

Sweaters and Sweatshirts:

Solid sweaters or sweatshirts may be red, navy or white with or without school logo. V-neck and crewneck sweaters, cardigans or sweater vests are all acceptable. A collared shirt or turtleneck must be worn underneath. Students may wear St. James t-shirts and sweatshirts on Fridays.

Bottoms:

Navy or khaki twill: straight leg pants, mid-thigh shorts. In addition, girls may wear navy, khaki, or St. James plaid mid-thigh skorts, jumpers, skirts or capris. Jumpers and skirts must be worn with shorts underneath. Jumpers must be worn with a collared shirt or turtleneck. Cargo pockets are not an option.

Shoes:

Shoes should be durable and flexible enough for playground use with closed heel and toe.
(No greater than 1" heel)

Socks/tights:

Solid black, navy, khaki or white socks or tights must be worn. Solid black, navy, khaki or white leggings may be worn with socks.

Jewelry:

Boys: No jewelry is to be worn except a wrist watch and one modest religious symbol on a simple necklace. Boys may wear one ring, but not earrings, bracelets, ankle bracelets, or visible body piercings.

Girls: Girls may wear one pair of small post-type earrings. Girls may wear a modest necklace with a religious symbol, a wristwatch and one ring. No bracelets, ankle bracelets, or visible body piercings.

Accessories:

All accessories must compliment the dress code colors of red, navy, chambray blue, white or St. James plaid.

- Make-up, visible tattoos, and dyed or colored hair are not appropriate for school.
- Belts are not required, but if worn should be black, brown or navy.
- Ties are not required, but if worn should be navy, red, or St. James plaid.
- Hair must be clean, neatly combed and must not interfere with eyesight.
- Hats, scarves and sunglasses may only be worn outside the buildings.

General Comments regarding dress code and uniforms and free dress days:

- Cub Scouts may wear their scout uniforms on Scout Days.
- When free dress day is announced, student may wear clothing that is neat, modest and appropriate for school: No shirts (even undershirts) with slogans or pictures (except those imprinted with St. James lettering, logo or mascot).
- All clothing must be clearly marked with child's name inside.
- Please dress for the weather, so bring a coat when it is cold.
- Students are expected to remove coats and jackets inside school/church buildings.
- Coats and jackets must remain free of inappropriate or distracting designs and logos.

*Exceptions may be made by the Principal and Pastor for circumstances out of the ordinary or that were not foreseen by these guidelines.

D. Personnel

1. Archbishop

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

2. Department of Catholic Schools

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools heads the department.

The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are also expected to follow curricular guidelines.

In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

3. Pastor

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

4. Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. He or she understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

The principal is responsible for implementing school policies. He or she may amend the handbook as needed.

5. Faculty

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his or her intellectual, moral, and physical capacities may be developed and strengthened.

6. *Secretary*

The school secretary is responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the principal's office.

7. *Other Support Staff*

Other staff is responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description.

8. *List of School Personnel*

For a list of current school staff, School Advisory Council members and Parents' Club Executive Board members, see our school families directory section or see our website.

II. ACADEMIC INFORMATION AND STANDARDIZED TESTING

A. Academic Honesty

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including suspension or possible expulsion.

B. Conferences

1. *Scheduled by School*

Parent/teacher conferences are held for 15 minute periods during the fall and whenever needed. We expect to see each child's parents for fall conferences. Other needed conferences can be scheduled by the parent or teacher. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

2. *Requested by Parent*

Parents desiring longer conferences than those scheduled by the school, or parents who wish to meet with the teacher at times throughout the year are encouraged to call the school office to arrange an appointment.

3. *Guidelines*

- a) Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority in front of the child is not helpful. If you have such a disagreement, please request a private conference with the teacher.
- b) Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions.
- c) Discuss difficulties in the classroom with the teacher first before bringing them to the principal.

C. Curriculum

Local curriculum development is the responsibility of the principal and faculty following the approved Archdiocesan guidelines.

