

CATHOLIC SCHOOL PHILOSOPHY

STATEMENT OF PHILOSOPHY FOR THE ARCHDIOCESE OF OKLAHOMA CITY

Catholic Schools exist primarily to participate in the educational mission of the Catholic Church, to respond to the mandate from Jesus Christ to teach all nations. Catholic Schools form a partnership with parents who are the first and foremost educators of their children.

STATEMENT OF PHILOSOPHY FOR ST. JAMES CATHOLIC SCHOOL

St. James Catholic School is a ministry of St. James the Greater Catholic Church. We, as a people of faith, are committed to providing a unique environment in which learning and practicing the truths of the Catholic faith are central to the development of each child. St. James offers superior academic instruction tailored to meet the individual needs. Students learn in an environment that is interactive, nurturing, and safe. St. James invites its families to work in partnership with the school.

MISSION STATEMENT

The mission of St. James Catholic School is to develop lifelong learners who are prepared to think critically, communicate effectively, grow spiritually, and act justly and responsibly.

GOALS

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

ACCREDITATION

St. James Catholic School is accredited by the State of Oklahoma Department of Education.

ADMINISTRATION

ARCHBISHOP

The Archbishop, Most Reverend Eusebius Beltran, as chief pastor of the Archdiocese, is ultimately responsible for the general policies and practices of the schools within the Archdiocese of Oklahoma City.

SUPERINTENDENT OF SCHOOLS

The Diocesan Superintendent of Schools, Sister Catherine Powers, is directly responsible for the policies and practices of the schools within the diocese.

PASTOR

The Pastor, Reverend Robert J. Wood, is the administrative head for the parish school. He is responsible for its over-all administration and direction. He works closely with the Principal.

PRINCIPAL

The Principal, James Bleecker, is the director of the school. He is responsible to the Diocesan Superintendent, the Pastor and State Officials for all matters pertaining to school. He administers, supervises, and coordinates all educational activities within the school.

ADVISORY COUNCIL

The St. James School Advisory Council meets monthly to discuss concerns of the school. It supports and aids the Pastor and Principal in policy development, finance and budgeting, as well as in recruitment and public relations.

TEACHERS

The teachers are responsible for effective excellence in the school. They strive to fulfill the philosophy, objectives, and functions of a Catholic school by motivating students to academic, moral, and spiritual achievement.

Asbestos Monitoring

The Asbestos hazard Emergency Act of 1986 requires our school to be inspected for asbestos and a management plan is written as documentation. A copy of the plan is available in the school office for review.

ADMISSIONS POLICY

STUDENT ENTRANCE REQUIREMENTS

Nondiscrimatory Enrollment

As a Catholic school, St. James is dedicated to the dignity of every human being. Our admission policy is inclusive and shows no discrimination with regard to sex, race, ethnic background, or social or economic status. Since we are a religiously oriented school for the Catholic community, we give preference to members of the Catholic Church, but welcome members of other denominations after our own community is served.

Acceptance

The following are the guidelines for admission to St. James School based on available space within a classroom:

1. Children currently attending St. James School.
2. Children of registered St. James parishioners (parents or legal guardians) who are practicing Catholics and are committed stewards of their time, talent, and treasure in their relationship to St. James Parish.
3. Children of practicing Catholic parents or legal guardians who are transferring into the parish.
4. Children of practicing Catholic parents or legal guardians who belong to another parish.

5. Children of parents or legal guardians who are practicing members of another faith.

Within each category, the space will be filled on a first come, first serve basis.

Procedures

1. At the time of application, transfers, health records, and academic records are required from the previous school.
2. In order to be enrolled in a Diocesan school, students must meet the requirements of the State regarding immunization policies, (see appendix) both before and during their time of attendance.
3. Pre-K students must be 3 or 4 years old by September 1. Kindergarten students must be 5 years old by September 1. Parents/Guardians are required to present original birth certificates and health records.
4. The latest test scores and report cards for students enrolling in Grades 1 through 8 are also required for entrance.
5. Principal interviews older students before acceptance.

Academic Requirements

1. All students applying for admission to Kindergarten are subject to screening for readiness prior to admission. The results of the testing will aid in determining acceptance.
2. New students may be tested to determine levels of achievement and proper grade placement.
3. The academic record of all students wanting to transfer to St. James School will be examined prior to admission. The student records must show that they have been attending school regularly and are in a good academic standing. Any requirements for special needs to assist a student's learning will be discussed and reviewed to determine whether St. James School has the ability, facility and expertise to provide the required special assistance.
4. All students entering St. James School for the first time will be enrolled on a nine-week probationary period. The student's academics and conduct will be evaluated continuously during the period. If it is determined that St. James School program is not meeting the needs of the child the child may be dismissed.

Immunization Requirements

The school abides by the rules set forth by the Oklahoma State Department of Health regarding immunizations. Up-dated records should be submitted to the school office regularly. All necessary immunizations must be completed before a student can attend school. See Appendix for required vaccinations.

