

St. James the Apostle Catholic School



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PARENT/STUDENT HANDBOOK 2011 - 2012



Good Shepherd
The Network of Catholic Schools

Revised 8/29/2011

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The St. James Parent/Student Handbook is provided with the intention that reasonable, fair, consistent, and standard policy be maintained.

While every effort is made to ensure that accuracy of the information contained in this handbook, St. James the Apostle Catholic School or the Principal reserves the right to make changes at any time without prior notice.

St. James the Apostle Catholic School

A letter from the Pastor and Principal;

May the Peace of Christ be with you! We would like to take this opportunity to extend a warm welcome to our new and returning families. We are thrilled to know that you are joining us as we serve the young people the Lord has entrusted to us as an educating community. We welcome you on behalf of our Immaculate Heart of Mary and Salesian Sisters Communities. We want to support you as the primary educators of your children in forming them in the faith and in the commitments you made when they were baptized. Thank you for supporting Catholic Education and we look forward in partnering with you in the Christian Education of your child/children. May we all grow in knowing, loving, and serving God and making HIM known to others. May Mary, our heavenly Mother, guide us in all we will do as we embark on this exciting journey together.

United in prayer and gratitude,

Sr. Ignacia Carrillo, FMA
Principal



Fr. Plutarco Belanggoy, CICM
Pastor



PREFACE

The information included in this handbook outlines Policies, curriculum and teaching guidelines by which Saint James the Apostle Catholic School operates. We hope that the handbook can provide answers to questions that you may have and can give you information on any topic needed.

With this notice, the Principal reserves the right to amend any and all provisions of this handbook at any time when determined to be necessary by the Administration. You will be notified of any changes promptly.

NON DISCRIMINATORY STATEMENT

St. James the Apostle Catholic School admits students of any race or national origin to programs and activities of the school with all rights and privileges. Equal opportunity and access is provided to persons without regard to race, national origin or gender.

HISTORY

St. James the Apostle Catholic School was established in 1957 by the Parish in partnership with the Marian Sisters. Government surplus buildings were moved from a nearby military base and with the help of the St. James community they were remodeled and converted into classrooms.

School began with students in 4 classes, 3 Marianist Sisters and 2 lay teachers. Our school eventually grew to accommodate students from preschool through 8th grade. In 1978 the Salesian Sisters of St. John Bosco, also known as the Daughters of Mary Help of Christians became a part of our school and joined our administrative and teaching teams.

MISSION STATEMENT

St. James the Apostle Catholic School is committed to serve its students and their families by providing a quality Catholic education. St. James School provides a kind and loving environment where children can grow intellectually, spiritually, socially, and physically. The Gospel values of ministry and mission along with academic excellence enables each student to prepare for the opportunities and challenges of life.

PHILOSOPHY STATEMENT

We believe strongly in the education of children. Our purpose as Catholic educators is to serve as “partners with parents” in educating our students to promote the betterment of society. St. James the Apostle Catholic School supports the philosophy of St. John Bosco which is based on Reason, Religion and Loving Kindness.

ACCREDITATION

St. James the Apostle School is accredited by the Texas Catholic Conference Accrediting Commission (TCCAC). The Texas Catholic Conference Accrediting Commission is an accrediting agency established by the Bishops of Texas which has been formally recognized by the Texas Education Agency. St. James also maintains membership in the National Catholic Education Association (NCEA), Association for Supervision and Curriculum Development (ASCD) as well as the Texas Association for Nonpublic School (TANS).

SCHOOL DAY

A school day is seven hours in length and a minimum of six hours which must be instruction. Class schedules are planned according to the time allotments specified by the TCCED. Any time set aside for lunch, recess, etc. will be in addition to this minimum instructional time. There are one hundred and eighty (180) teaching days of CATHOLIC ELEMENTARY SCHOOL EDUCATION.

CURRICULUM GUIDELINES/REQUIREMENTS

St. James the Apostle Catholic School curriculum implementation follows the Curriculum Guide of the Archdiocese of San Antonio and incorporates the Texas Essential Knowledge and Skills (TEKS). To implement this curriculum the school follows the TCCED (Texas Catholic Conference Education Commission) requirements.

St. James the Apostle School maintains a balanced curriculum to include Religion, Language Arts (English, Reading, Spelling, Phonics, Handwriting) Science, Math, Social Studies, Fine Arts, Spanish, Health, Physical Education and Computer Literacy.

SCHOOL ORGANIZATIONS

St. James Advisory Council

The mission of the School Council is to promote a Catholic School system founded on Christian virtues. The School Council shall be consultative to the Principal in all school matters for which the Principal seeks the Council's advice and expertise.

St. James P.T.C. (Parent-Teacher Club)

The purpose of the club is to foster a partnership between the home and school which shall aid the Principal in providing programs and financial resources for the improvement of the educational programs of the school.

This club meets monthly during the school year. All parents/guardians are automatically members. Members are notified of meeting dates through the school calendar. Fundraising projects are sponsored on a yearly basis. P.T.C. meetings are a good way to keep up with school information as well as ongoing events. Therefore, attendance at the P.T.C. meetings is **mandatory**.

St. James Classroom Coordinators

The main role of the classroom coordinator is to provide support to the teacher and to communicate school information to the other class parents via telephone, letter or e-mail. Classroom coordinators are responsible for assisting PTC as well as homeroom teacher with activities as needed. Classroom coordinators must confer with the homeroom teacher before making any plans that involve the class.

COMMUNICATION

CHRISTIAN COMMUNICATION COMMITMENT

- If I have an issue, I will take it to the source.
- I will direct others coming to me with an issue to go directly to the source.
- I will not assume another person's motives.
- I will check my perceptions of the matter with the appropriate person.
- I will communicate with respect, verbally and nonverbally.
- I will be open to receive correction as gracefully as possible.
- I will strive to trust and give others the benefit of the doubt to the best of my ability.

CHANNELS OF COMMUNICATION

It is important that home-school communication follows the channels of governance. Good communication is open, courteous, calm, child-centered and specific. The way we communicate as adults

gives our children an example to follow. As a rule, any concern or problem a person is having with another individual should be addressed directly with that person before going to that person's superior. Concerns or grievances must be handled according to the following procedure.

1. Set up an appointment with the teacher. This can be done through a written note, e-mail or through the school secretary.
2. Meet with the teacher. If the matter is not resolved at this level, then proceed to step three.
3. If a satisfactory agreement is not reached with the teacher, then contact the Principal.
4. Should the matter not be resolved, the Principal will inform the person making the complaint whom he or she should contact next if there is any further recourse.

COUNSELING AND CONFIDENTIALITY

With certain exceptions, any and all information regarding your child's and family's guidance at St. James the Apostle Catholic School is kept strictly confidential. However, confidentiality cannot be guaranteed in certain circumstances, including, but not limited to threats of suicide or serious physical harm to self or others; a court order to release records or other information about your child's school guidance; a referral to another professional, (e.g., for necessary testing and evaluation); or any behavior or situation where disclosure of information is required by applicable law.

School Contact Information

Contact	Title	E-Mail Address
Sr. Ignacia Carillo, FMA	Principal	icarrillo@stjamescatholicsschool.org
Kathy Urdialez	Receptionist	kurdialez@stjamescatholicsschool.org
Christine Aguilera	Office Manager	caguilera@stjamescatholicsschool.org
Barbara Martinez	Business Office Manager	bmartinez@stjamescatholicsschool.org
Brenda Alvarez	GSN EZ Care Specialist	brenda.alvarez@archsa.org
Melinda Uranga	Health Coordinator	muranga@stjamescatholicsschool.org
Erica Gallego	Cafeteria Manager	egallego@stjamescatholicsschool.org
Anna Olguin	Technology Instructor	aolguin@stjamescatholicsschool.org
Carmen Romo	Physical Ed. Instructor	cromo@stjamescatholicsschool.org
Rosa Martinez	Library Manager	rmartinez@stjamescatholicsschool.org
Rebecca Leal	PK3 Teacher	rleal@stjamescatholicsschool.org
Angela Martinez	PK3 Instructional Aide	amartinez@stjamescatholicsschool.org
Linda Cantu	PK4 Teacher	lcantu@stjamescatholicsschool.org
Irma Urdialez	PK4 Teacher	iurdialez@stjamescatholicsschool.org
Monica Reyes	PK4 Instructional Aide	mreyes@stjamescatholicsschool.org
Raelyn Rappmund	Kindergarten Teacher	rrappmund@stjamescatholicsschool.org
Florestela Longoria	Kindergarten Teacher	flongoria@stjamescatholicsschool.org
Josie Martinez	Kindergarten Instr. Aide	jmartinez@stjamescatholicsschool.org
Genevieve Suniga	1 st Grade Teacher	gsuniga@stjamescatholicsschool.org
Maria Ortiz	2 nd Grade Teacher	mortiz@stjamescatholicsschool.org
Maria Olguin	3 rd Grade Teacher	molguin@stjamescatholicsschool.org
Theresa Olivares	4 th Grade Teacher	tolivares@stjamescatholicsschool.org
Carmen Garcia	5 th Grade Teacher	cgarcia@stjamescatholicsschool.org
Sr. Jeanette Palasota	Middle School Religion	jpalasota@stjamescatholicsschool.org
Erica Lara	6 th Grade Teacher	elara@stjamescatholicsschool.org
Tara Zoll	7 th Grade Teacher	tzoll@stjamescatholicsschool.org
Gloria Doubleday	8 th Grade Teacher	gdoubleday@stjamescatholicsschool.org

You may also contact the school office at (210)924-1201 and leave a message for any Teachers or Staff members.

