

## **St. James School Student and Parent Guide**

St. James School offers Early Childhood, Transitional Kindergarten and Kindergarten through Grade 6 education. St. James School is accredited by the Middle States Association. For over 80 years, St. James School has been a Catholic school committed to fostering academic excellence in a Christ-centered environment. St. James School carries out the mission of Jesus Christ proclaiming the Gospel and forming students in a faith that is "living, conscious and active" in accordance with the teachings of the Roman Catholic Church.

*The following school policies are part of an overall goal to keep our students safe and always learning in Christ.*

### **Absences and Tardiness**

Children should arrive at St. James School no later than 8:15 AM each day. Prayers begin at 8:25 AM.

Parents are responsible for having their children attend school each day and arrive on time for instruction. If students are ill, they should be kept out of school. A student who has been absent must present a note to the teacher on the day he/she returns to school following the absence. The note should give the reason for the absence, indicate the date and have the signature of the parent or guardian. Parent/s or guardian/s are requested to call the school between 7:30 – 8:45 a.m. if a student is to be absent. You can leave a message for the secretary before the office opens. Our office opens at 8:00 a.m.

If your child has been absent and you wish to obtain homework for him/her, you should call the school office between 9:00 a.m. and 10:30 a.m. and pick up the work after 3:15 p.m. Upon request, homework assignments may be sent home with a sibling.

To be excused from P.E. because of illness or injury, a student must present a note from his/her parent or guardian to the teacher and the P.E. teacher.

Every effort should be made to arrange for medical and dental appointments during non-school hours.

Missing significant amounts of class time, at the beginning or end of the day, can lead to loss of academic growth.

### **Attendance Policy**

#### **Catholic Schools of Broome County and the Diocese of Syracuse Purpose**

The Catholic Schools of the Diocese of Syracuse establish this attendance policy to: ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law 3205, establish a mechanism for schools to provide accountability for all students throughout each school day, and ensure sufficient student attendance at all scheduled periods of actual instruction or supervised student activities.

## Strategies

The strategies to achieve these ends are: the use of daily register of attendance that may be computerized or written. The following information will be recorded: the dates of student entry and withdrawal, attendance at each scheduled day of instruction, incidences of tardiness or early departures, excused and unexcused absences.

## Attendance Taken

Attendance will be recorded at the following times: daily for self-contained elementary classrooms and for students in Grades 4-6, in homeroom, in each academic class, and at the end of the day

These absences will be recorded by each teacher, put in the electronic data system and sent to the administration for analysis.

## Excused and Unexcused Absences

During the 2019-2020 school year, schools will use the New York State approved Register of Attendance to record classifications of absences, tardiness and early departures.

## Credit

Regular attendance is a critical factor in school success for students. Therefore, both students and their parents must view regular attendance as the most effective way of meeting course requirements. Course credit awarded based on satisfactory completion of course requirements.

## Incentives and Sanctions

Schools will recognize perfect attendance in an age-appropriate manner. Excessive absences will result in parent notification by letter, and may warrant a parent conference, and/or referral to civil authorities. Please visit [Build the Habit of Attendance](#) for additional reading.

## Intervention

School officials will analyze any persistent attendance problems to recommend intervention strategies to resolve them to the principal. The principal will remediate administrative problems. Student attendance problems will be shared with parents. Additional intervention strategies, such as referral to child study team or guidance department, may be indicated. If necessary, civil authorities, such as the county Child Protective Agency, will be involved.

## Parent Notification for Absences and Tardiness

Parents will be required to notify the school when a student is absent or tardy. If the parent has failed to call by a designated time, the school will initiate a call to the parents.

A written request must be submitted when a student is to be excused early. When it is possible, a parent, or person in parental relation should come to school to sign the student out.

All students who are absent or tardy must present a written excuse for the absence or tardiness. The absence or tardiness will be recorded in the school register according to the designation determined by the Catholic Schools of the Diocese of Syracuse.

Excused absences are to be coordinated directly with the Principal. Any unexcused absence that takes place is a concern to the school and parents will be notified of the student's status. If it is felt that excused and unexcused absences are affecting a student's learning, a Principal-Teacher-Parent conference might be in order and/or may be required. The principal may initiate an intervention to attendance at any time it is felt that there might be an issue at hand.