D. Daily Schedule

The school day begins at 8:00 am and ends at 2:30 pm. Students may arrive in the morning at 7:45am. **Parents are not to drop off their children before 7:45 am because there is no supervision at that time. Students are considered tardy when the 8:00 bell rings.**

E. Grading and Relating Topics

1. Homework

The purpose of homework is to reinforce material already taught, and to foster habits of independent study. Homework will be sent home weekly and completed and returned at times specified by the teacher. Lower grades send home a folder with student work on Fridays, to be returned the following Monday. Every student in 1st-5th grade is normally expected to spend a minimum of 20 minutes to a maximum of one hour a day on homework, reading, math and/or writing skills.

Suggested guidelines:	1 st and 2 nd grades	20-30 minutes
	3 rd and 4 th grades	30-40 minutes
	5 th grade	45-60 minutes

It is the parent's responsibility to provide a time and place each night for their child to complete their assignments. Partial credit will be given for work that is late. However, the work is expected to be completed for the purpose of practicing the skills taught, and developing a sense of responsibility. For planned absences, make-up work will be given to the student upon return to the school. Students will be given 2 days for every day absent to complete make-up work. Teachers are not expected to have work ready for students prior to absence.

2. Progress Reports/ Report Cards

Progress reports are sent home every 6 weeks, in the middle of each trimester. This is a way parents will be alerted to the successes and/or areas of needed improvement for their child. Report cards are sent home at the end of each trimester.

3. Supplies

Students are responsible for obtaining and maintaining their own basic school supplies. Each year the school issues a school supply list. Some supplies may need to be replenished throughout the year.

4. Textbooks

The Department of Catholic Schools and the Oregon State Department of Education determines the list of approved textbooks from which the school may select for each subject of the curriculum.

Lost books will be replaced at the parent's expense, including library books. There will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

F. Graduation

1. Graduation Ceremony

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. St. James honors our graduating 5th graders at a Graduation Mass held during the school day on the last day of school.

2. Graduation Attire

Appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; dress attire for girls is to be modest.

G. Promotion and Retention

1. Promotion

A student satisfactorily completing each grade's work will be promoted to the next grade.

2. Guidelines for Retention of Students

Recommendation for retention of students is made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such a decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the decision for retention rests with the principal.

H. Standardized Testing

St. James School participates in the Archdiocesan standardized testing (Iowa Basic Skills) program in the fall for 3rd, 4th, and 5th grades. Each student's scores will be sent home. Parents may request other types of tests, such as academic or psychological testing, from the local public school district.

III. ADMISSIONS AND WITHDRAWAL

It is the goal of St. James School to educate children in the Catholic faith. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities that support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, traditions and in a growing relationship with Jesus Christ.

A. Application Process

Families interested in enrolling their children at St. James School may have their name added to our enrollment list. Each spring at enrollment time these families are contacted and invited to our Open House. Registration begins in the spring.

B. Entrance Requirements

Children need to be age three on or before September 1st for 3-year-old preschool, age four on or before September 1st to enter 4-year-old preschool, age five on or before September 1st to enter kindergarten, and age six on or before September 1st to enter first grade.

1. Records at Entrance

Students entering school for the first time are required to bring a birth certificate, and a baptismal record (if applicable), and a record of state required immunizations (on the county health form).

2. Transfer Student Process and Requirements

The probation period for transfer students is the first trimester in attendance. If problems or concerns arise, the teacher and principal shall meet at the end of the first trimester to discuss the student's progress, both in academics and behavior. At that time, a recommendation will be given

for either continued enrollment or a parent/teacher/principal conference. The conference will include a recommendation for testing and/or counseling. If our school isn't a correct fit our school will recommend another school to attend.

C. Nondiscrimination Policy

The Catholic schools of the Archdiocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available at all schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

IV. ATTENDANCE

Regular attendance is required of all students in order to support the academic climate of the school.

A. Reporting Process

Parents are asked to notify the school by 8:30 am if their child will be tardy or absent from the school that day.

1. Doctor or Dental Appointments

Parents are requested to schedule doctor/dental appointments outside regular school hours, if at all possible. If it is necessary to take your child out of class for part of the school day, please pick your child up at the school office, not the classroom, so they can be signed out.

2. Homework during Absence

Students and/or parents are responsible for making arrangements with the teacher for missed work after the child returns to school from an absence. In the case of an anticipated absence such as a vacation, (we do not encourage vacation during the school year) the teacher will not give work in advance of a vacation. (See homework section.) Parents are also asked to notify the school office prior to your child's departure.