Photo/Videotape Release

St. James School sometimes likes to place news of our school in the local newspaper, the Archdiocesan Catholic Paper, or other papers. It is necessary for us to have permission before publishing and identifying photos. Therefore, we ask that you fill out and sign the PHOTO/VIDEOTAPE RELEASE FORM and return it to the school office by August 24, 2001.

ATTENDANCE REGULATIONS

Requirements

Oklahoma Law requires compulsory attendance of all children reaching age 5 on or before September 1. Oklahoma state statutes will be followed.

According to state statute students may not miss more than **seventeen** days per school year. Excessive absenteeism may result in the retention of a student in his/her current grade level.

Students are expected to be in their assigned area when the bell rings at 8:00 a.m. each day. Students are to be out of the school building by 3:15 p.m. each day. Ordinarily, students are not to return to the building once school has been dismissed. Students may not enter a classroom if the teacher is not present.

Absences

1. If a student is absent from school, the **Parents/Guardians should contact the school office by 9:00 a.m.**, stating that the child is to be absent. If a Parent/Guardian does not contact the school and the child is not in the building, the Parent/Guardian will be called to verify the absence
2. The student may wait until he/she returns to ask for missing assignments, or a Parent/Guardian may make arrangements to pick up missing assignments after school. **If a parent would like assignments to be ready after school for pick up, request MUST be made by 10AM in order for the assignments to be brought to the office.** Each individual teacher will determine a reasonable amount of time for the student to make up missed assignments.
3. After an absence, a written excuse should be presented at the office in order for a student to be admitted to class.
4. After a student has accumulated ten (10) days of absence in a quarter, including prearranged absences, the student's Parents/Guardians will be required to have a conference with the administration to discuss the situation.
5. If the absences continue, the student will be required to present a doctor's statement for each absence after the conference stating that the student has been ill and under a doctor's care. Only then will an excused absence be granted. Failure to submit the doctor's note will result in an unexcused absence.
 - a. Excessive absenteeism, even with a doctor's note, will be reviewed by the administration to determine if the student will be allowed to continue in school or will be excluded.

6. A student arriving after 10:00 a.m. will be counted as absent ½ day. A student leaving before 1:00 p.m. will be counted as ½ day absent.

Tardiness

Students arriving after the 8:00 AM bell are tardy. They must go to the office to obtain an admittance slip. The accumulation of 3 unexcused tardies for a student will result in a fine of \$5.00. From that point all tardies will result in a fine of \$1.00 per day per student. Tardies will only be excused for doctor or dentist appointments, and in cases of extreme necessity. Tardies caused by oversleeping or traffic delays will be considered unexcused. In cases of excessive tardiness the principal may request a conference with Parent/Guardian to resolve the matter.

Doctor and Dental Appointments

Any type of appointment is discouraged during school hours. However, if it becomes necessary for a student to be excused during the school day, a note signed by a Parent/Guardian must be brought in and given to the teacher. The student is to be called for and signed out at the school office. Students are marked absent if they miss the major part of the day or half day.

Sickness

Sick children are not to be sent to school, particularly if they have a fever in the morning, or have other cold/flu symptoms. Oklahoma State law requires that a child who has had a fever should be "fever-free" for 24 hours before being sent back to school.

Contagious Conditions

If a child has a condition that is highly contagious (e.g. head lice, pinkeye, chicken pox) the school must be informed so steps can be taken to prevent its spread to other children. In the case of the condition being discovered by school personnel, the child's parent/guardian will be contacted and the child may have to be picked up. Moreover, a written note signed by either the school nurse or your doctor must be sent as an assurance that the condition is no longer contagious and that it is safe for the child to return to school. The utmost confidentiality will be maintained in these matters.

Illness/Accident at School

1. If a student becomes ill at school, he/she will be taken to the school office and a Parent/Guardian will be notified, who is to pick up their child. It is very important that the school have **current** emergency information on file at the office.
2. The school is equipped to handle minor medical emergencies. In case of a serious accident, Parents/Guardians will be contacted immediately. If it is impossible to reach a Parent/Guardian, the family doctor or nearest emergency unit will be

contacted as indicated on the emergency form. Parents/Guardians will then be contacted as soon as possible. **(The emergency information is listed on the registration form. This form MUST be filled out and returned on the first day of school.)**

Vacations

Vacations during the school year are strongly discouraged. Such requests must be made directly to the Principal in writing. Parents sign a statement acknowledging that, contrary to State Law, they are knowingly removing their child from school. Teachers are **not required** to administer tests or prepare assignments for the student in advance. Students are expected to do make-up work immediately upon their return to school, and will be given an appropriate length of time to do so, depending on the length of the absence.

Arrival

Staff supervision begins at 7:30 a.m. in the gym. Please **do not** drop students off when there is no supervision.

Dismissal

Regular dismissal of St. James School is at 3:00 p.m. Any child not picked up or who does not leave the school grounds within 15 minutes of dismissal will be taken to the after school care program. The school staff cannot be responsible for your children after this 15 minute time period. If the child is not pre-registered in the After School Care program the fee assessed per child will be \$7.