After each incidence of unexcused absence or tardiness from any part of the school day or a student leaving school without the approval of the administration, parents will receive written notification from the school. This notification will include: student's name and grade, date of occurrence, portion of day and/or classes missed, date of previous notices, if any, name and address of person to whom notification is sent, and date of notification.

#### Responsible Person

Pupil attendance records will be reviewed by the principal for the purpose of initiating appropriate action to address attendance problems. The principal may designate another school administrator or teacher to assist with the implementation of the school attendance policy. Such designee will be identified by the beginning of September each year. Another school administrator or teacher may perform other aspects dealing with the implementation of the school attendance policy. Such designee will be identified by the beginning of September. The principal is responsible for the supervision of the implementation of the attendance policy and initiating appropriate actions to address attendance problems.

### **St. James School Programs**

#### After School Adventure Program

Our weekly activities include hands-on science, arts and crafts, computers, and other recreational, educational, and fun projects. We will welcome guest speakers throughout the year. We will partake in cooking, school enhancement projects, holiday celebrations and more! Parent involvement and participation is always welcome and appreciated.

Our program operates on all school days according to the St. James School calendar. The hours are from 3:00 – 5:45 PM Monday through Friday. All children are to be picked up NO LATER than 6:00pm. Late fees will be charged to your account if you arrive after 5:45 PM..

There will be no Adventures Program when St. James is dismissed early due to inclement weather.

We have daily and weekly rates. There is a \$25 non-refundable registration fee due at the time of registration. Payments are to be made weekly. A family rate of 20% off for additional children is available. Our rates are as follows:

1 Day.....	\$25.00
2 Days.....	\$36.00
3 Days or More...	\$51.00

Additional Child Rates Are As Follows:  
Per Week.....\$23

Before school care

St. James has an early morning program. The Before School Program runs from 7:00 AM – 8:15 AM. It is located in the BASC room (Room 005) on the ground floor. The children can enter from the Lester Avenue door or the Main entrance. All students must sign in. At 7:45, children in grades 1-6 will go down to the gym and the children in preschool through grade K will remain in the BASC Room. Grades 1 to 6 are at a cost of \$6.00 per day or \$24 per week and Pre-K to Grade K costs will be \$7 per day or \$28 per week.

Busing

Transportation for students enrolled in non-public schools is provided by students district of record. Please call the main office or your school district transportation office. We are fortunate to have bus service for most of our children. Please remind your child of the appropriate behavior while riding the bus. If problems regarding transportation arise, please contact your local public school district. It is our responsibility to see that the child is on the bus.

There must be a written note from the parent/guardian if the child is being allowed to walk or is being picked up by car. The school cannot take this information by word of mouth from your child. We must have a written note. Forms should be turned in to the students district of location by April 1st.

Cafeteria Services

Students have the option to bring lunch from home or purchase a hot lunch. Hot lunch is \$2.75. Milk for cold lunch may be purchased for \$.50. Lunch and/or milk may be purchased by the week. Hot lunch menus are distributed monthly. Should a student forget lunch/milk money they will be allowed to charge their lunch. Families will be contacted as to the amount due from the cafeteria.

*Payments may also be made ahead of time and students use this as a declining balance.*

All food brought from home or purchased in the cafeteria must be eaten in the cafeteria. For safety reasons, glass containers for food or drink etc. are prohibited. No food is to be eaten on the playground or in any other area of the school, unless permission is given by SJS staff member.

Please contact the office or cafeteria personnel if you would like to qualify your child for free or reduced lunch rates.

### Cell phones/Electronic Communication Devices(tablets, mp3 player, etc)

During the instructional day, such devices must be turned into to their homeroom teacher for safekeeping. Any phone calls that need to be made must be done through the office. If your child participates in an after school activity, they may have written permission to use their device. At no time during the day are pictures to be taken or viewed and/or shared with cell phone cameras. Failure to comply with this policy is considered insubordination. If a student is found to be with a personal device it will be held by a school official until it is picked up the next school day by a parent. This is for the safety of the student, classmates, and staff.