C. Tardy

Students who arrive after 8:00 am are marked tardy. If a child is Tardy 5 or more times in a trimester, the parents will be asked to conference with the Principal. When students arrive after 9:00 am they are marked _ day absent and parents must sign in their child at the office.

D. Truancy

A student who is absent from school without a valid excuse for a period deemed unreasonable may be considered a truant. Parents will be contacted.

V. DISCIPLINE

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

A. Discipline Policies

St. James School focuses on the three behavioral goals: Be Safe, Be Respectful, and Be Responsible. The school strives to work together to foster in our students self-discipline, responsibility for one's actions, problem-solving skills and respect for the rights and property of others. Students are expected to conduct themselves in a manner that will permit teachers to teach and students to learn without interference. They are expected to behave in a manner that will ensure the physical and emotional welfare of other students and staff. Students are also expected to demonstrate an acceptance of religion and Christian values.

B. Behavior Expectations

In keeping with the philosophy of St. James School to provide an environment where each student's spiritual, intellectual, emotional and physical needs are met, our student behavior expectations are defined as follows:

- Display an attitude of love and concern for others.
- Show respect for those in authority: principal, clergy, teacher, school support staff, and adults on noon supervision, in the library, serving hot lunch or helping at school in any capacity.
- Follow directions obediently and respectfully.
- Use language that becomes a Christian who respects him/herself and others.
- Display playground courtesy at all times and follow the "Playground Rules" established at St. James
- Tell the truth at all times.
- Maintain acceptable classroom behavior as established by each individual teacher that will not disrupt others or deprive them of the right to learn.
- Show reverence during prayer and liturgical celebrations.
- Adhere carefully to the dress code.
- Refrain from chewing gum anywhere on the school grounds.
- Refrain from bringing any weapons or drugs, including play or look-alike, to school.
- Refrain from bringing any toys or other miscellaneous items to school.

C. Non-Violence Policy

Students have a right to attend school in a safe environment free of harassment, intimidation, or any threat to personal safety. St. James School has no tolerance for violent action and/or speech.

Students are not allowed to talk about committing an act of violence, threaten to commit an act of violence, or joke about committing an act of violence toward any living thing or object. Students are not allowed to possess at school any tool that can be used to commit a violent act: this includes but is not limited to pocket knives, guns, cigarette lighters and matches. Students are also not allowed to possess any instructions on how to commit an act of violence.

A student who breaks any of these rules will be suspended until a meeting can be held with the student, parent(s), principal and possibly the pastor, when deemed necessary. Any further disciplinary action, which could include expulsion, is at the discretion of the principal.

Students are not allowed to draw pictures of, or write stories about, situations that are violent or that depict violence toward another person either real or fictitious. A student who does this will have a

conference with the principal, who will decide if a conference with the parent(s) is necessary. Any disciplinary action is at the discretion of the principal.

D. Drug Policy

The use or possession of illegal substances on school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various type of inhalants is prohibited and is grounds for disciplinary action.

Students are not allowed to possess or transmit any legal drug; these are to be kept locked and administered in the school office (see medication policy). If any student is involved in a drug policy violation, parents will be notified immediately. A conference including the faculty member, principal, pastor, parents and student will be held to determine the consequences, up to and including expulsion.

E. Discipline Policy

Students unwilling to conform to policies and rules at St. James School will be subject to one or possibly several disciplinary responses which are considered progressively more serious: time on the wall during recess, loss of privileges, a phone call or note home, a referral to the office, conferences, behavior modification contracts, suspension and/or expulsion. The principal will have the final say on what discipline is appropriate and whether a student will be allowed to remain enrolled at St. James School.

F. Conferences with Students and Parents

If a student chronically misbehaves, teacher and/or principal will call a conference with the student and his/her parent(s). In a Christ-centered, nurturing environment, every effort is made to help the student assume responsibility for his/her own behavior. Because students at St. James School are under 12 years of age and are developing their sense of responsibility for their own actions, we feel that parents play a major role in guiding their child's behavior. We strive to work in partnership with parents to help their children grow in positive ways.

G. Class Exclusion

Class exclusion or in school suspension is a method of disciplinary action that denies a disruptive student the ability to attend a particular class, ordinarily for a period of two days or less. During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff members. The purpose of a class exclusion is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue.