Tuancy

Oklahoma school law defines a truant as any student who is absent for more than three days without a valid excuse. For safety considerations, the office will notify the proper authorities when a student is truant.

Severe Weather Procedures and Fire Drills

St. James School has a Crisis Management Plan to be utilized in the event of emergency situations. The plan may be reviewed in the school office.

Snow or Ice: St. James School will cancel classes and ASC when necessary. These closings will be announced on local television channels and radio stations. St. James School will be closed if Oklahoma City Public Schools are closed.

Tornadoes: Under the teachers' supervision, children will move to designated areas. These designated areas are posted in each classroom. Students will practice tornado safety procedures at least two times a year.

Fire: The school will practice fire safety procedures once a month. When the alarm sounds, all students and staff walk calmly and quietly outside to the designated safety area. Any student caught playing with; altering, or pulling fire alarms will be subject to suspension or other disciplinary action.

Bomb Threat: The Oklahoma City Police Department will be contacted immediately in the event of a bomb threat. Students and staff will walk calmly and quietly to the designated safe area.

School Withdrawal

Families transferring from St. James School are advised to notify the principal and sign a release form for the student's records to be forwarded. Records can be sent to the new school only upon request from the principal of the next school and with the parent's permission.

All school fees and tuition payments must be paid in full per the signed tuition contracts, as well as all library books and textbooks borrowed from the school returned, before the student's account will be cleared.

Change of Address/Phone

All changes of address and phone numbers (both home and work) should be provided as soon as possible to the school office. Alternate numbers such as pager and cell phones should be provided as well. In the event of an emergency, updated information is needed in order to notify a parent or guardian.

Office Hours

Office hours are 8:00 a.m. to 3:30 p.m. Appointments may be made for other times. Messages may be left on the answering machine anytime the office is not open.

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ACADEMIC PROGRAM

Curriculum

The traditions and teachings of the Catholic Church and the values of Christian living permeate the school day. This high priority is expressed through worship, prayer, religious education classes, and the general climate of the school. The academic curriculum includes:

Religion Language Arts Social Studies

Science Mathematics Computer Science

Music Art Library Science

Liturgy and Prayer Foreign Language Physical Education

Daily Schedule

1. The daily schedule for all students **EXCEPT** Preschool is as follows:

7:30 AM Students are permitted to enter the Family Center.

8:00 AM The school day begins, All-day Kindergarten through Gr. 8

11:00 AM. K through 2nd grade lunch.

11:30 AM. 3rd through 5th grade lunch

12:00 PM 6th through 8th grade lunch

3:00 PM Dismissal

2. In order not to disrupt regular classroom schedules, Parents/Guardians and visitors are asked to report to the office to leave messages and/or materials, or to pick up students for appointments.
3. Parents/Guardians will be notified in writing whenever there is a change in the daily schedule.

Homework

1. Homework is assigned as a means for students to review, drill, comprehend and enrich subject matter taught in the classroom. The approximate time suggested for homework is:

Grades 1 and 2 20-30 minutes

Grades 3 and 4 30-40 minutes

Grades 5 and 6 45-60 minutes

Grades 7 and 8 60-90 minutes

Ordinarily homework is not assigned on weekends; **occasionally**, however, teachers find it necessary to give homework on the weekends.

2. A proper study environment should be provided at home by the Parent/Guardian along with support and encouragement for the student to complete every assignment on time.

Physical Education Classes

1. All students are required to take Physical Education. If the student has a health problem that does not permit him/her to participate, a written release must be sent from the doctor to the Principal. This holds true for both long- and short-term disabilities.
2. Students must come prepared for class with the gym uniform and gym shoes. Grades 6th through 8th change out.

Library

Students are given a library period each week during which they may check out books. Overdue books require a fee of five cents (5¢) per day. If a book is lost, the fee charged shall cover the cost of a new book. Damaged book charges will be based on the amount of damage done.

Textbooks

1. Each child is required to have a book bag to transport books to and from school. Each child is responsible for lost or damaged books.
2. Textbooks are evaluated and adopted according to Archdiocesan and State standards.

Special Health Classes

Special classes will be held regarding such health issues as AIDS, human sexuality, prevention of illnesses, personal and dental hygiene at designated grade levels.

Promotion/Retention

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

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the principal, aware that retention tends to prove more effective during the early years of schooling. As soon as possible, the teacher and/or principal talk with the parents/guardians. The final responsibility for student's promotion or retention rests with the principal.

The decision with its rationale is recorded in the student's cumulative record. If, despite the recommended retention, the parent/guardians insist on advancement, the principal may allow the advancement provided the parent/guardians state in writing that they do not accept the school's recommendation and that they accept responsibility for the outcome.

STUDENT EVALUATION

Standardized Testing

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

Report Cards

Report cards are issued after each quarter. Progress reports to inform students and Parents/Guardians of academic progress are sent out midway through each quarter.