PTC Board

Alcario Soliz	President	alcariosoliz@yahoo.com
Lisa Rocha	Secretary	lrocha1029@gmail.com
Valerie Escamilla	Secretary	escamillafam@gmail.com
Carol Viagran	Treasurer	carolviagran@yahoo.com
Leticia Soliz	Member	letty52001@yahoo.com

St. James Advisory Council- may be reached at the following e-mail address:
saintjamescouncil@gmail.com

Parish Staff

Fr. Plutarco Belanggoy	Pastor	922-2136	Ext. 204
Fr. Arch Tacay	Associate Pastor	922-2136	Ext. 203
Janie Mendoza-Gonzales	Secretary	922-2136	janiem09@gmail.com
Aida Rodriguez	Bookkeeper	922-2136	Ext. 205
Mary Toscano	Religious Ed. Director	922-2136	Ext. 210
Rudy Meras	Building Manager		rmeras@satx.rr.com

Admission Policies

Admission of Students

St. James Catholic School is open to all students regardless of race or ethnic background. Parents who seek a Catholic education for their child enter into a contractual agreement between the parent/student and the school and the rules of the school governing all areas of the student's development as stated in the school's philosophy.

Archdiocesan Requirements

3K(Pre-Kindergarten)	3 yrs old by Sept. 1st.**
4K(Pre-Kindergarten)	4 yrs old by Sept. 1st **
5K (Kindergarten)	5 yrs old by Sept. 1st.
First Grade	6 yrs old by Sept. 1st.
** must be fully toilet trained before admission	

New Student Testing

Registration for new students begins in March. Openings in all classes are available at that time to new students. Classes will be closed when registration limits for each class have been met.

An entrance test is given to applicants to determine the child's ability to meet the school's requirements. Any student entering St. James School shall be placed at the appropriate grade-level unless otherwise determined by the Principal. This will be decided after reviewing the results of the entrance test, previous school records and the last report card grades. The testing fee is \$20.00 and is non-refundable.

Registration Procedures

Upon time of registration the following items must be submitted:

- ✓ Complete registration form and non-refundable registration fee
- ✓ Official Birth Certificate
- ✓ Complete Health Form
- ✓ Immunization Record
- ✓ Certificates of Sacraments received (when applicable)
- ✓ Registration fee – non refundable

Order of Acceptance of New Students

Members of Families with students at St. James School will take priority and then registration is open to any other prospective families.

Student Transfers

St. James School does not normally accept transfer students into middle school. This transfer is done with the consultation of the Pastor and Principal.

Student Withdrawals

A parent/guardian during the course of the year may withdraw students. All books must be returned and financial obligations met upon withdrawal and before records will be forwarded. Records will be sent directly to the new school. Archdiocesan policy states that if there is any outstanding balance, the student will not be allowed to register at any other Catholic school.

Tuition and Fees

TUITION

3K and 4K		Kinder – 8th		Combined 3K/4K (+) K-8 th	
1 Child	\$4000	1 Child	\$3500		
2 Children	\$6500	2 Children	\$6000	2 Children	\$6250
3 Children	\$8500	3 Children	\$8000	3 Children	\$8250
4 Children	\$9500	4 Children	\$9000	4 Children	\$9250

Educational Fee

This fee covers the rental or purchase of Textbooks/workbooks, ITBS testing materials, expenses for technology, Science, Library and Physical Education as well as student insurance and Accreditation. PTC, PTC Federation and School Council membership dues are also included. This fee is **non refundable**. **If this fee is being paid through FACTS, it must be paid in full in the case of student withdrawal.**

- \$425 child) ●\$825 (2 children) ●\$1225 (3 children) ●\$1625 (4 children)

FACTS Tuition Management Program:

All tuition will be collected through the FACTS Program. Enrollment is available online. There is a nominal enrollment fee each year. More information can be found at www.factsmgmt.com. Any changes pertaining to payment amounts or payment withdrawal dates may be made by notifying the Good Shepherd Network finance office **seven (7)** days prior to the payment due date, other changes may be made online through FACTS.

Fundraising and after school care may be added to your tuition balance and paid through FACTS or they may be paid at the school office. Cafeteria charges and service hours may also be paid in the school office throughout the year.

Good Shepherd Network Tuition Collection policy:

- 1) If a family is late 30 days on their tuition payment, they will receive a written notice from the school administration stating that they have 5 days from the date of receipt to bring account current.
- 2) If the family goes 45 days delinquent and does not make alternative arrangements in writing with the Principal, the family will be asked to leave the school effective immediately. A family will then have 10 days to come current with all payments, past and future. If still not able to meet the obligations under the tuition contract, they will not be able to return to the school nor transfer to another Catholic School
- 3) Partial payments or exceptions to this policy are at the discretion of the principal, and only by written agreement. All accounts must be paid in full by June 30 of current school year, or the family will not be allowed to return.

REFUND POLICY

There will be no refund of tuition unless payment was paid for the entire year or made a month in advance.

8th Grade Graduation Fee

There is a \$100 graduation fee that applies to all 8th grade students. The fee is used to offset graduation expenses and will include the purchase of a yearbook. **Graduation fee must be paid by March.** All accounts must be current in order for 8th grade students to participate in graduation activities, which include May crowning, 8th grade retreat, fieldtrip, gratitude banquet and graduation ceremony.

RETURN CHECKS POLICY

A check written for any school activity such as: cafeteria, library, fundraising, tuition, etc. that is returned as Non Sufficient Funds will result in the family losing check writing privileges. St. James School will no longer accept checks as a method of payment from this family for any school related account. The only acceptable methods of payment thereafter will be: cash, credit card, debit card, cashier check or money order. This method of payment will continue for that account until the end of the school year.

SCHOOL FINANCIAL AGREEMENT

The contract outlines the duties and responsibilities of parents/guardians towards St. James School. All families are required to submit a signed copy to the school office before their child may begin school. A sample copy of the School financial agreement is included in this handbook.

Family Obligations

SERVICE HOURS

Service is vital to the success of St. James School. Therefore each family is required to donate 24 hours of service to the school. It is recommended that families complete ½ of their hours during the first semester and the other ½ the 2nd semester.

There are many volunteer activities that are acceptable, examples include but are not limited to helping in the school cafeteria, lawn care, campus beautification, attendance at monthly PTC Meetings, etc. Service opportunities may be announced in the monthly newsletter, PTC meetings or school website. It is up to the parent/guardian to respond. **Each family is responsible for**

documenting their service times. A log sheet is provided at the beginning of the school year and is also available online and at the school office. The PTC is responsible for monitoring service hours. Please note that there is a \$10 fee for each incomplete service hour. **All** service hour log sheets **MUST** be completed and turned in by **April 4th**.

FUNDRAISING

Per our school's financial contract, each family is required to contribute \$300 for fundraising throughout the school year. Examples of fundraising include but are not limited to the selling of raffle tickets or school gala event tickets.

MONTHLY MEETINGS

The Parent Teacher Club (PTC) hosts monthly meetings and attendance is mandatory. These meetings are filled with important information regarding school life and activities. Your presence at these meetings increases support and cooperation. The meeting dates and times are noted on the school calendar located on our website. 1 hour of service per family is earned by attending the PTC meetings.

Academic Policies

CURRICULUM GUIDELINES/REQUIREMENTS

St. James the Apostle Catholic School curriculum implementation follows the Curriculum Guide of the Archdiocese of San Antonio and incorporates the Texas Essential Knowledge and Skills (TEKS). To implement this curriculum the school follows the TCCED (Texas Catholic Conference Education Commission) requirements.

St. James School maintains a balanced curriculum to include Religion, Language Arts, Science, Math, Social Studies, Health, Physical Education and Computer Literacy.

Progress reports are issued to students midway of each marking period. It is the parent's responsibility to review and sign the progress report and return it to the school promptly. Appointments for conferences may be made as needed by the parent or teacher.

Report cards are issued on a quarterly (9 week) grading period. A short parent-teacher conference is **mandatory** for the 1st marking period. The conferences will be scheduled by your child's teacher. Conferences for any other marking period may be made as needed by parent or teacher. Report cards should be reviewed by parents and the report card envelope should be signed. Report cards need to be returned to school promptly.

GRADING KEY

The following grading key is used for **PK3, PK4 and Kindergarten**:

E – Exceptional **V** –Very Good Progress **G** – Good Progress **L** – Limited Progress

The following grading key is used for **1st - 8th grade**:

100 - 94 = Exceptionally High Achievement
93 - 85 = High Achievement
84 - 75 = Average Achievement

74 - 70 =Low Achievement
69 or below =Failure to Master Material

The following indicators show the progress of personal and social development. They also show academic development in Art, Music, Computer Literacy, P.E. Health, Handwriting and Electives.

O = Outstanding Effort **U** = Unsatisfactory Effort
S = Satisfactory Effort **I** = Improvement Needed **N** = Not Observed

Honor Roll -- Academic honor roll is defined as follows:

PRINCIPAL'S LIST

100 – 95 and above in all subjects with no grade below a 95 and Satisfactory in conduct.

FIRST HONORS:

94 – 90 Average of core subjects with no grade below a 90 and Satisfactory in Conduct.

SECOND HONORS:

89 – 85 Average of core subject with no grade below 85 and Satisfactory in Conduct.

ACHIEVEMENT AWARD:

84 – 80 Average of core subjects with no grade below 80 and Satisfactory in Conduct
Subjects refers to: (Religion, Social Studies, Science, Math and Language Arts)

In order to qualify for HONOR ROLL, a student must maintain at least an **S** (Satisfactory) in Conduct, Effort, and non-academic grades. They must also have perfect attendance and no tardies.

STANDARDIZED TESTING

St. James the Apostle School tests according to the guidelines established and made available from the Catholic Schools Office. The Archdiocesan Testing Program consists of the following:

1. All students in grades Kinder – 8th take the total battery of the Iowa Test of Basic Skills in the spring
2. Students in grades 2 and 6 also take the COGAT (Cognitive Abilities Test).
3. ACRE Testing is administered to grades 5th & 8th. (Accesses knowledge of Religion)

The Archdiocesan testing program includes standardized tests of general achievement and scholastic ability. This information is used to monitor and improve student's academic achievement.