### Change of address

Any change of address and telephone numbers (both home and work) needs to be reported to the school office immediately. This is important for emergencies that may arise at school, and for accurate record keeping. Please help us be ready for any emergency.

### Clothing identification

Parents are strongly urged to mark their children's personal belongings with their names. Since children do not readily claim lost items, proper identification helps us find the owners. This will save you, the parents, the cost of replacements. Clothing that remains unclaimed within a reasonable time will be donated to a good cause agency or placed at our 'give one/take one' table in the front hall.

### Communication/Conferences

Parent-teacher conferences are important for the educational welfare of the students. A formal conference is scheduled for November. All other parent-teacher conferences can be arranged by appointment at the office or by sending a note to the teacher(s). Teachers are asked to check their email at least one time during the day and respond to parents in a timely manner (usually within 24 hours during the weekday), this is a great means to communicate and contact before formal conference times.

### Communication Envelope/Email

Most Thursdays, school information will be sent home with your child. All information should be read by all parents/guardians. This will assure us that you have received the information. This envelope is sent home with the oldest child in the family if there are multiple siblings, and you may request multiple copies if parents need separate copies. There will also be an electronic communication in connection with this envelope. Also, please check the website <https://csbcsaints.org/> for ongoing information, and we can also send out text alerts from the data Administration system and the Remind© website and application.

### Diocesan Student Accident Insurance

Please be aware that this insurance supplements the student's own family health insurance which should provide students with their primary coverage, in case of illness or accident. The school provides this supplemental coverage. For details, contact the school office.

### Directory Information

The Family Educational Rights and Privacy policy classifies name, address, and grade, as “directory information”. Under this law, this information may be released to third parties when requested without prior parental written consent. If you do not wish this information released, please make this known to the school administration in writing. See the “Permission to Release Form”

### Discipline Procedures (also refer to the Diocesan Code of Conduct)

The amount of due process a student is to be afforded before a penalty may be imposed depends on the severity of the penalty. In all cases, the school employee authorized to impose the penalty(or consequence) must inform the student of the misconduct that he or she is alleged to have committed, and must conduct an informal investigation on the facts surrounding the alleged misconduct. All students must be given an opportunity to present their version of the facts to the school personnel who may or may not be imposing the penalty. Additional process shall be afforded as follows:

- For Detentions: Teachers, principals, the local CSBC President and the Superintendent may use after school detention as a consequence for student misconduct.
- For Suspension from Athletics/Extra-curricular Activities: A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the school official imposing the suspension to discuss the conduct and the penalty involved.
- For Short-Term In-school Suspensions and Out of School Suspensions: School authorities must balance the needs of individual students to attend school and the need to maintain order in the classroom to establish an environment for all students that is conducive to learning. As such, principals, the CSBC President, or the Diocesan Superintendent have the authority to place students who would otherwise be suspended from school as the result of a Code violation in “in-school suspension or out-of-school suspension”

### Emergency Contacts

Each parent/guardian will provide the school with telephone numbers where they may be contacted in the event of unforeseen events or emergencies. Further, the school requests that the parent/guardian provide the names, addresses, and telephone numbers of individuals who could act in the parents’ absence should an unexpected event occur and the parents cannot be contacted. Please be clear to indicate if the number is a cell phone or landline number. The Johnson City School District has forms from the nurse that need to be kept updated. These forms come home to be filled out at the beginning of the school year to be returned to school (Emergency Contact Form).

### Field trips

On occasion, students have the privilege of going on field trips that are coordinated with learning experiences in the classrooms. Parent request

forms provided by the school must be signed by parent/guardian and be on file in the school office by the morning of the field trip. Students who fail to submit a proper form will not be allowed to participate in the field trip.

Telephone calls will not be accepted in lieu of proper forms. Field trips are privileges and students may be denied participation if they fail to meet behavioral requirements.

### Health Services

The school nurse, provided by our local public school district, will be available two days each week. Eye examinations, hearing tests and reports of any health problems will be reported to the child's parent/guardian.