Parent-Teacher conferences are scheduled for all Parents/Guardians at the end of the first quarter, however you may contact your child's teacher at any time during the year if you feel that another conference is warranted.

Student Records

Parents/Guardians and students have the right of access to their child's/children's records. Parents/Guardians who wish to view these records must put their request in writing and provide the administration 24-hour notice. Non-custodial parents also have this right, unless a court order has been issued to the contrary. It is the custodial parent's responsibility to provide the school with an official copy of the court order.

Grading Scale

K	GRADES 2-8
Plus	A=93-100 Excellent
Check	B=85-92 Above Average
Minus	C=75-84 Average
	D=69-74 Below Average
	F=Below 69 Failure

DRESS CODE

The Catholic Community of St. James School is committed to developing in our youth a strong sense of Catholic Identity. We do that by providing for their educational, spiritual and developmental needs in an atmosphere of prayer and understanding. A school dress code compliments the teaching of order and discipline, provides for a less distracting environment and builds the sense of teamwork. Students **MUST** be in uniform everyday. If for some reason a student cannot be in uniform, he/she must bring a note from the parents to the office for the principal's approval. The administration reserves the right to determine if the student is in compliance with the dress code.

The school uniform is available at Parker School Uniform in Oklahoma City. Any clothing items not purchased from Parker Uniform must be identical to the regulation uniform. Any deviance is considered a uniform infraction.

Weekly we approach the Table of the Lord in the celebration of the Eucharist. We must present ourselves before God in the best light we can, therefore uniform code is different for School Mass Days.

See the appendix for the required and optional uniforms for each grade.

General Requirements:

1. The following items MUST be purchased from the selected uniform company: plaid jumper, plaid skirt, and plaid culottes.
2. The dress slacks/pants, shorts, knit shirts and sweaters may be purchased locally but if possible should not display any LOGO or BRAND NAME.
3. The following items MAY be purchased from the company if desired: matching hair accessories, socks, and belts.
4. ONLY dress slacks/pants and shorts equivalent (length, style, cut, etc...) to those obtainable from the uniform company MAY be worn.
5. Uniforms must be clean and without holes.
6. Shirrtails are to be kept tucked in.
7. It is inappropriate to wear hats, caps, visors or sunglasses in the school building.
8. Socks may be red, navy, or white. Socks must be visible above the shoe.
9. The type of shoe is optional but should be clean, in good repair and fit properly. Any sandal must have a back strap and be worn with socks. Shoes with concealed wheels are not allowed.
10. The 6th through 8th grades are required to dress out for PE. The uniform shall consist of a T-shirt (may be screened, but with only appropriate matter), athletic shorts, and NON-MARKING athletic shoes.
11. Belts are required with all pants/shorts that have belt loops.
12. Proper skirt length can be determined by kneeling on a flat floor. The hemline should just touch the floor. Longer is always permissible.
13. Boys' and girls' necklaces can be a simple chain with a small pendant or a single braided necklace. Multiple chains will not be allowed.

Students who are in violation of the uniform code will be subject to disciplinary action depending on the severity of the violation. Students will be issued Uniform Infraction Slips to be delivered to parents.

The administration reserves the right to send any student that is inappropriately dressed home at any time.

Spirit Day

Spirit Days occur on the last Friday of each month and other days. Students may wear their school T-shirt or sweatshirt with appropriate shorts or slacks.

Free Dress Day

Free dress days may be declared at the discretion of the principal. The following guidelines should be followed:

1. Clothes should be appropriate, clean, modest, and in good taste for a Catholic school.
2. Shorts, pants, jeans, and shirts must be without holes, frays, or patches. Shorts and jeans must be worn at the waist. If the belt loops are present, a belt must be worn.

3. All shirts, except sweaters and sweatshirts, must be tucked in. If it is too short to tuck in, don't wear it. Blouses may be sleeveless if collared and buttoned. The shoulder of a sleeveless blouse must be the width of a \$1 dollar bill. No tank style blouses or shirts are allowed.
4. Shorts should come to within a dollar bill's width from the knee.
5. T-shirts may be worn; however the logo and graphics must be appropriate for a Catholic School.

Hair, Accessories, and Make-Up

Hair: A neat conservative hairstyle of reasonable length (i.e. collar length for boys). If a child chooses to chemically color their hair, a natural color must be used (blond, brown, black, etc.) Unusual colors (blue, green, purple, etc...) are not permissible. Hair accessories should color coordinate with the school uniform. Beads are not allowed in the hair.

Cosmetics: Make-up and nail polish are not permitted in grades K-6th. Girls in grades 7 & 8 may wear light makeup. It should be applied lightly and tastefully. The use of eyeliner is prohibited. Fingernail polish should be a pastel color and not dark. Tattoos, temporary or permanent are not permitted.

Earrings: Earrings are not an approved item for boys. Earrings for girls, if worn, should be small and should not dangle. Piercing is limited to ears only.