PROMOTION/RETENTION

At the end of the school year, students who have satisfactorily completed the academic requirements set forth by the Archdiocese and have met attendance requirements will be promoted to the next grade level.

Grades PK – K

Students in the Learning Center will be accessed by their teacher. Should it be determined that a student is not eligible or recommended for promotion to the next grade level, will be notified by January.

Grades 1st – 8th

A student must have a 70 average per subject in order to advance to the next level. If a student receives a grade between a 70 - 74 in any one of the major subjects. It is recommended that he/she make up the work in summer school. Failure in two major subjects will result in required summer school. If courses are not passed, this will result in retention. Failure in three or more major subjects will result in retention.

HOMEWORK

The objective of homework assignments is to develop initiative, responsibility and self-direction within the student. Additionally, homework is used to reinforce the skills taught during the instructional period. The time necessary for doing homework will vary according to the grade level. The assignment given and the child's rate of work will also make a difference. If a child seems to be spending an excessive amount of time on homework assignments, a conference with his/her teacher(s) may be in order.

Homework is assigned to students Monday through Thursday and may be assigned on a Friday to help reinforce the skills taught during the day. **Teachers may not accept late homework.** Teachers will make the final decision in special cases. In these special cases, one day to complete homework will be allowed for each day of a student's absence.

The designated amount of time that should be spent on homework is as follows:

Grades K-1 approximately 1 hour a day

Grades 2-4 approximately 1 1/2 hours a day

Grades 5-8 approximately 2 hours a day

Teachers reserve the right to vary homework time.

Teachers in grades 5, 6, 7 & 8 will collaboratively work out a schedule of when and how often homework will be assigned in each subject.

No lessons or school work will be provided to students who are planning ahead of time to miss school for non-illness or emergency-related reasons outside of the calendared SJS vacation days, as those would be considered unexcused absences. Upon the students' return, he/she will be given missed homework assignments which must be completed within the same number of days that the student was absent. For example, if the student was absent 3 days, all missed work must be completed within 3 days.

Attendance and Tardiness Policies

SCHOOL SCHEDULE

Arrival : Bosco Hall will be open at 7:15 a.m. The school does not provide supervision before 7:15 a.m. Children are to be dropped off at either side of the school gym (**see map #1**) Morning assembly marks the beginning of the school day.

School Day Hours:

7:40 a.m. - First Bell/Warning bell

7:45 a.m. - Morning assembly & prayer

8:00 a.m. - School begins – Students not in line or class at this time are marked Tardy

3:15 p.m. - Dismissal bell for all grade levels

3:30 p.m.- After school care begins. Students not picked up by this time will be taken to Extended Day Care and fees will be applied.

5:30 p.m.- After school care closes. Students remaining after this time will be charged a late fee of \$1 per minute.

Dismissal is at 3:15 p.m. During the first week of school, parents/guardians will be asked to present ID in order to pick up the child/children. Parents are asked to wait outside the gates or on the outside gym walkway until the dismissal bell has rung. Once the bell has rung, parents may proceed to pick up students by their classrooms or in the learning center. **PARENTS ARE ASKED NOT TO WAIT FOR STUDENTS OUTSIDE THE CLASSROOM DOOR OR CLASSROOM PORCH AREA.**

Supervision ends at 3:30 p.m. Only students registered in the Extended Day Care program or extra curricular activities may remain on school grounds. Unsupervised students will be placed in Extended Day Care and fees will be applied. 10

Early Dismissal Hours (12:00pm)

Early dismissal days are noted on the yearly and monthly calendars and designated for faculty meetings or before holidays. Early dismissal time is 12:00 noon. **Note:** If a student is picked up before 10 a.m. on an early dismissal day, the student will be counted ½ day absent.

Extended day care will be available on early dismissal dates; proper forms must be completed to enroll. Students who are not picked up by 12:30 will be sent to Extended Day Care and fees will be applied .

Please note that there will be NO Extended Day Care on early dismissal days prior to any major holiday.

Attendance

Regular attendance at daily classroom instruction is of critical importance for academic success. Therefore, it is very important that students are present for the full day, except for serious reasons. If medical/dental appointments must be made during a school day, we ask that you try to schedule the appointment for after school hours.

Absence from school for family activities such as trips or vacations is strongly discouraged because it takes an academic toll on the student and the student bears the consequences. Barring emergencies, such trips should be reserved for vacation times. Making up work helps to some extent but harmful gaps tend to remain. Too many absences within a quarter can result in the withholding of grades and can lead to eventual retention or non-enrollment. Please note, that in accepting incoming students, most schools take into consideration a student's number of absences and tardiness.

A doctor's excuse is required for anyone who is absent for 3 or more days.

PERFECT ATTENDANCE: Defined as **no** absences and **no** tardies.

Absences

1. A parent is asked to call the school office by 10 a.m. each day the student is absent and provide the reason for the absence
2. A returning student **must** present a written note signed by a parent/guardian containing the following information:
 - a) Student's name
 - b) Date(s) of absence
 - c) Reason for absence
 - d) Parent/Guardian signature and Date

If the absence is due to a medical or dental appointment, an excuse from the doctor's office is required upon return to school.

An excused absence does not mean a student will not be marked absent.

Half Day Absence

If a student arrives at school after 10 a.m. or leaves school before 2 p.m. they will be marked ½ day absent.

Tardiness

Tardiness is a serious problem. Repeated tardiness constitutes a very bad habit, with many future social and business consequences. Late students miss important announcements and directives. They also miss out on learning time, and cause a disruption in the class when they walk in late.

Students are required to be on the school premises by the time the first bell rings at 7:40 a.m. A student is considered tardy if not in line or in class by 8 a.m. and before 10 a.m.

TARDINESS IS RECORDED ON A CHILD'S REPORT CARD AND PERMANENT RECORD.

Safety Policies and Procedures

St. James the Apostle Catholic School is dedicated to the safety and well being of all students. As a result, there are a series of policies and action plans that parents should be aware of.

EMERGENCY CONTACT INFORMATION

All families must keep their emergency contact information current. Please notify the school office immediately of any changes during the school year. The emergency contact information provided to the school will be used to determine who is authorized to pick up your child. The school will not allow the child to go with anyone unless specified.

PROCEDURES FOR ARRIVING AND LEAVING CAMPUS

Students are not to be on the school grounds before 7:15 a.m. There is no adult supervision before that time. Students will not be dismissed from school during school hours unless escorted off campus by a parent or guardian. Students who are dismissed early must report to the office where they will be met by their parent/guardian. Parents/guardians will sign out their child at that time. St. James School is a closed campus and students are not allowed off campus for lunch. Students must be signed back into school at the school office upon returning from an appointment.

VOLUNTEERS

We encourage our school families to become involved in their children's school. However, for the safety of the students it is ***mandatory*** that **all volunteers complete a Criminal Background Check and training of the Safe Environment Program as required by the Archdiocese of San Antonio.** Forms are distributed during school orientation meetings, but are also available in the school office and website. The cost of the background check is \$6.00. Payment must be submitted along with the application. Checks are to be made payable to the Catholic Schools Office. Background checks may take anywhere from 6-8 weeks to process, ***therefore it is recommended that if you plan on participating in any school activity or volunteering on campus you submit the forms at the beginning of the school year.*** Safe Environment Training (LURES) classes are free and are scheduled during the first part of the school year. You will be notified of the dates

NON-CUSTODIAL PARENTS

If there is a court order specifying that there is to be no information given to the non-custodial parent, **it is the responsibility of the custodial parent to provide the school with an official copy of the court order.** This information must be provided to the school office to assist in determining when, if ever, the child can be released to the non-custodial parent.

CHILD ABUSE POLICY

St. James the Apostle School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and /or neglect be reported to Child Protective Services.

SEARCH AND SEIZURE

The Principal has a right and duty to inspect and hold all school, student, and staff property when reasonable suspicion arises that something of an illegal or immoral nature may be concealed. This includes, but not limited to, desks, handbags, briefcases, backpacks and other items in a student's possession.

HARASSMENT

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

Bullying or Cyber bullying will not be tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and /or expulsion. Harassment includes, but is not limited to: sexual, verbal, physical or visual.

SCHOOLS AS WEAPONS FREE ZONE

Schools follow the regulations as stated by Texas State law.

It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police. The Principal will immediately notify the parents of any student who is arrested for violation of this statute.

SMOKE FREE ENVIRONMENT

St. James School is a smoke free facility

School Safety Drills

FIRE DRILLS

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations.

- 1) Rise in silence when the alarm sounds
- 2) Walk to the assigned place quickly, quietly and in single file
- 3) Student & Teachers stand quietly at their places
- 4) Return to building when signal is given.

TORNADO WARNING DRILL

Tornado/disaster drills are conducted for the safety of the students. If a warning is in effect the following procedures would be followed.

- 1) Proceed to designated area when alarm sounds
- 2) Sit on floor, head between raised knees with hands covering the head and neck
- 3) Return to classroom when signal is given

BOMB THREAT

If a bomb threat is received by the school, the following procedures will be followed.

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- 1) Evacuate the school as for a fire drill
- 2) Inform the police immediately. Once the police arrive, a course of action made by the police will be taken.
- 3) Inform the Pastor and Superintendent immediately

LOCK DOWN DRILLS

Lock-down drills may be conducted to prepare for emergency situations when students and staff may be in imminent danger of serious bodily injury.

- 1) Secure all doors
- 2) Close blinds and turn off lights
- 3) Sit quietly on the floor

Discipline Policies

DISCIPLINE CODE

Discipline, according to the educational style of St. John Bosco, attempts to lead the student to internalize his/her beliefs into self-discipline, good citizenship, cooperation and social responsibility through reason, religion and loving-kindness. The school aims at motivating students to develop Christian values and an environment conducive to learning.