Medications will not be administered during school unless the necessary paperwork is completed. According to New York State, two notes must be on file, one from the parent and one from the physician. The physician must include the type, purpose, and dosage requirements.

PARENT/GUARDIAN MUST BRING THE MEDICATION TO THE OFFICE, Students are not allowed to possess any medication on school grounds, not even cough drops.

### Progress & Report Cards

Progress Reports & Report Cards are issued four times a year. St. James School abides by the provisions of the Buckley Amendment, which gives non-custodial parents rights in regard to the academic progress of their children. Unless there is a court order to the contrary, non-custodial parents have the right to discuss their child's progress with school personnel. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### Principal/Teacher Appointments

The Principal and teachers are available by appointment. This can be arranged by calling the office at 797-5444, sending in a note, or in an email. Please try not to *drop in* for a conference with a teacher during school hours. Please do not telephone the teachers at home unless they have asked you to do so. Quality teaching time is important and we want to give this time to students and teachers, especially when there are issues that we need to resolve. Approach and timing are key also. Teachers will communicate the best times to reach out to them during the day at the beginning of the year. During the day, teaching should be our staff's focus. Staff members should be given 24 hours to respond to electronic communication, longer if it is the weekend.

### Release of students

If a student is to leave the building during school hours, a written request must be submitted to the teacher. A Parent/Guardian must come into the school and sign the student out. When the student returns a parent/guardian must come into the school and sign the student in.

A student may not be released from school to anyone other than the parent/guardian without explicit written permission. The permission must be directed to the principal, state the name of the person to whom the student is being released, the date and the time this person will report to the school office, and it must be signed by the parent/guardian. Persons not known to the office staff should expect to provide a picture I.D. before the student may be released.

Parents who request vacation time for a student, over and above what is provided for in the school calendar, must assume responsibility for work that is missed. Teachers should not be asked to provide assignments before leaving for vacation without some lead time. Vacation absences create a hardship on the student and are discouraged for a variety of reasons.

Regular attendance and punctuality are essential to a student's scholastic progress. Tardiness is a class disturbance and inconvenience to the teacher and students already at work. Any student reporting late to school must go directly to the office to sign in before going to the classroom. Tardiness is recorded on a student's Permanent Record. A student is considered late who enters the classroom, for any reason, after 8:25 AM

#### Safe Environments

In a shared effort on the part of the adults in our school community, and our diocese, it is a mandate of the Diocese of Syracuse that volunteers, that have regular contact with children, must attend Safe Environments Training and pass a background check.

In order to receive this training adults must register via the Diocesan Website (link below). We can work together to keep all our children safe by being educated via the ongoing training and, by working together to follow the guidelines of the policy. Your care and attention to this will make our school an even better, stronger faith community. See the Diocesan website for details. <https://syracusediocese.org/safe-environment/>

#### School day

School begins promptly at 8:15 AM and ends at 3:00 PM each and every day, Monday through Friday. This is in accordance with the yearly school calendar available on the school website.

#### School Delay Policy Due to Weather/Emergency

In the event of inclement weather it will announce that Catholic Schools of Broome County are closed or delayed in opening on all local TV stations that run a closing announcement scroll bar on their morning news programs (WBNG, WICZ, WIVT). We will also announce closings on radio stations (WNBF, WHWK, WAAL). Families with children who are bused by public schools should follow the closing/delay schedule of their district for student transportation. Will also use the phone, or text, notification system.



Early dismissals caused by inclement weather follow the dismissal and bussing schedules of public school districts. Catholic Schools of Broome county will announce on local radio and TV stations a dismissal time for students who are picked up by a parent or guardian.

### Telephone

The use of the School Office Telephone is restricted to direct school business by the staff and may be used by students in cases of emergency.

Parents/Guardians are asked to check each morning to make sure their children have their glasses, lunch money, lunch, supplies, homework, etc. including plans for transportation at the end of the day, before they leave the house for school.

### Textbooks/Chromebooks

Students receive hardcover textbooks through the New York State Textbook Loan Act. At the end of the year when the books are collected, the student is responsible for damaged or lost books. They will be sent home with a notice of how much they owe for damage done to a book or how much a new book will cost if it is lost. Students are responsible for their return. Students should place their names in each textbook on the day that they are received.