The principal will make all determinations as to appropriate application of makeup. A student may be asked to remove any inappropriate makeup. If it is determined that a student is using makeup inappropriately, that student may lose the privilege of wearing makeup.

SPIRITUAL AND MISSION ACTIVITIES

Spiritual Activities

1. The school day begins and ends with students and teachers joining in prayer. Once weekly the students and teachers participate in the celebration of the Eucharist. In addition, opportunities are provided for special school Masses, Way of the Cross, Rosary, etc.
2. Students are given an opportunity to receive the Sacrament of Reconciliation during Advent and Lent. At other times, this is a family responsibility.
3. Students of St. James Parish will prepare for the Sacrament of First Communion in the course of their Second Grade Religion studies. Students that are not St. James parishioners, may also participate upon approval of the Pastor.

4. Religious instruction holds a prominent place in the daily schedule. The purpose of daily religion classes is to foster knowledge and practice of the faith. Parental interest and family participation in weekend Masses is essential.
5. Students are encouraged to use their God-given gifts and serve the needs of the Church by becoming servers, lectors, greeters, commentators, or members of the youth choir.
6. Activities involving outreach to those in need and personal sacrifices are explained and encouraged.

DISCIPLINE

All students have the right to learn. Good behavior by all students is necessary so that the time needed for teaching and learning is not wasted. Good behavior is everybody's responsibility. Student's parents, teachers and the principal must work together to maintain the best learning environment possible.

The behavior guidelines and Student Code of Conduct are not intended to punish students but to teach them appropriate behavior and encourage them to accept responsibility for their actions. Student must learn how to conduct themselves at school so that teachers can spend their time teaching all students. The teachers and the principal will follow the behavioral guidelines to assure that all students are treated fairly.

The guidelines stress prevention of discipline problems. Many problems are minor and will be handled by the classroom teachers. Each Classroom teacher will maintain a set of classroom rules and consequences. In the writing of the consequences there will be a progression in the severity. At some point the student will be referred to the principal. These classroom rules and consequences will be communicated to the parents during the first week of school. Students will be given ample opportunities to change their behavior before serious problems arise. Parents will be contacted so that they can work with teachers and the principal in solving problems concerning their children.

Behavior problems that pose a threat to others will be dealt with more severely. Violence or serious disruptions may result in suspension or expulsion from school. Conferences with parents will be required if a serious offense occurs.

CODE OF STUDENT CONDUCT FOR ST. JAMES CATHOLIC SCHOOL

The purpose of the Code of Student Conduct is to communicate to students and parent the general expectations for student at St. James Catholic School. It is designed to help students develop self-discipline. Each student must know what is expected in attitudes, behavior, and performance and also to learn to accept responsibility for his/her own thoughts, words and deeds. St. James catholic School is committed to helping its students become self-disciplined individuals who act responsibly.

Each and every St. James student holds certain responsibilities to our school community and by upholding these responsibilities the student will learn self-discipline.

These responsibilities can be fulfilled by:

- Being kind.
- Being honest.
- Be polite.
- Playing Fair.
- Following all school and classroom rules.
- Taking care of your body.
- Studying and doing your homework.
- Having the necessary things for class.
- Dressing appropriately.
- Getting enough sleep.
- Eating properly.

In fulfilling the student's obligation to the St. James School the student is held to high expectations for behavior. The following sections outline specific expectations and gives examples for behaviors that are NOT acceptable.

EXPECTATIONS FOR SELF-RESPECT

- Get enough sleep and nourishment to meet the demands of the academic program.
- Abide by the school dress code.
- Dress appropriately for the weather.
- Abide by school rules and procedures.
- Abide by rules established by the classroom teacher.
- Resist peer pressure to do things that are harmful to yourself.
- Avoid any use of alcohol, tobacco, or other illegal drugs.
- Avoid the misuse of any prescription/over-the-counter medication.
- Take responsibility/accept consequences for your actions.

UNACCEPTABLE BEHAVIORS

- Non-adherence to the dress code.
- Lack of home study/preparation for class
- Failure to bring necessary supplies, books, and or completed assignments to class
- Lack of cooperation with teachers and or other school personnel
- Lack of attention in class
- Sleeping in class
- Chronic tardiness and or absenteeism
- Misconduct anywhere at school or school-sponsored events on or off school grounds

Possession and/or use of alcohol, tobacco, or any other illegal drug
Possession and/or misuse of any prescription/over-the-counter medication

EXPECTATIONS FOR **RESPECT FOR OTHERS**

Treat all other human being as having dignity and equal rights equal to your own
Follow the "Golden Rule" (Matthew 7:12)

UNACCEPTABLE BEHAVIORS

Interfering with the teaching/learning process by chronic, excessive talking or distractions
Non-verbally or verbally harassing another person, including but not limited to name calling
Physically harassing another person, including, but not limited to shoving, pushing, and throwing an object at another person
Verbally or physically threatening another person
Defying the authority of vested in adults working with them
Fighting with another person
Defacing or vandalizing the property of another person or that of the school
Bringing on to school property or to a school-sponsored event any type of weapon, explosive (e.g. fireworks) and or incendiary devices (e.g. matches, lighters)
Behaving in any way that endangers the physical or emotional health, safety, and or reputation of another person
Using crude and/or vulgar language or gestures
Using inappropriate language and/or subject matter for written or oral assignments.