Faculty and staff will enforce this code of discipline when student's behavior threatens the student's own safety and/or the safety of others. Students are expected to behave in such a way so as not to hinder their own learning or that of others. They are expected to cooperate with school and classroom rules and to contribute to the creation of an orderly school atmosphere. Parents are expected to assist by cooperating fully with school policies and supporting the administration and faculty in this educative task.

A child who consistently refuses to cooperate is clearly showing that he/she is not profiting from the the good the school has to offer. He/She is creating an unfair situation for both teachers and well-intentioned classmates without deriving any personal benefit for her/himself. Under these circumstances, the school reserves the right of probation, suspension, removal / withdrawal, or the recommendation for transfer of students unable to profit from SJS's educational program.

The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student, or they adversely affect the safety and well-being of a student while in school. Any conduct, both in and out of school that reflects negatively upon the reputation of the school, may be subject to disciplinary action.

SCHOOL PRIDE

Students benefiting from the values of SJS take pride in their school and strive to keep it safe, clean and orderly. An environment that encourages good learning is maintained by:

- Being in the right place at the right time for the love of God and others
- Showing everyone respect and consideration
- Wearing the school uniform with dignity
- Knowing, understanding and appreciating the purpose of all school rules
- Keeping the school tidy and clean
- Moving in a quiet and orderly manner

- Being prepared and responsible for all assignments
- Developing good study skills and an enthusiasm for learning
- Using all objects for their intended use
- Keeping away from tobacco, alcohol, or other controlled substances, such as drugs
- Refraining from gum chewing or from using or playing with any object or substance that has a potential for increasing janitorial and/or maintenance attention

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STUDENT CODE OF CONDUCT

Jesus' command to "love one another" is evident in the ways that students interact with each other, as well as with the faculty and staff. Therefore, students of St. James the Apostle School:

- Refrain from hostile behavior
- Speak respectfully
- Take responsibility for their own actions
- Respect school property and the property of others
- Refrain from all inappropriate touching

PROACTIVE AND CORRECTIVE MEASURES

The faculty and staff of St. James the Apostle School believe that creating an appropriate learning environment is critical. Learning is what school is all about. Because good learning conditions are critical, and because discipline problems are a threat to learning, appropriate behavior and discipline is of the utmost importance.

ACADEMIC DISHONESTY

Academic dishonesty (cheating/plagiarism) are not tolerated. Students may not copy the work of other students, nor may they copy and paste any part of an article from the internet without correct notation/credit being given to the author. Should a student make the choice to engage in academic dishonesty, the teacher will give the student a grade of "0" on the assignment.

DISCIPLINE FORMAT

Each student in grades 1-8th will be issued an agenda that includes all monthly discipline calendars. The agenda must be kept on the students' desks at all times in all classes. Students in the Learning Center will follow the same discipline format. Parents must sign in the calendar box each evening. For each academic day, the following is indicated on the calendar:

- 1-Tardy
- 2-Not prepared for class/no homework
- 3-Class disruption
- 4-Bullying
- 5-Uniform violation
- 6-Other
- No notation or a positive comment means that your child had a great day!
- If there is a concern, the teacher will highlight or circle the number that corresponds with the concern.
- If the concern is not one of the five listed, the teacher will write a notation.
- The teacher will check the folder after morning announcements. The **signature of a parent or guardian** serves as a homework grade (100% or 0%).
- If the child has 2+ teachers, the teachers will color code and send this information home in a parent letter.
- At the end of the month, the calendars are collected and kept on file. New calendars are given monthly.

- 3 notations a day or 5 a week = referral.
- The teacher completes the school referral form and the student must meet personally with administration. Parents are contacted.
- 3 referrals = detention.
- LOCATION AND TIME FOR DETENTIONS ARE TO BE DETERMINED
- 3 detentions = suspension
- 3 suspensions = expulsion

Grounds for detention, suspension or expulsion may include, *but are not limited to*, the following:

- Automatic detention:
- Homework that has not been turned in within 48 hours of the due date/time. (Note: student still receives a 0% on the assignment.)
- Offensive language (cursing, swearing or profanity), disrespect or disobedience
- Misbehavior
- Gum chewing
- Bullying (name-calling, pushing, etc.)
- Cheating (student also receives a 0%, which cannot be made up.)
- Lying
- Cursing, swearing, profanity
- Graffiti
- PDA (public displays of affection)
- Other forms of behavior determined to be in conflict with the spirit and mission of the school.

Automatic In-School Suspension (ISS)

- Bullying (e.g. fighting, harassment, etc.)
- Cutting class, assemblies or other required school functions
- Forgery
- Infractions such as the ones listed under automatic detention might warrant an ISS, OSS, or removal/withdrawal depending on the severity of the incident. This decision is left to administrative discretion, with parish and diocesan consultation as needed.

Automatic Out-of-School Suspension (OSS) or removal/withdrawal

- Vandalism or threats
- Possession of cigarettes and/or lighters

Automatic Removal/Withdrawal

- Possession/use of alcohol, drugs or drug paraphernalia in school
- Possession of a weapon in school
- Possession / distribution of pornography
- Possession/use of fireworks or bomb-making materials
- Serious threats

These rules are to be followed during school hours including after school care.

For all cases regarding suspension or removal/withdrawal, due diligence will be practiced and the parents will be contacted. For any serious incidents, the police will be called.

At the end of the school day, the teaching staff will be asked to send students who have received three highlights, or who may need to see the Principal (teacher's discretion), to the library. At that time, the administration will meet with the students to provide counsel and redirection regarding the situation.

BEHAVIOR IN AND OUT OF SCHOOL

Students must remember that their school behavior reflects their home and school training, both positively and negatively. They must, therefore, bring honor to their families and school by their respectful, mannerly conduct all times. Parental cooperation is needed to foster among the students such attitudes as reverence at prayer, respect for others, truthfulness, honesty, non-violent resolution of conflict, respect for the property of others and the application of Christian values to everyday situations. St. James the Apostle School parents and students set a Christian example and act in an appropriate manner on or off school premises, at school-related activities, functions or events.

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CONDUCT SCALE

Outstanding Effort= No write-ups

Satisfactory Effort=1-5 write-ups

Improvement needed=6-9 write-ups

Unsatisfactory = 10 or more write-ups and / or one (or more) in-school suspensions

The Principal -- after appropriate consultation -- makes the final decision in all-disciplinary situations and may waive any disciplinary rule for a just cause at his/her discretion.

Internet Usage Policy

St. James School offers students the privilege to use a computer for Internet access. Parental permission is required in order for students to be allowed to access the Internet. **(The parental consent form is available on page 33 of the handbook, but may also be obtained in the school office.)** Form must be signed and turned in to the Technology instructor.

St. James School makes every effort to ensure safe access and usage of the Internet. The following preventative measures are used:

- Internet filtering technology to restrict inappropriate material
- Monitoring of students online activities
- Instruct students on safe techniques to use when accessing information
- Use of child friendly Internet search engines to ensure safe Internet searches
- Prevent disclosure of student personal information online
- Ensure students abide by the Appropriate Internet Use Guidelines

Students are responsible for appropriate behavior on the Internet just as they are in a classroom or on a school playground. General school rules for behavior and communications apply. The use of the Internet is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school technology resources.

Students are granted limited use, they may only access those web sites for which they have been given permission to use by the school. If the student wanders outside of the boundaries of the site specified by the teacher or school policy, this will be considered a severe infraction and disciplinary action may be taken. Disciplinary action includes, but is not limited to: parental notification and the immediate suspension of internet privileges for the year.

Electronic Communications

Students are prohibited from accessing; creating or posting material or communication that jeopardizes the safe environment of the school or is contrary to our Gospel values. Students will be subject to the full range of disciplinary consequences, including expulsion for any communication about another student, the school or the school community that is : Illegal, damaging, abusive, obscene, offensive,

threatening or demeaning .(whether communication occurs through the use of the school's equipment or privately owned electronic equipment)

This includes communicating via e-mail, instant messaging, text messaging, chat rooms, blogs, also pertains to communications on social networks such as Myspace or Facebook, Twitter and video sharing on YouTube.

Illegal Copying or Downloading

Students are not allowed to download or install any commercial software, shareware or freeware onto a school computer unless they have written permission from the technology instructor. Nor should students copy other peoples' work or intrude into other peoples files. Downloading of music files, Internet games or loading CD-ROM software is also prohibited.

Damage

Students may not physically or electronically tamper with or damage computer hardware, software or other technology resources.

Online Services

Students may not access their personal subscriber online service using school computers.

Extracurricular Activities

POLICIES

In the interest of developing the whole person, and in addition to the regular physical education classes, St. James School offers an after-school varsity and junior varsity sports program and participates in the Archdiocesan Interscholastic Athletic League (AIAL). This program involves both boys and girls in grades 5th - 8th and may include: volleyball, soccer, cross country, football, basketball, track, golf, baseball and softball. This program is reviewed and modified annually by the school coaches. All students in grades 5th – 8th who will be participating in AIAL sports will be required to have a physical exam on file and are to be covered by some type of medical insurance. **It is required that at least one parent or guardian be present at all of their child's games.**

ACTIVITIES

St. James School offers a variety of extra-curricular activities including but not limited to: Sports--- Mary's Club, Ecology Club, Music & Drama, Robotics, Spanish Club, National Junior Honor Society, Yearbook, Student Council, Cheerleading , Pep Squad. There may be other activities available but they are subject to volunteer availability.

Grade Requirements (Sports & Extra-Curricular Activities)

In order for students to try out for a sport's team or other extracurricular activity, they must not receive less than a 75% average in each academic subject at the time of tryouts. Students must maintain their grades including Satisfactory level in conduct, effort and non-academic grades.

Taking part in sports, or any other extra-curricular activity is a privilege which brings with it responsibilities. A student who fails to meet these requirements becomes ineligible to participate in practices, games and functions.