### Traffic pattern for pickup and drop off

For reasons of safety, we are asking parents to please follow the steps outlined below for dropping off and picking up your child.

1. When dropping off a child, please enter the parking lot closest to the church. Drive up to the door and let your child out. Please exit using the lane closest to the Parish offices entrance.
2. When picking up your child, please enter the parking lot closest to the church. Please pick up your child at the school door nearest the church. (far east door) Please exit using the center lane of the parking lot if you are turning left onto Main St. or the lane closest to the Parish offices entrance if you are turning right onto Main St.

### Uniforms/Dress code

Every student is expected to be in full uniform each and every day. The school uniform provides a positive effect on both staff and students, boosts school spirit and shows a sense of pride. A school uniform are cost effective and make it easy to get ready in the morning so students can be on time and ready to learn. Repeated violations of our uniform policy will involve working with the student and families to support the goals and policies of the school uniform. Parents are responsible to see that children wear the proper uniform.

*Parents are requested to understand and support this policy, each and every day of the year. The dress code/uniform policy is a part of the enrollment acceptance.*

- Polo/Golf shirts : (shirts with a collar and 3 buttons): white, hunter green, black, with the Saints logo or with NO logos, trims, or emblems.

- The green school Saints logo polo shirt is *REQUIRED* for Mass days and some field trips.
- Turtleneck may not be worn without a shirt/blouse or sweater.
- Mock turtleneck or T-shirts are NOT acceptable, even under a sweater or blouse.
- Oxford Dress Shirt, Blouse or Turtleneck must be long enough to completely tuck in.
- No denim or stretch denim-like material.

Sweaters:

- White, black or hunter green. *SOLIDS ONLY* with the Saints logo only.
- May be V-neck, cardigan or pullover.
- Sweaters are worn only with blouse, shirt, or turtleneck underneath.

Sweatshirts:

- Only Hunter Green, Black or Gray.

Slacks:

- Black or khaki dress slacks with no designs. May have SMALL outside or back pockets. No cargo pants, jeans, studs, stretch fabric or low-rise pants. Corduroys are approved as a part of this uniform policy.
- Pants must be "size appropriate." NO oversized/baggy slacks.
- Capri pants in black or khaki have been approved for school wear.
- NO leggings or yoga-type pants allowed.

Shorts:

- Mid-thigh length, walking dress shorts, black or khaki. May have small outside back or side pockets.
- Size appropriate. No oversized shorts.

Hats: May NOT be worn in school.

Footwear:

- Sneakers or sturdy shoes with rubber/crepe soles. Scuffing sole shoes not permitted.
- NO clogs, boots, open heel sneakers, platform/high heel shoes, or sandals
- Socks and/or hosiery must be worn at all times.

Hair:

- Must be neatly groomed.
- Dyes, streaks, or unnatural hair colors are not permitted unless approval from administration.

Gym Clothes:

- Saints spirit wear or solid gray, green, black or white T-shirt with sleeves.
- Sturdy sneakers that tie or Velcro closures. Socks must be worn. No backless sneakers.
- Plain black or gray knee length shorts or sweatpants are permitted, NO stretch fabric, yoga pants, leggings without proper coverage, or jeans.

Skirt, skirts, skorts:

- Black/khaki or school plaid kick pleats, length begins at the middle of the thigh to the knee area.

Jewelry:

- Accessories appropriate to school uniform. For safety reasons, no dangle or large hoop earrings permitted. Small earrings in pierced ears.
- No chokers or other attention drawing jewelry may be worn at school or during the day.
- Jewelry may be limited to a watch and ring.

Make-up:

- None allowed

Outerwear:

- Please send your child with appropriate outerwear for all seasons. They can always take off a sweater/coat, but it is much harder to stay warm without proper coverage. We go outside when it is 22 degrees (Fahrenheit) and above.