H. Suspension

The student is removed from school for up to five days. The principal notifies the parent(s) and arranges a conference to discuss the removal and the reason for that action. If a solution seems possible, the student may resume attendance on probation. After the suspension period, parent(s) and student must meet with the principal before the student may resume attendance.

I. Withdrawal

The student is denied the right to attend St. James School. The principal, after consultation with the pastor, calls a conference with the parent(s) to inform them of the withdrawal and the reason for the action. The principal sends a written notification to the parent(s) as a follow-up. The student may

apply for a re-admission at a later date, such as the following trimester or year. Re-admission is at the discretion of the principal and dependent on room available. A major condition of re-entry is that the student positively changes the actions or attitude/s cited as reasons for withdrawal.

J. Expulsion

The student is permanently excluded from attending St. James School. The expulsion of a student's enrollment is a most serious matter, and will be invoked rarely and only as a last resort.

Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body;
- Prolonged and open disregard for school authority;
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

K. Leaving School Grounds

No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardian.

L. Physical Restraint

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself, other students and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

M. Search and Seizure

Desks and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Desks and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

N. Valuables

Valuable are to be left at home. If they are brought to school, the school is not to be held responsible for loss or damage.

O. Vandalism/Property Damage

Students and their parent/guardian are liable for all damage to equipment or school property.

VI. EMERGENCIES

A. Emergency Information

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the students or other persons.

B. Emergency Information Card

Included in the registration pages are lines for the child's emergency contacts. These people will be called if parents are not available. These contacts may take temporary care of your child in the event that you are not available. These are the only people we will allow your child to be released to unless we have a written note stating otherwise. In case of an emergency, a fax to the office with the parent's signature will be acceptable.

Each parent is responsible to keep all information current:

- The student's current home address, telephone number, and any medical information;
- The current telephone numbers and addresses of parent/guardians and emergency contacts. If applicable, the cell phone and of parents should be recorded;
- The name of the family physician and telephone number;
- Any health concerns listed and medications child may be currently taking;
- The parent or legal guardian's signature to send the student to a medical facility for emergency treatment should this be necessary.

C. School Lockdown

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- Doors will be locked;
- Blinds will be closed;
- No one will be permitted to enter or leave the building;
- Lockdown will continue until the school receives an "all clear" signal from emergency personnel.

Parents should not call the school so the phone will be available to emergency personnel.

D. Student Accident & Health Insurance

St. James provides insurance coverage for families called the **School Time Accident Plan**. Parents do not pay for this insurance and nothing is needed to be filled out by the parents for this coverage.

This insurance covers injuries caused by accidents occurring:

- On school premises during the hours and on days when the school's regular classes are in session, including one hour immediately before and one hour immediately after regular classes, while continuously on the school premises.
- Participating in or attending school sponsored and directly supervised activities including interscholastic athletic activities and non-contact spring football.
- Traveling directly and without interruption to or from home and school for regular attendance; or home and school to participate in school sponsored and directly supervised activities provided travel is arranged by and at the direction of the school, and while traveling in school vehicles at any time.
- Also covers emergency sickness up to \$1000 maximum. "Emergency sickness" means a sickness of such nature that failure to get immediate medical care could put the person's life in danger or cause serious harm to bodily functions.

There is also a supplementary insurance that any family may opt to purchase or not - this is completely voluntary. If you would like this "extra" insurance, you will need to fill out an enrollment form and send it to the insurance company. Enrollment forms are available in the school office.

VII. EXTENDED CARE

After school care is available for kindergarten through fifth grades, from 2:30-6:00 pm on regular school days. Extended Care is available from 11:30 am-6:00 pm on early dismissal days. There is no

Extended Care service on non-school days. The charge for child care is \$2.75 per hour. Snacks are provided daily. Parents can either pay an annual snack fee of \$75.00, or 75¢ per day, per child. A late fee is charged for child care after 6:00 pm. The late fee is \$1.00 for each minute late. After half an hour has lapsed, an additional \$10 per minute will be charged.

Drop in children are welcome, but we ask that you let the school office know when we are to expect your child.

We have separate emergency forms for children who attend our Extended Care. In order for a child to attend our after school care program, we must have Extended Care emergency forms filled out and on file for each student. These forms are kept in a binder in the Extended Care room in the event of an emergency. Extended Care forms are available on our school website.