EXPECTATIONS FOR **COURTESY**

Saying "Pardon or excuse me" or something similar instead of "Huh?/What?" when you want something repeated
Responding with "Yes/No Sir/Ma'am" when addressed
Saying "Please" when asking for something, including of the cafeteria workers
Saying "Thank You" for a favor or service, including to the cafeteria workers
Standing when any dignified visitor enters the classroom, and responding with "Good Morning"
Not arguing with or talking back to adults.

EXPECTATIONS FOR **HONESTY**

All students will be honest in their academic and extracurricular assignments and activities.
All students will be honest and truthful in their dealings with each other and with adults.

UNACCEPTABLE BEHAVIORS

Copying another students work and presenting as one's own
Allowing another student to copy a school assignment
Plagiarizing, including Internet material
Copying or receiving answers to test questions
Procuring or distributing copies of tests
Forging another persons signature
Stealing the property of another person or that of the school
Lying or misrepresenting the truth

Each student will be held to these expectations. When expectations are not met there must be consequences. As with all matters of discipline there are differences in the severity of an infraction. It will up to each teacher and the principal to judge the severity of any Code of Conduct infraction. Most infractions will be handled by the teacher conferencing with the student. More severe infractions will be dealt with by the principal.

The principal in dealing with Code of Conduct infractions may impose the consequences of in-school suspension, recess detention, probation, suspension, or expulsion. Consequences may not be limited to these and concern will be given to "natural consequences" in some instances.

PROBATION

Probation is a serious degree of disciplinary consequence in which the student is required to participate in performance review for a minimum period of two weeks. Probation is notice to the students and his/her parent(s) or legal guardian(s) that the student either chooses to abide by the Code of Conduct or he/she may be dismissed from St. James School.

Procedure for probation:

1. The principal has a conference with the student, teacher, and parent(s) or legal guardian(s) to advise them of the reasons, conditions and length of probation.
2. The Pastor is advised.
3. Probation will last for a minimum period of two weeks.
4. After the period of probation, a second conference is held for evaluation and to determine whether the period of probation is to be ended or extended.

During probation:

1. The Principal will monitor and review the student's progress as to whether or not the student is to continue his/her education at St. James School.
2. St. James School reserves the right to suspend or dismiss a student on probation if there is a lack of serious cooperation and/or progress.
3. During probation the student may forfeit his/her right to participate in any school sponsored or extracurricular activity, which includes participation in the school's athletic program.

4. The principal's decision is final.

SUSPENSION

Suspension from school and school activities is a more serious degree of disciplinary censure by which a student is removed from the school for a specified period of time. During the period of suspension, which may last from one to five days, the student will not be allowed to attend St. James School. The parent(s) or Legal guardian(s) will be responsible for providing adequate supervision for the student during the period of suspension.

Procedure for suspension:

When a student is subject to suspension the principal:

1. Has a conference with the student (and teacher)
2. Consults with the Pastor
3. Calls a conference with the parent(s) or legal guardian(s), the student and others as circumstances demand.

If the Principal determines suspension is necessary, the Principal:

1. Informs the persons who are affected by the decision;
2. Provides educational tasks for the student to complete;
3. Sends a written statement of conditions and reasons for action to the Superintendent of Catholic Schools and to the parents.

During the period of suspension:

1. The student forfeits his/her right to classroom instruction and to making up any quizzes, tests, or graded assignments.
2. The student also forfeits his/her right to participate in any school sponsored or extracurricular activity that includes participation in the school's athletic program.

As a condition for reinstatement:

1. Depending on the length of the suspension the principal may have a second conference the student and his/her parent(s) or legal guardian(s) to review specific expectations for the improvement of attitudes and behavior.
2. St. James School reserves the right to require the student to meet regularly with a counselor or require the student to receive outside professional counseling.
3. All students return from suspension on PROBATION.
4. The student's progress will be monitored and reviewed by the principal as to whether or not the student is to continue at St. James School.
5. The Principal's decision in consultation with the Pastor is final.