*ALL CLOTHING AND PERSONAL ITEMS SHOULD BE LABELED WITH STUDENT'S NAME.*

*FINAL DECISION OF ACCEPTABILITY ON DRESS/PERSONAL APPEARANCE IS LEFT TO THE PRINCIPAL.*

### Visitors

All visitors are to report to the Main office to sign in and receive a Visitor's Badge. This badge must be worn and visible to all students and staff.

Parents and other visitors are held to the same standards of respectful behavior as students on the school grounds, at school related functions and when interacting with school personnel.

Any unauthorized person on school property will be reported to the school principal. Unauthorized persons will be asked to leave, and the police may be called if the situation warrants.

Authorization of visitors who violate this Code, to remain on school property or at a school function, shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and to criminal and/or civil penalties as provided by law.

Adults that have regular contact with the children at St. James must adhere to the Diocesan Safe Environments Guidelines and attend a Diocesan approved Safe Environments training.

### Website Content Policy

The content of any websites related in any way to school, must always be consistent with the unique goals of a Catholic School of the Diocese of Syracuse.

Inasmuch as teachers and families can submit written notes to the administration for approval, teachers and others maintaining the website, and other social media sites, related to the school, must submit content posted on a website for approval.

In the cases where the administrator does not approve the modifications or additions to a website, the administrator will direct those that created the content to remove that content from the website and post material that can be approved and meets COPPA and CIPA compliance and the mission of St. James School.

Creation of non-approved public pages that imitate, promote or otherwise publicize the school should be given careful consideration of the content, and purpose, of such pages.

This is especially critical when it comes to the posting and sharing of other students photographs and school work.

COPPA and CIPA compliance links here:

- [Federal Trade Commission COPPA Link](#)
- [Children's Internet Protection Act Link](#)

All other stipulations of the *Catholic School Technology Policy* apply.

\*\*\*\*This section is still under revision BUT takes the following diocesan document in consideration

[St. James & Diocesan Official Code of Conduct](#)

[St. James School "Saintly" Behaviors](#)

In order to show my respect for Jesus, myself, and our St. James school community, I will be respectful, responsible, prepared, and safe. I will use manners and work hard to be a good student that is spiritual, always learning, inspirational, never give up, and a team player. These traits will be demonstrated by:

- Spiritual
- Always Learning
- Inspirational
- Never Give Up
- Teamwork
- *Pursue and support academic integrity and excellence.*  
*Commitment to this principle calls for individuals to pursue their academics with integrity and try to achieve excellence. One should be responsible, devoted, and honest; one should not cheat, plagiarize, or copy from others. One should utilize school services and resources, and strive to be a role model in and out of class. Education should be seen as experiential. The challenge is to get involved and learn by participating in a variety of experiences.*
- *Practice and promote personal integrity.*  
*Commitment to this principle calls for one to value relationships and to be honest with oneself and others. One should stand up for what is just and right.*
- *Embrace and respect diversity and equality.*  
*Commitment to this principle calls for one to value equality and strive to learn from others who are different. One should not accept intolerant behaviors and should avail oneself of multicultural experiences and teachings. We can learn from each other.*
- *Respect myself and others and taking responsibility for my learning and my actions.*  
*Commitment to this principle calls for one to behave in a manner that is respectful of oneself and others, and to value personal achievements and the achievement of others. One should not deliberately harm others by actions, language and poor behavior. One should accept that respect for oneself includes respecting one's body and behaving in a manner that includes eating well, resting, not abusing substances and seeking medical attention as necessary.*

- *Respect and take pride in our school environment.*  
*Commitment to this principle asks that one be cognizant of the environment and respect school property and facilities by choosing to recycle, disposing of trash such as beverage containers and other disposable products appropriately.*
- *Demonstrate genuine concern and compassion towards others.*  
*Commitment to this principle asks that one supports and welcomes others by being sensitive, caring, helpful and considerate of all members of the community.*
- *Education is a partnership between the school and parent.*  
*If, in the opinion of the principal, this partnership breaks down, a parent may be required to withdraw his/her child from the school.*
- *Parents are held to the same standards of respectful behavior as students.*  
*Whether on school grounds, at school related functions, or interacting with school personnel, parents will be held to those standards outlined for students.*

*All provisions of this publication are subject to change by the school and are not contractual*