In the event of an emergency evacuation from St. James Extended Care, your child will be taken to St. James Church.

VIII. FINANCIAL

A. Tuition

Tuition amounts are set by the School Advisory Council during the budgeting process each year. There is parish rate and a non-parish rate. In order to qualify for the parish tuition rate, a family must be registered at St. James Parish, attend church in the parish, and give identifiable financial support to the parish. Qualifying, Catholic families must also meet with the pastor to determine parishioner status.

1. Tuition Assistance

Applications for tuition assistance are processed through Facts Grant and Aid Assessment (FACTS). Families applying for tuition assistance need to complete a financial information application that is rated by financial need. The school's sources of tuition assistance include Archdiocesan grant monies and local funds.

B. Delinquent Payment Policy

1. Tuition Fees

All families are required to use the Electronic Funds Transfer Tuition payment plan offered by Vanco Services, or pay tuition in full. This convenient service automatically transfers tuition payments from your bank account to the school's account on the dates you schedule. Payments will be deducted either the 1st or the 15th of the month. You may also pay tuition with Visa, Master Card, American Express, or Discover Card through Vanco Services.

2. Extended Care Fees

Payments are due by the 15th day of each month. Monthly statements will be issued on the 5th day of each month to verify charges and payments. Accounts are past due after the 20th of each month. A late fee of \$10.00 will be charged monthly on all past due accounts. If the account is not completely paid before the next school year, the student cannot return to the Extended Care program until all fees are paid.

3. Library Books

If students do not return their library books to school, they will be charged the price of the book.

In the event that a child withdraws from St. James School, parents have the responsibility to clear any outstanding accounts before enrolling their child in a new school.

IX. MEDICAL

A. Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps, measles and fifth's disease. Students who have restrictable diseases or conditions must be excluded from school.

B. Immunizations

Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance.

C. Medication

The school recognizes that administering of medication by the school to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours.

The parent, in writing, shall make all requests for the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a non-prescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription.

The school reserves the right to reject a request to administer prescription or non-prescription medication when, in the judgment of the school, the administration of such medication is not feasible.

This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

1. Medication Dispensation Guidelines

Prescription Medication

The following is required for: "...any non-injectable drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician."

- a) Written instructions from the doctor which includes:
 - i) Name of student
 - ii) Name of medication
 - iii) Dosage
 - iv) Time and/or frequency of administration
 - v) Method of administration (e.g., mouth, nose, ear, etc.)

- b) It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. "Take as directed" or "as needed" cannot be taken as specific direction.
- c) The authorization form attached must be signed and filled out completely by the parent or guardian. (Forms are available on our website.)
- d) All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be issued by pharmacist in two separate bottles.)
- e) Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.
- f) Student may not carry Medication to or from school, only parents can do this.

2. Non-Prescription Medication

The following is required for: "...any commercially prepared non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids."

- a) Written instructions from the parent which include:
 - i) Name of student
 - ii) Name of medication
 - iii) Dosage
 - iv) Time and/or frequency of administration
 - v) Method of administration (e.g., mouth, nose, ear, etc.)
- b) All non-prescription medication must be in original container or packaging.
- c) Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

4. Medication Dispensation Authorization Form

An authorization form must be filled out for every medication given at school. Forms can be picked up in the school office or on the St. James School website.

5. Parent to School Notification

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or conditions, such as but not limited to, chicken pox, pink eye, fifth's disease and/or head lice.

X. PARENTS

A. Classroom Interruptions

All visitors, including parents, must report to the office. Classroom disruptions are kept to a minimum and learning time to a maximum.

B. Complaint/ Issue Resolution

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted.

C. Family Cooperation/ Removal of Students Resulting from Parental Attitude

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

D. Messages to Students

Students will not be called to the phone during school hours, except in case of an emergency. Students will be allowed to use the phone only in an emergency or when deemed appropriate by an adult on staff.

E. Parent-Teacher Organization

(See the school directory for current Parents' Club Executive Board Officers.) All parents and guardians of students attending St. James School as well as teachers, parishioners and others who are interested in our Catholic education program are members of Parents' Club. Its purposes are educational, social and fund raising.