The student is subject to DISMISSAL:

1. If there is lack of serious progress.
2. If he or she continues to seriously violate the Code of Student Conduct.

CAUSES FOR STUDENT SUSPENSION OR DISMISSAL

Students committing certain offenses may be suspended or dismissed from St. James School. (Probation may not be considered). Major disciplinary issues will result in immediate referral to the principal, who will choose the appropriate consequences. The offenses include, but are not limited to:

1. Violence, harming, or threatening others (i.e. fighting, assault, or battery)
2. Damage to or destruction of school property.
3. Use, sale or possession of narcotics, tobacco products or alcohol.
4. Continued willful disobedience or disruptive classroom behavior.
5. Open, persistent defiance of authority of the teacher or principal.
6. Use or possession of a dangerous weapon, replica weapon or any other object that could be mistaken for a weapon.
7. Actions detrimental to the moral and spiritual welfare of other pupils.
8. Habitual profanity or vulgarity.
9. Stealing
10. Habitual truancy or tardiness
11. Chronic violations of the school rules
12. Cheating
13. Pulling of Fire Alarms or tampering with any security devices.
14. Discussing, mentioning, planning or carrying out bomb threat, a threat to another student or staff member, or other action, which violates the security of the school.
15. Discussing, mentioning, planning or carrying out a violation of computer policy (i.e. intentionally planting a virus in the system)

THE PRINCIPAL RESERVES THE RIGHT TO ISSUE A SUSPENSION OR DISMISSAL FOR BEHAVIORS THAT MAY NOT BE LISTED ABOVE, BUT THAT REQUIRE A SERIOUS RESPONSE.

The Staff of St. James Catholic School respectfully expects complete parental cooperation in matters pertaining to correction of inappropriate behavior. Lack of parental cooperation will result in an adverse effect on the school's effort to maintain good discipline. Parents who refuse to cooperate with the school in this effort may be asked to withdraw their child(ren) from St. James School.

DISMISSAL

St. James Catholic School reserves the right to dismiss at any time a student:

1. Whose attitude or behavior is harmful to him/herself and/or other students; or

2. Who seriously violates the Code of Student Conduct.

Procedure for Dismissal

If in the Principal's judgment, dismissal from St. James School may be necessary, the Principal:

1. Has a conference with the student (and teacher)
2. Consults with the Pastor
3. Calls a conference with the parent(s) or legal guardian(s) and others as circumstances warrant.

If the Principal then decides that the dismissal from St. James School is necessary, the Principal:

1. Informs other persons who are affected by the decision, including the Pastor and the Chairperson of the School Advisory Council
2. Provides guidance for transfer to another school;
3. Advises parents of conditions under which future reconciliation might be affected;
4. Sends a written statement of the measures taken and the reasons for the action to the Superintendent of Catholic School and to the parents.

RIGHT TO APPEAL

If the decision to suspend or dismiss is not acceptable for the parents, they have the right to appeal the decision to the Pastor. The Pastor has the ultimate decision making authority.

RECORDS

Disciplinary records are maintained separately from the student's permanent record. The permanent record includes academic and health information. These are the records forwarded to another school in the case of transfer.

SCHOOL JURISDICTION

Student desks and other storage areas are property of the school. Students are allowed to use them with the understanding that the school reserves the right to search desks, backpacks, and all personal items brought to school at any time for the health, safety, or welfare of the school community.

Clothing searches may be conducted with reasonable suspicion of danger to self or others as long as a third party is present for the search.

Should St. James School become aware of behaviors that endanger a student's own physical or emotional health, safety or reputation or those of another person when the student is not directly in the jurisdiction of the school, St. James School reserves the right to inform the student and his/her parent(s) or legal guardian(s) of what it has heard. Should such knowledge of such behavior, even though it occurs outside of the jurisdiction of the school, negatively affect the operation and/or reputation of the school, St. James School reserves the right to take appropriate action.

CONTROLLED SUBSTANCES

The school will help educate students through various programs on drug and alcohol abuse that are current and appropriate for the age and maturity level of the students.

The possession, use, or distribution of any controlled substance, drug, or alcoholic beverage is not permitted in the school, on school grounds, or at any student function. This policy is reflective of the serious misuse and abuse of these substances in our society and our obligation in Catholic Schools to help the student, as well as to maintain the integrity of the school and the protection of the learning environment in the school. (Section 417, School Laws of Oklahoma describes the action which will be taken should a student be in violation of the Controlled Substance Policy)

PREGNANCY

In keeping with our Catholic philosophy regarding respect for life, and Catholic Church teaching that life and therefore parenthood begins with conception, students who become parents before they graduate from school will be treated with dignity, compassion, and concern for their feelings.

Students who become parents may continue in the school at discretion of the principal provided the four conditions are met as expressed in Policy 4621.10 of Archdiocese of Oklahoma City Catholic Schools Policies and Guidelines Handbook.

Copies of the Archdiocese of Oklahoma City Catholic Schools Policies and Guidelines Handbook, as well as Oklahoma School Law, are available to see in the school office.

SCHOOL POLICIES

Car Transportation: Drop-off and Pick-up Procedures

Traffic: Heavy traffic at arrival and dismissal time demands special alertness to safety by both students and adults. During the school day, it is vital that cars are not parked in areas used for playground or in front of the entrance areas. All students (except PreK) are to be brought to the Family Center (gym) in the morning. The doors will be unlocked at approximately 7:30 a.m. If there is **no** teacher on duty DO NOT leave your child. The

students will remain in the gym until after morning assembly. If a child arrives after 8:00 AM they should be dropped off at the school doors on 41st Street.