Grades are checked when progress reports and report cards are distributed; only at this time may students be dropped or taken back into an activity. If a student obtained probationary status twice, he/she becomes ineligible for recognition at the end of the year for that particular seasonal sport/extracurricular activity. Any infraction to the school code will result in ineligibility to the AIAL.

AFTER SCHOOL PRACTICE

Students participating in sports or any other after-school activity are to report to the designated meeting site at 3:30 p.m. Sports players must remain under coaches' or designated person's supervision at all times--even while waiting.

Security rules forbid students to leave their dismissal or activity area for any reason without permission from authorized personnel. Brothers or sisters of sports players are not permitted to remain on the premises after school, since supervision is not available.

After any practice, students must be picked up punctually, otherwise they will be sent to Extended day care and extended day care fees must be paid. Coaches will stay with the students until a parent or guardian picks them up if an emergency arises. **All Practices are closed to everyone but participants**

Health Policies and Procedures

Immunizations

Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.

This policy was adopted by Texas Catholic Conference Education Department, December 2008.

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.

A school nurse, health coordinator or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered and proof of immunization has been provided to the school.

HEALTH AND SCREENING TESTS

The following health screenings are administered yearly by the Archdiocese of San Antonio.

1. Visual/auditory screening tests are given to students in K, 1st, 3rd, 5th and 7th grade.
2. All students are measured for height and weight each year.
3. All students in 6th grade are given a scoliosis exam each year.
4. Students in grades 1st, 3rd, 5th and 7th are given an Acanthosis nigricans (diabetes) visual exam.

Parents are notified if any irregularities are detected. These screenings are important. By pinpointing problems, steps can be taken to insure that each student has every chance to do his/her best.

Reportable Communicable Diseases

According to law some communicable diseases **MUST BE REPORTED TO THE SCHOOL**. If school absence is due to a reportable communicable disease, the school must be informed as soon as sickness appears. A signed release from the doctor is required for the student to return to school.

MEDICATION POLICY

Students are not allowed to carry medication, including non-prescription medications. The only exception is that, by physician direction, a student may be allowed to carry and self-administer inhaler medication. Only medication which is necessary for a student to remain in school and has been ***prescribed by a licensed physician or dentist will be administered during school hours.*** The medication must be labeled by a registered pharmacist.

A ***Medication Permission Request Form*** must be completed by the parent/guardian and the health care provider in order for **any medication** to be administered at school, including “over the counter” medication (such as but not limited to: acetaminophen, ointments, cold tablets, cough drops), to be given by school personnel. The Health Coordinator is designated by the Principal to assist a student in taking his/her medication. Medication is to be brought to the Health Coordinator or Clinic by the parent or responsible party. If the medication is a liquid, it must be accompanied with a calibrated dispenser which has legible numbers on it.

Each student's medication must be in its original container clearly labeled with the following information:

Student Name	Physician/Dentist Name	Date and Dosage
Name of Medication	Directions for administration	Duration of administration

No medication which has expired will be administered. Any medication will be returned only to the parent or responsible party by school personnel.

Student Injury/Illness

Whenever a child is taken ill at school or is injured, the following procedure is followed:

1. First aid treatment will be given.
2. In case of emergency the parents will be notified. In case of a severe emergency the paramedics will be called. If parents can be reached within a reasonable time, the parents will determine the place and means of providing emergency care.
3. In case of illness or injury, school personnel will notify the parents or designated person on the emergency card and request that they come for the child or arrange for pick up.

IT IS EXTREMELY IMPORTANT TO KEEP EMERGENCY INFORMATION CURRENT

Guidelines for Sending/Keeping Students Home from School

Exclusion Guidelines

Return to School Guidelines

Oral Temperature of 100 ⁰ or above	Fever free for 24 hours
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free for 24 hours
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Swollen glands around jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered & diagnosed as non-infectious
Earache	Symptom Free
Pediculosis (lice)	Lice and nit free
Wound, skin & soft tissue infections	Exclude until drainage is contained and Covered with a clean dry bandage


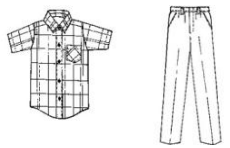


Uniform Requirements/Grooming Policies

GIRLS UNIFORMS

<p>PK – K</p>  <p>Navy or Black Knee high or Bobbie sock</p>	<p>1- 3rd grade</p>  <p>Navy/Black Knee High Socks.</p>	<p>4th - 8th grade</p>  <p>Navy/Black Knee High Socks.</p>	<p>Optional Items</p> <p>Culotte Grades 1-8th</p>  <p>Must be worn with white overblouse with emblem & school tie.</p> <p>May not be worn on formal dress uniform days or Mass</p>
<p>shorts must be worn underneath</p>			<p>Cardigan</p> 
			<p>Slacks</p>  <p>May only be worn when temp. is below 50 degrees</p>

Girls Blouses/Jumpers and boys Shirts require a school emblem
****Emblem** is to be placed on the front left side of the blouse/jumper about 2 inches from the shoulder.

BOYS UNIFORMS

<p>PK – K</p>  <p>Green Pull up pants No belt required Black or Navy crew socks</p>	<p>1st - 8th Grade</p>  <p>Brown or Black belt required Black or Navy crew socks</p>	<p>Optional Items</p> <p>Cardigan</p>  <hr style="width: 50%; margin: 10px auto;"/> <p>Walking Shorts</p> 
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SCHOOL UNIFORM SUPPLIER

Parker School Uniform ♦2108 NW Military Hwy. ♦San Antonio, TX 78213
 (210) 530-0087 or www.parkersu.com

School Uniform Shoes

- **An all black shoe is required** for the Formal School Uniform
 - A) Boys 1st -8th –Oxford or Athletic style tie shoe
 - B) Girls 1st -8th –Oxfords w/laces or Black Mary Jane Shoes
 - C) Girls 6th – 8th---Penny loafer shoes are optional
- **An all white tennis shoe is required** for Physical Education
- PK – K ---**Girls & Boys** must wear shoes with Velcro
- 1st – 8th ---**Girls & Boys** must wear lace up tennis shoes
- Soles may be no higher than ½ inch (rubber sole is preferred)
- No high top shoes allowed

The preferred provider for St. James School shoes is:

SCHOOL SHOES UNLIMITED
2019 Vance Jackson
(210) 734-9003

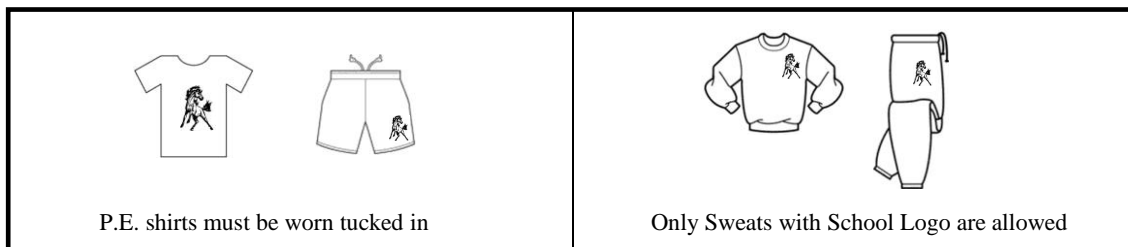
If shoes are purchased at any other facility, they must meet the school requirements listed above.

PHYSICAL EDUCATION

Every child is expected to take part in the physical education program and to comply with the instructions pertaining to dress, rules, etc. If for some reason the student cannot participate in P.E., a written excuse from a doctor will be required specifying restrictions and the information should be sent to the teacher who then forwards it to the health coordinator and P.E. instructor.

P.E. UNIFORM (All students)

These items are available through the school office only.



White crew or Bobbie socks are to be worn with P.E. uniform

No sports socks or no-show socks are allowed

JACKETS/SWEATERS

ONLY jackets/sweaters with an SJS logo will be permitted to be worn during the cold weather. Green jackets w/logo may be ordered through the school office or purchased at Parker School Uniforms

Non-Uniform Days

On non-uniform days, students may come to school wearing clothing that upholds the dignity of our Catholic School environment. All non-uniform attire must be clean, neat, safe and modest.

Keep in mind that physical education classes meet on non-uniform days and dress is not an excuse for non-participation. Students may be asked to change if their clothing is deemed inappropriate by the administration.

Salesian Day

Salesian t-shirt, blue jeans, blue jean walking shorts or school walking shorts and white P.E. tennis shoes. Jeans should not be baggy or tight fitting, walking shorts must be knee length. Salesian t-Shirt day attire is **optional**, student may wear their school uniform on this day if they do not wish to participate. This t-shirt is available for purchase through the school office.

Grooming and Cleanliness

Cleanliness and neatness are expected of all students at all times. Parents are to see that the student's uniform is clean and in good condition daily. Students are responsible for personal hygiene, to include the daily use of deodorant. Uniform and P.E. shoes must be kept clean and, when necessary, washed or polished. Personal appearance makes a big difference in regards to self-esteem.

Applies to all students at all times

- **Cleanliness** is expected of each student
- **Make up:** No makeup is to be worn on school days
- **Nail Polish:** Only clear nail polish may be worn (no glitter). Sculptured nails are not allowed due to the possibility of injury to self or others.

- **Jewelry:** Minimal jewelry is allowed, one pair of earrings (one earring on each earlobe), one ring, one watch, one necklace with a religious charm, no bracelets. Students will be instructed to remove excessive jewelry. Girls may wear stud earrings only no other type of earrings are allowed. **Boys are not permitted to wear earrings.** The school is not responsible for lost, stolen or damaged jewelry.
- **Tattoos** and piercings are prohibited
- **Hair accessories:** Must match school uniform and no accessories are to be excessive in size
- Caps of any kind are not to be worn in doors (e.g.) gym, classroom, church, cafeteria, etc.
- **Hair:** Hairstyles are to be moderate. Extreme or fad hair fashions such as spiked, shaggy, colored highlighted or tinted hair is not permitted. Hair must be neatly combed at all times.
- **Girls** – Hair may not cover the eyes. Long hair should be tied back and away from face.
- **Boys** – Hair must be above the eyebrows; not over the ears and not touching the collar. Students with facial hair are expected to be clean shaven.
- **No Writing/ Drawing** will be allowed on any part of the person or any part of the school uniform.