F. Parties

1. In School

Celebrations are arranged with individual teachers. If sending birthday treats, please send store bought treats.

2. Out of School Party Invitations

Unless everyone in a class is invited to a party, please do not hand out invitations at school. Please mail or phone these invitations to the children's homes.

G. Releasing Students

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. The parent/guardian's authorization to release a student to a non-parent/guardian is required in writing.

An ill student will be released only to a parent or authorized person as listed on the Departure Forms under Emergency Contacts. Please sign out at the main office.

H. School Advisory Council

In the Archdiocese of Portland, all school councils are advisory in nature. A school advisory council participates in decision-making by formulating and recommending, but never enacting policy. (For School Advisory Members see our school directory)

I. Service Projects

The school selects several school-wide service projects throughout the school year including such things as a canned food drive or writing to adoptive grandparents. Individual classroom teachers also choose service projects during the school year.

J. Verification of Compliance

A written statement signed by the parent must be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. (See Signature Page)

XI. SAFETY

A. Bicycles

Students may ride bicycles to school, but need to walk them on school grounds and across sidewalks. Bicycles must be in the bicycle rack at the back of the school during the school day.

B. Earthquake Drills

As part of our earthquake safety procedures, parents are asked to supply bottled water and granola bars as part of their child's school supplies. These are stored in the classrooms. Each month drills are conducted so that children will know what to do in the event of an earthquake.

C. Fire Drills

Fire drills are practiced monthly so that they become routine.

D. School Closure

School closures will be announced on the local radio station, KLYC 1260 AM, as soon as the decision is made. When there is a two hour delay in starting time, there is no AM preschool class. Please listen for Local School closings. If McMinnville Schools are closed so is St. James.

E. Skates and Skateboards

Neither skates nor skateboards are allowed on school grounds.

F. Transportation

Parents/guardians must arrange for transportation to and from school. In order to ensure your child's safety, we ask that if your child is going home with someone he/she does not ordinarily go with, that you call the office and fax a signed note.

1. Bus

St. James students may ride District 40 buses. Conduct and courtesy should reflect a realization of this privilege, which is not available to many private school students. Students are under the same policies and procedures regarding bus behavior and discipline as public school students. Schedule and route information may be obtained from First Student Bus Services at 503-434-5631.

2. Drop off / Pick-up of Students

Students in kindergarten through fifth grades are picked up at the end door by the 5th grade classroom at 2:30 pm. Preschool pick-up time is 11:15 am for 3 and 4-year old classes. For kindergarten through fifth grade students, please approach the school from the parking lot by the church and drive up to the side door of the school. When needing to come into the school, do not park in the line and get out of your vehicle. Instead, please use the parking lot to park your vehicle before entering the school. This helps alleviate traffic snarls and keeps your children safe.

When dropping off children in the mornings, please do not park in front of the school on Kirby Street (as per city sign that states No Parking During School Hours).

Student dismissal procedures:

Students are dismissed from their classroom and are to wait in the hall until their ride arrives. Walkers and bike riders need to wait for a supervising adult before crossing the street.

Late Pick-up:

It is considered late pick-up when you are more than 15 minutes after class dismissal. It is imperative that parents make arrangements to pick up their children on time. Students remaining after 2:45 pm will be sent to Extended Care for supervision and parents will be charged for that service.

H. Visitors

All visitors must report to the main office. Written permission of parents and approval of principal and classroom teacher is necessary before outside students may visit any classroom during the school day. Older, former students wishing to visit and help must also have prior approval from the principal and be willing to abide by any restrictions.

I. Weapons Policy

Ordinarily, any student in possession of a weapon will face disciplinary consequences up to and including expulsion from school.

Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument (other than an ordinary pocket knife – which school rules ordinarily forbid), mace/tear gas/pepper mace, a club bludgeon or similar instrument, or a deadly or dangerous weapon.

XII. STUDENT ACTIVITIES

A. Altar Servers

Baptized Catholic students in fourth and fifth grades, who have received First Eucharist, are allowed to be trained as altar servers. Training sessions are arranged through the pastor.

B. Assemblies

Assemblies are arranged by the school staff. If parents have suggestions for assemblies, they must be approved by the principal.