ALL DRESS AND GROOMING CODE ISSUES REST WITH THE JUDGMENT OF THE PRINCIPAL

Cafeteria Policies

St. James the Apostle School participates in the Federal Lunch Program. Through this program, we are able to provide free or reduced-price lunch to qualifying students. Applications for the program are distributed to all families at the beginning of the school year. Information regarding cost for meals for those who do not qualify for the federal lunch program is also included.

A daily menu of hot lunches is sent home monthly and is also available on our website. Lunch may be paid for daily, weekly, monthly or in advance. Payment for lunch may be made by cash, check, cashiers check or money order---credit/debit card payments are also acceptable, however must be processed in the school office. Credit will be extended only to students who forget their lunch, provided that this is not a consistent occurrence. There will be no charging for school lunches.

Students electing not to use cafeteria service may bring a nutritious sack lunch from home. Please label the students lunch with their name and grade. **Participation in the Federal Lunch program does not allow Students to have sodas or have “Fast” food brought in at lunch time.** Milk may be purchased separately in the cafeteria.

All students will eat in the cafeteria. Parents bringing in lunch for a student may take it to the cafeteria, but they must stop by the school office first. Please remember that due to federal lunch program no fast food is allowed. If the lunch is not brought in by the scheduled lunch period, the student will be served a lunch tray and parents will be responsible to pay for that meal by the following day.

Conduct

1. All students are expected to observe good manners.
2. Parents are asked to help their children cultivate proper table manners and understand that food should not be wasted
3. Students are responsible for keeping their table and the surrounding floor area clean.
4. Students are not permitted to take food out of the cafeteria.
5. In order for any parent and/or visitor to eat lunch with the students, permission must be given by the Principal at least one day in advance. Parent must stop by school office to pick up a visitor pass

WELLNESS POLICY

St. James School has adopted an official policy regarding wellness. This policy helps us to support healthy eating habits for ourselves and our students. The policy does not allow for home baked/store bought goodies such as cupcakes, cookies, etc. to be brought into the classroom for class parties or student birthdays.

Birthday Recognition

For grades **1st – 8th** birthdays will be celebrated as follows:

Students will receive a free dress pass and will be recognized during morning assembly.

For grades **PK – K** birthdays will be celebrated as follows:

Students will receive a free dress pass and will be recognized during morning assembly. In line with our Wellness policy, the parent may coordinate with the child's teacher and arrange to bring a healthy snack. In trying to support healthy eating habits, we suggest items such as fruit, vegetables, yogurt or cheese, holiday pencils or birthday souvenirs may be brought for celebration instead of unhealthy food items with high sugar content.

General School Information

OFFICE HOURS

The School office is open each school day from 7:30 a.m. to 3:30 p.m. On early release days the school office will close at 12:30.

VISITORS

- **All** visitors to the school **must** report to the school office in order to sign in and obtain a pass.
- No one, unless authorized by the Principal, is allowed to be on the school grounds during school hours.
- Parents are not allowed to go directly to any classroom during the school day.

SCHOOL EMERGENCY CLOSING

If a school closing seems warranted due to weather or any other grave conditions, St. James School will follow the closing guidelines of the San Antonio Independent School District. Information will be broadcast on all local TV and radio stations.

P.E. EXCUSES

A written parental excuse is required if your child cannot participate in a Physical Education class. A written doctor's excuse is required if your child cannot participate in P.E. for more than one week. A doctor's release is required for a child to participate in P.E. following surgery, serious injury or illness in order to return to normal activity.

APPOINTMENTS

Parents may confer with teachers after school hours, according to the teacher's availability. If you require an appointment, you may send a note to the teacher or call the school office. The teacher will return your call during his/her planning period. Teachers are not called to the phone during class time. **Parents are asked not to confer with a teacher during morning drop-off or while the teacher is on duty in the morning or at dismissal.**

NEWSLETTERS

Monthly newsletters from the Principal will be posted on the school web page. The newsletter may contain information from the PTC. Parents are encouraged to monitor the school web pages for important information and updates.

CALENDARS

School calendars will be made available on the school website. Copies will be available in the school office.

ELECTRONIC DEVICES & MAGAZINES

No Ipod's , MP 3 players , CD players, Game players or other electronic devices are allowed in school. If found, these items will be confiscated and returned at a later date. Any non-educational reading materials will be taken by the teacher and returned at the end of the week.

CELL PHONES

Students are not permitted to use cell phones on campus at any time. We prefer that students not bring cell phones to school, however we recognize the need to communicate with your child **after school** due to school related extracurricular activities.

If your child must bring a cell phone to school, the following guidelines must be followed:

1. Cell phone must be in OFF position, not vibrate or silent.
2. Cell phone must remain in student backpack during the school day.

If a student is found using his/her cell phone while on campus during the school day, the phone will be confiscated. Parents will be required to pick up the cell phone from the principal and pay a \$25 fine. The school is not responsible for lost or stolen cell phones. School phones are always available for students to make calls to parents.

LOST AND FOUND

From the very beginning of school, all personal belongings such as clothing, book bags, lunch boxes, and school supplies should be clearly marked in permanent ink with the student's name for identification. The school is not responsible for lost items. **Lost and found will be placed in the school office. If items are not claimed within a reasonable length of time, they will be permanently removed.**

FORGOTTEN ITEMS

We ask that you help us in training the students to become more responsible citizens. If a student forgets an item such as homework, uniform, etc. we ask that you do not bring the item to school. Be assured that the school will take care of their basic needs.

Field Trip Information

FIELD TRIPS

Field trips, with preparation and follow-up activities, are planned as an extension of classroom instruction. Permission slips signed by parents are required for each field trip. Since field trips are part of the regular instructional program, the school uniform will be worn unless the school directs otherwise. Field trips involve the class group and focus on curriculum areas. Students may be denied participation in field trips if they fail to meet academic or behavioral requirements or if school account is in delinquent status.

Public or chartered transportation must be provided for these trips as carpooling is not permitted. **Brothers or sisters of students participating on a field trip are not to join in this activity.**

****NOTE** Early returns from a field trip does not constitute an early dismissal from school.**

FIELD TRIP CHAPERONES

The responsibilities of a chaperone include the safety and well being of **ALL** students, not just those who are assigned to them. All chaperones must be at least 21 years of age or older. **All chaperones MUST adhere to the teacher's directives in order to ensure a safe environment at all times.** Parents wishing to chaperone are required to commit to the following:

- 1) submit criminal background application
- 2) receive criminal background check clearance
- 3) complete Safe Environment training
- 4) provide own transportation
- 5) pay fee pertaining to trip
- 6) no siblings may attend trip

If the chaperone fails to comply with any of the above requirements they will not be allowed to participate. **NOTE:** *Service hours are not given for attending field trips*

Field Trip Permission Form

Every student who takes part in a St. James the Apostle School field trip **MUST** have the official permission form signed for each trip. In the event your child forgets his/her form, photocopy the attached form. Complete, sign, and return to the school office prior to the student's departure. Forms may be faxed to (210) 924-0201 if you are unable to bring them in. **PLEASE NOTE: A student will not be allowed to leave the school campus with his/her class unless the official permission form is completed and signed by the parent or guardian.**

Student Services

EXTENDED DAY CARE

The after school care program hours are from 3:30 – 5:30 p.m. This includes: study hall and snack time. The extended day care program is located in the school cafeteria (Nowak Hall) building. After school snacks are available to students who participate in the Federal lunch program, all other students are asked to bring a daily snack from home.

The regular monthly fees are:

\$125 for 1 child \$150 for 2 children \$175 for 3 children \$200 for 4 children

Fees have been applied equally on a ten month basis and are the same regardless of the number of days in a month or the number of absences. Fees are to be pre-paid to the school office no later than the last school day of the previous month. Fees may be included with tuition and paid through **FACTS, this must be initiated when school financial agreement has been completed. **NO DEDUCTIONS ARE MADE FOR HOLIDAYS OR ABSENCES.****

Drop-ins – If your child needs to remain on campus and attend the Extended Day Care Program, please contact the school office before 2:00 p.m. There is a flat fee of \$10 per child per day.

Late Fee - Any child/children not picked up by 5:30 pm will be charged a fee of \$1.00 per minute.

The after school care phone number is 534-5444

LIBRARY

Students are taken to the library once a week. Library books may be checked out for a period of seven (7) days. A fine of twenty-five (.25) cents per day is charged for all overdue books. If a book is damaged or lost, the cost of the book must be paid by the student. The student loses the privilege of checking out a book until he/she returns the book and pays the late fine.

TEXTBOOKS

Textbooks are purchased by the school and are rented to the students. At the beginning of the year each student is assigned a number for each textbook and he/she is responsible to see that textbooks are not damaged or lost. If a book is damaged, a fee will be applied to cover the expense of a book. If a book is lost or destroyed, a total restitution will be applied. All textbooks should be neatly covered. It is the responsibility of students and parents to see that the books remain properly covered. Book covers are to be kept clear of any markings.

Books will be checked prior to distribution at the beginning of the school year. Damaged books will be subject to a fine at anytime during the school year.

INSURANCE

Each school must carry the required Archdiocesan student accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment and is usually part of the regular fees charged to parents each school year. Student accident insurance is secondary insurance and covers students at all school-related activities and for travel to and from all school-related activities. Parents are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic insurance coverage.

ACCESS TO RECORDS

School records contain confidential data and are not released to unauthorized persons. Parents must sign a form to have records released when transferring to another school. School records, including report cards, will not be released until all financial obligations have been met.

TRANSFER OF REQUEST FOR RECORDS

Permanent Record Cards and Health Records will be released to a receiving school when that school applies directly by mail to St. James School. A **copy** of the student's permanent record card and the **original** health records shall be transferred. These records will be released without an on site parent's signature, since it is assumed that the receiving school has that signature on file.

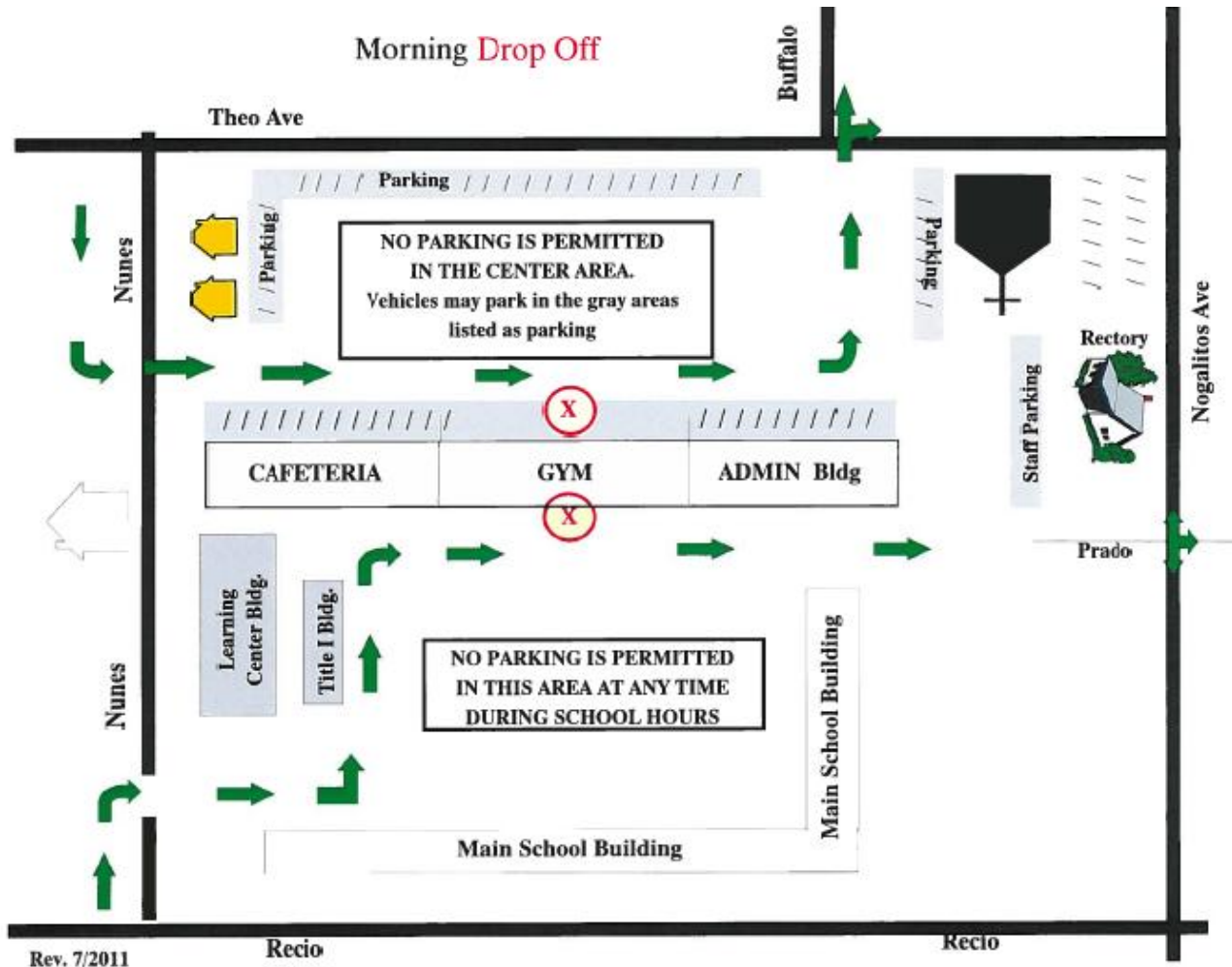
All special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release of that information. **Any student that is not cleared of obligations to St. James will not be able to enroll in another Catholic School in the Archdiocese until all debts are cleared.**

REQUEST FOR COPIES

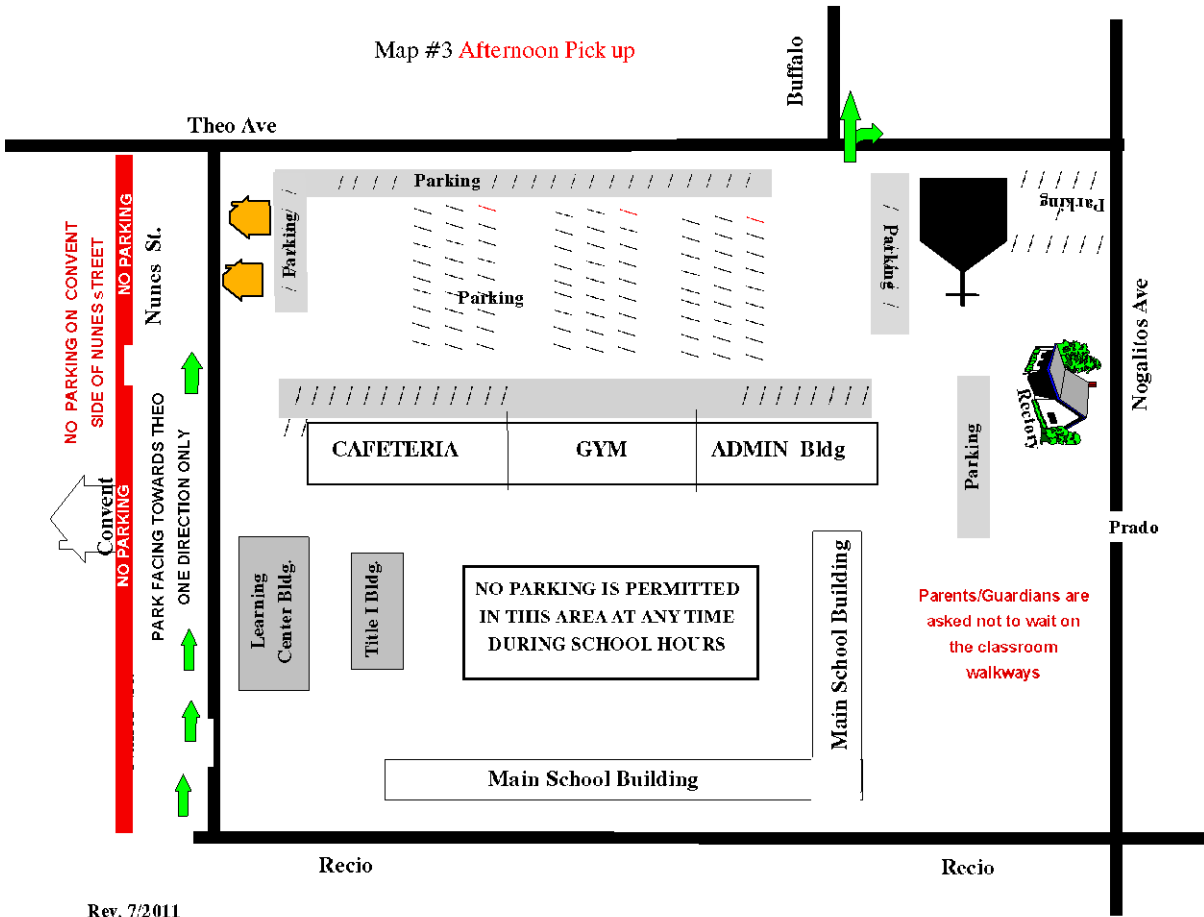
A 2 day notification is required when you request copies of your child/children's records from the school office. (i.e.) Report cards, Transcripts, Immunization Records, etc.