C. Athletics

Most sports St. James students participate in are arranged through the Park and Recreation District. St. James School does, however, offer a school track team for our fourth and fifth grade students only. It will depend on the McMinnville School District track program continuing.

D. Field Trips

Field trips are to be initiated by the classroom teacher and are to have an educational purpose related to the curriculum. Parent permission slips must be signed by the parent or guardian, in advance. Teachers will discuss field trip expectations, conduct and dress with the students and parent chaperones before departure. Chaperones must ride in the designated transportation with students. If a parent wants to drive his/her personal car to transport other members of the family, this is permissible, but they cannot be considered as part of our group and must pay their entrance fee

separately. These drivers cannot be considered or used as chaperones. A list of all children and chaperones must be turned into the office prior to departure. If using private cars, designated drivers will be given a list of those whom they will be transporting. The only children allowed to go on a field trip are those children in the particular grade/s scheduled to go on said trip. On out of town trips, students in 3rd, 4th, and 5th grades will be transported whenever possible by bus. For local trips, students may travel in private cars, or any grade may walk. If private cars are used, drivers must fill out the driver information form required by the Archdiocesan Business Office. The volunteer driver's insurance is primary and the Archdiocesan insurance is secondary.

Because of the booster seat law required for children less than 60 lbs, only children in 3rd, 4th, and 5th grades can be transported by private car.

Student permission slips, proof of insurance (if using private cars), and driver responsibilities (e.g., follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time) are required for each field trip. Parents must also complete the Called to Protect training before they chaperone.

E. Money Collection

When money must be sent to school with your child, please place it in a sealed envelope with your child's name, the purpose, and the amount written on the outside.

XIII. STUDENT EDUCATIONAL RECORDS

A. Review of Student Education Records

Parents of students currently in attendance at St. James School may review the student's education records. Parents wishing to review student records should make a written request to the principal to do so. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the school concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not to be amended, the parents may place a statement with the records commenting on the disputed information.

B. Directory Information

St. James School has designated the following as directory information which the school may disclose without specific consent: the student's name, address, telephone listing, photograph, date of birth, participation in officially recognized activities and sports, dates of attendance, awards received, and the most recent previous educational agency or institution attended.

A parent may elect not to have any or all of these items included in a school-related directory. Notice from a parent that he or she does not want any or all of these types of information included must be made in writing to the principal of St. James School.

C. Emergency Disclosure of Information

The school is required by law to disclose personally identifiable information from a student's education records to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individual.

XIV. STUDENT SERVICES

A. Hot Lunch

Hot lunch is available to students and staff Monday through Friday. Our Hot Lunch Coordinator is a member of St. James School staff. We rely on parents to serve, wash dishes and do some food preparation. Price for lunch is \$2.25 for Kindergarten – 5th grade. Tickets can be purchased either individually or by 20 lunches. Milk is served daily and is included in the price of the hot lunch (milk tickets are \$.25 for those having cold lunch). Adults may purchase a lunch for \$2.25. Please call ahead if you plan to have lunch with your child.

B. Telephone

Students are allowed to use the phone only with permission from an adult on staff and usually for emergencies only. Cell phones are not allowed at school.

XV. VOLUNTEERS

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school.

A. Volunteer Background Checks

The school requires volunteers in any school program or activity to undergo a background check. Ordinarily any person with an adult criminal conviction is not eligible to serve. The school reserves the right to decline to accept the services of a volunteer, to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so. Parents must also view the film “**CALLED TO PROTECT**” before being able to volunteer. Parent’s volunteer forms can be found on the school Web site or in the school office.

B. Volunteer Code

Volunteers serve to enhance the school’s ability to provide for the students’ development and to benefit the school. They serve in a variety of capacities, which include, but not limited to: School Advisory Council, Parents’ Club Board, fundraising activities, classroom assistance to teachers, hot lunch program, room parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population. Church activities such as alter servers, ushers, lectors, Eucharist Ministers, and music ministers are eligible for parent hours.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way as not to disrupt the peace, order, and tranquility of the school community. When volunteering in school please dress appropriately and refrain from chewing gum.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school principal and/or the pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

Playground Safety Rules

Basic Rules:

Students must stay on the playground at all times.
A student must ask permission to enter the building during recess. Take a buddy and tell the teacher upon return to the playground.
All students must be accepted and allowed to play.
No wrestling, tripping, pushing, hitting, fighting, spitting or kicking.
No pulling on another's clothing.
Stay out of puddles.
The interior and exterior walls of the buildings are off limits to ball games of any sort.
Shrubs, trees, bark dust areas and heat pump box are off limits.
No throwing wood chips, sticks, pine cones, rocks, etc.
Students are expected to display good sportsmanship.
Students are to respect and obey any staff member or parent who is on duty on the playground.
Students are expected to line up immediately when the teacher and staff blow the whistle.
Students must stay away from the chain link fence; no waving or shouting at traffic.
When a ball goes off the playground, students do not retrieve the ball! (When more than 1 teacher is on duty, the teacher shall retrieve the ball).
Inside recess: stay away from take out doors.
Unsafe play on any piece of equipment means the student(s) lose the privilege of playing on that equipment for the rest of recess.

Big Toy:

No running or tag games on or around the Big Toy.
No jumping from Big Toy.
Limit of eight children at a time on the deck of the big toy.
Go down feet first on the slide, on your bottom; no pushing others down the slide.
Only one at a time on the rope and corkscrew, climb up the rope, go down the corkscrew.
Only one at a time on the platform for the trapeze rings, all go in the same direction.
No standing on top of the blue tunnel.
Students can sit on the blue tunnel. One student is allowed in the tube and one student on top of the tube.
No wood chips are allowed on any playground equipment.
When it is frosty, the Big Toy is off limits.

Benny Bus:

Preschool-2nd grade may have up to 5 students on Benny Bus at a time.
3rd grade-5th grade may have up to 2 students on Benny Bus at a time.

BB Court: The court may be split so that children can shoot hoops on one half and double ball on the other half.

Balls: Four-square and basketball can be played in designated areas—standard rules only
Balls on concrete or black top only

Tetherball: 2 people play at a time; standard rules only
After 3 wins, go to the end of the line.
Do not climb tetherball pole.

Injuries: If a child is hurt, students are to notify the playground supervisor immediately; if injury is serious, supervisor is not to move student, and is to radio the office or send a student to get help from the office. All injuries (other than minor bumps and scrapes) must be documented.

School Advisory Council Members 2009-2010

Kim Kraemer (Secretary)
2960 NW Hill Rd N.
McMinnville, OR 97128
503-435-1171
kkraemer@viclink.com
Aug.04 - July 10

John Sully
PO Box 794
Lafayette, OR 97127
503-864-3037
jmjsully@aol.com
Aug. 05-July 09

Fr. Terry O'Connell
1145 NE First Street
McMinnville, OR 97128
503-472-5232
toconnell@saintjamesmac.com

Jeananne Bloudek
14880 SW Sunrise Lane
Tigard, OR 97224
503-590-6050
principal@stjamesmac.com

Marcella Southard (Chair)
12566 NW Moores Valley Rd
Yamhill, OR 97148
503-662-3493
marcellas@anspc.com
July 06- Aug 09

Parents' Club Executive Board 2009-2010

Patti Stritzke (President)
19340 SW Eagle Point Way
McMinnville, OR 97128
503-472-0789
patti.stritzke@hp.com
August 08-July 10

Jenelle Suarez (Secretary)
1467 Shirley Ann Dr.
McMinnville, OR 97128
503-560-3621
djmms02@hotmail.com
August 08- July 10

Kim Martinez (1st Vice President)
19955 SW Meadow View Dr.
McMinnville, OR 97128
503-435-2307
martinezptnp4@aol.com
August 08-July 10

Kelly Navari (Publicity/Marketing)
1507 NE 5th St.
McMinnville, OR 97128
503-472-4066
Kelly_navari@hotmail.com
August 08- July 10

Jill Weeks (2nd VP/ in charge of room parents)
11200 N Hwy 99W
McMinnville, OR 97128
503-864-3359
jarjillweeks@juno.com
August 07-July 09

St. James School Parent Hours Form

Name: _____ Student Name: _____

Below is an accounting of the hours I/we performed the month of: _____

# of hours	Description of volunteer work/fundraiser

Please fill in hours worked for the month and return this form to the office at the end of each month.

Thank you for making a difference!!

Parent/Guardian Signature _____ Date _____