SCHOOL MAPS

Morning Drop Off

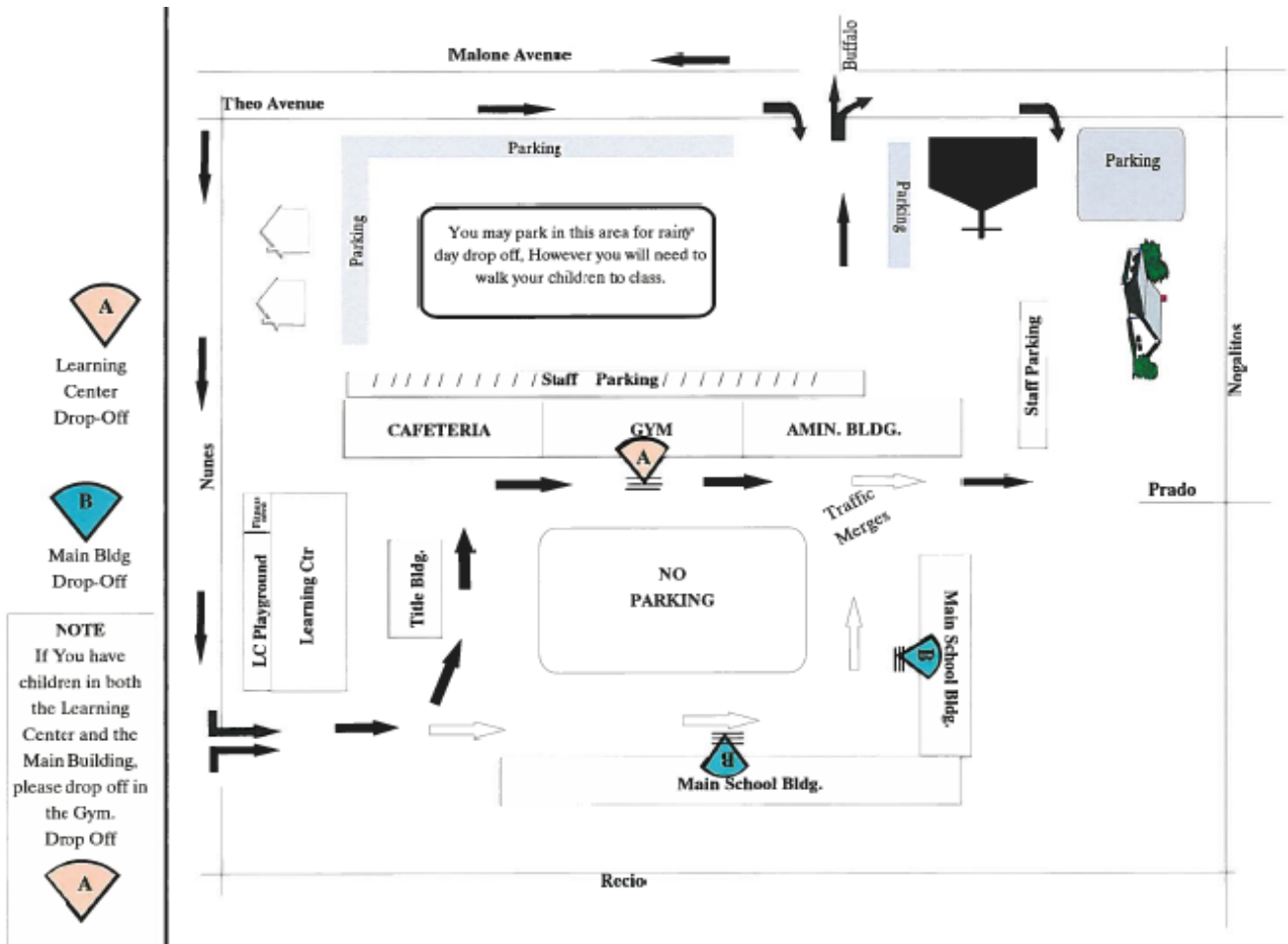


Afternoon Pick Up



Parking along Nunes street is permitted, however only on the side of the school. All vehicles should park facing in the direction of Theo Avenue.

Rainy Day Drop Off



This is our annual notice of the presence of asbestos containing materials in our school. The location and condition of these materials are found in the approved Management Plan located in the Principal's office.

Forms/Agreements

Included with this handbook are the following forms:

- 2011/2012 School Financial Contract
- Technology Usage Policy / Parent Permission Form
- Handbook Agreement

Please review the forms, sign and return them promptly to the school office. Copies of the forms are available in the school office.

**ST. JAMES THE APOSTLE CATHOLIC SCHOOL
FINANCIAL CONTRACT 2011 - 2012**

Existing Family New Family

Oldest Student's Name: _____ Grade for 2011-2012: _____

Siblings/Grade: _____

Address: _____ Home Phone: _____ Cell: _____

We, the undersigned, agree to abide by the terms of this financial contract with St. James the Apostle Catholic School, and understand the following conditions apply:

- One (1) copy of this Financial Contract is to be signed and returned to the School Office.
- Tuition and other school fees (cafeteria, extended day care, and fundraising) must be paid in a timely manner. St. James the Apostle Catholic School accepts the following payment forms: cash, check, money order, cashier's check, MasterCard, and/or VISA.

3. **Tuition:**

3K and 4K		Kinder -8 th grade		Combined 3K/4K (+) K-8 th family	
1 Child	\$4000	1 Child	\$3500	2 Children	\$6250
2 Children	\$6500	2 Children	\$6000	3 Children	\$8250
3 Children	\$8500	3 Children	\$8000	4 Children	\$9250
4 Children	\$9500	4 Children	\$9000		

(Note: The non-refundable, non-transferable registration fee is separate from tuition.) Tuition will only be collected through FACTS Tuition Management unless paid in full by the first day of school. Families are responsible for initiating their FACTS agreement by following the Ecashier link on the school website: www.stjamescatholicsschool.org

4. **Administrative/Education Fee:** (non-refundable)

This fee covers the rental or purchase of Textbooks/workbooks, ITBS testing materials, Expenses for Technology, Science, Library and Physical Education as well as Student insurance and Accreditation. PTC, PTC Federation and School Council membership dues are also included.

1 Child	\$425	3 Children	\$1225
2 Children	\$825	4 Children	\$1625

The Educational fee may be paid in installments, but must be paid in full by August 1, 2011

- Fundraising:** Each family is responsible for \$300 in fundraising activities. Fundraising obligations may be added to your FACTS agreement and paid in monthly installments along with your tuition.

Fundraiser #1: \$150 Catholic Life Raffle (1st semester)
Fundraiser #2: \$150 TBA at a later date (2nd semester)

- 24 Service Hours** are required from each family, of which 4 will be categorized as mandatory. It is recommended to have 12 completed hours by Christmas Break. The remaining hours should be completed by May 1, 2012. Any hours not completed by May 1, 2012 will be assessed the applicable fee. Mandatory hours will be billed at \$50 per hour and non-mandatory hours at \$25 per hour.
- Cafeteria** lunch money may be paid in the school office on a monthly, weekly or daily basis. The cafeteria manager will keep track of each child's lunch account. Statements will be sent out by the cafeteria manager on a monthly basis. (Cafeteria office: # 534-5444)

8. **Extended Day Care** is pre-paid and due the last day of the previous month (i.e September is payable by August 31st) with the exception of August. Extended Day Care for August must be paid by the first day of school. Extended Day Care can be added to your FACTS agreement.

1 Child \$125	2 Children \$150	3 Children \$175	4 Children \$200	Drop In Rate \$10 per day, per child
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9. **Returning students** whose accounts are in arrears on the opening day of the school year will not be allowed to attend class.
10. **Delinquency Notifications:** Invoices/statements will be sent home with the oldest child and will indicate the balance owed to St. James the Apostle Catholic School as well as any applicable late fees. Failure to comply with any payment obligation/arrangement may result in your child/children not receiving Report cards/Progress or being asked not to return to school until all financial obligations have been made current. Only cash, money order or credit card payments will be accepted on any delinquent accounts. Severe delinquencies or unpaid accounts will be turned over to a third party collection agency and/or attorney.
11. **Return Check Fee:** A fee of \$35 will be charged if a check is return NSF. This applies to all school payments including cafeteria and library. Only one NSF check is allowed per school year; therefore only cash, check, money order, cashier's check, MasterCard, and/or VISA will be accepted for the remainder of the school year.
12. **Release of records:** St. James the Apostle School reserves the right to refuse to provide any Official school records, including transcripts, test scores, report card or diplomas to parents or other Educational institutions until all tuition, fees and other financial obligations are satisfied in full.
13. Request for financial arrangements must be made in writing and approved by the Principal.

_____	_____	_____	_____
Father Signature	Date	Mother Signature	Date
_____	_____	_____	_____
Father Name Printed		Mother Name Printed	

Principal			

Tuition Discounts for 2011-2012 school year:

- 5% discount for payment of all fees and tuition by August 1, 2011
- 10% discount for active duty military families
- 10% discount for families who have been a part of St. James School for 10 consecutive years or more

Monthly withdrawal date:	<input type="checkbox"/> 5 th	<input type="checkbox"/> 15 th	<input type="checkbox"/> 20 th	<input type="checkbox"/> Last business day of month
Monthly Tuition Payments of:	_____	<input type="checkbox"/> 12 months	<input type="checkbox"/> 10 months	
<input type="checkbox"/> \$20 Sacramental Fee	<input type="checkbox"/> \$100 8 th Grade Grad Fee	<input type="checkbox"/> \$35 Kinder Grad Fee	<input type="checkbox"/> \$300 Fund Raising Obligation	<input type="checkbox"/> Other _____
<input type="checkbox"/> Extended Day Care				

FACTS agreement completed on _____ in the amount of _____ with 10 12 monthly payments of \$ _____ to be withdrawn on the 5th 15th 20th Last business day of month.

Completed by: _____

Parent Permission Form and User Agreement

As a parent or guardian of a student at _____, I have read the attached information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the School.

_____ My child may use the Internet while at school according to the rules outlined.

_____ I would prefer that my child not use the Internet while at school.

Parent Name (print) _____

Parent Signature _____

Date _____

Parents' Permission for the Publication of Student Work/Pictures

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. The student's name will be removed or blurred for his/her protection.

_____ My child's work can be published on the Internet

_____ My child's photograph can be published on the Internet

_____ I would prefer that my child's work not be published on the Internet

_____ I would prefer that my child's picture not be published on the Internet

Parent Name (print) _____

Parent Signature _____

Date _____

As a user of the School computer system, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student Name (print) _____ Grade _____

Parent Name (print) _____

Parent Signature _____

Date _____

Print this form, sign and return to the school office

**RECEIPT OF STUDENT HANDBOOK
2011-2012 SCHOOL YEAR**

St. James the Apostle Catholic School

I/We have been informed that the Parent/Student Handbook for St. James the Apostle Catholic School is available in the following forms:

- ✦ Electronically at www.stjamescatholicsschool.org
- ✦ School copy located in the School Office
- ✦ Copy located in my child's classroom
- ✦ Paper copy upon my request in the School office

I understand that the Parent/Student Handbook contains information that my child/children and I may need during the school year. I acknowledge the fact that all students will be held accountable for their behavior and agree with the school policies and guidelines listed. If I have any questions regarding this handbook, I should direct those questions to the principal at (210) 924-1201.

My signature verifies that I have been notified of the availability of the School Handbook and that I accept these conditions for enrollment of my child/children at St. James the Apostle Catholic School.

Parent Printed Name: _____

Parent Signature: _____

Student Signature _____ Grade: _____

Student Signature _____ Grade: _____

Student Signature _____ Grade: _____

Please print this form, sign and return it to the school office.