Only Preschool (PreK) students should be dropped off on the 41st Street entrance in the morning . Older siblings may be dropped off to escort PreK students to classroom, but then they must report immediately to the gym.

Afternoon pick-up: After school, cars south of the building should be in lines coming from east to west. Students may go immediately to their cars awaiting them. Cars are not to turn around or back up in the parking lot while students are being dismissed. A parking map for dismissal is included in this handbook. Only PreK will be dismissed from 41st Street. Parents needing to enter the building may park in the lot east of the Church. Due to the traffic situation, parking on the North side of 41st St. is **STRONGLY DISCOURAGED**. No child will be allowed to cross 41st St. to enter a vehicle without parents. Observing the above regulations has proven to make drop-offs and pick-ups safer and more efficient. (See diagram in appendix).

Bicycles

Parents are strongly encouraged to have children who ride their bikes to school wear helmets.

Students must walk their bikes when on school grounds.

Communications

Communications between school staff and parents is needed and essential at St. James School. However, if at any time you wish to contact the principal, a teacher or other school personnel, please do so through the school office during office hours (8:00 a.m. – 3:30 p.m.). Appointments and return calls will be made as soon as possible. Please do not confer with teachers during class time, on the playground, or in the cafeteria. They are responsible at these times for the instruction, supervision, and safety of the children. Please keep in mind that teachers and other school personnel attend outside school functions for enjoyment, not for discussion of school matters and problems.

Parent-Teacher conferences are scheduled at least once a year. Every effort should be made to attend. Appointments, which cannot be kept, should be re-scheduled.

Conferences may be requested at any time by a Parent/Guardian, teacher or the Principal, and held at a time convenient to all, but not usually during the school day. Appointments can be made with either the teacher or the Principal.

Parent Bulletin – During the first week of each month a Parent Bulletin is sent home. It will contain important news about upcoming events and a calendar for the coming month and is the major means of communication. Important information will also be posted on our website. Reminders are also published weekly in the parish bulletin.

Telephone Calls –

Teachers and students are not called out of class except for a verifiable emergency.

Classes in session will not be interrupted for miscellaneous messages. Messages will be given to teachers and/or students between classes.

Students are to use the school phone only for emergencies. Permission from the teacher and/or the school secretary is required before use.

Using the phone to make arrangements to go home with another child or to ask Parents/Guardians to bring something to school, which was forgotten at home, is subject to phone availability in the office.

Visitors – Visitors are welcome. Parents/Guardians or visitors who come to school must first report to the office. They will sign in and be issued a visitor badge. Then when leaving they must sign out at the office and return the badge.

Computers and Internet Policy –

Computers - Computers are available at St. James Catholic School for student use in the technology lab, classrooms, and in the library. All students must abide by the rules set forth. The use of school computers is a privilege. Vandalism will result in cancellation of privileges. Users may not move, repair, reconfigure, modify, or attach external devices to the system. Any malicious attempt to harm or destroy data of another user, the Internet system or the school network will not be tolerated. Students may not load or download software to or from the school computer system. Unauthorized copying or use of the software is against federal law. Any student caught violating computer policies will lose all privileges and will be disciplined accordingly.

Internet Access – Internet access is available in each classroom. The Internet offers vast, diverse, and unique resources to both students and staff. Our purpose in providing this service is to promote educational excellence in the school by facilitating research, resource sharing, innovation and communication. The intention of St. James School is to maintain an environment that promotes ethical and responsible conduct in all online activities by staff and students. Any student who accesses the network must adhere to the established purpose and rules of the network or risk cancellation of privileges and appropriate disciplinary action. All use of computers must be in support of education and research and consistent with the educational objectives of our school and the Archdiocese of Oklahoma City. The general rules of network etiquette must be followed:

1. Be proper in the language of your messages or responses.
2. Be brief so other students can have access.
3. Do not reveal personal information, addresses, or phone numbers.

The use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal purposes will not be permitted. Invading the privacy of an individual or accessing, processing, or transmitting any copyrighted material is likewise not permitted. There will be no use of the Internet for commercial gain or profit.

All students must have a permission form from parents on file to use the Internet. The form is in the Appendix.

Dismissals

In order to be dismissed early from school for any reason, the student must bring a note from the Parent/Guardian to the office in the morning. No child may leave the premises without written permission or a direct phone call from a Parent/Guardian to the Principal. Parents/Guardians will be notified if a child is to be sent home for any reason. The student will be dismissed directly from the office, where the Parent(s)/Guardian(s) can call for them. The student will be signed out.

Routine daily dismissals are supervised by the teachers and are conducted in an orderly manner.

Emergencies

The school is equipped to handle minor medical emergencies. In case of a serious accident/illness, Parents/Guardians will be contacted immediately. If it is impossible to reach Parents/Guardians, the family doctor or nearest emergency unit will be contacted as indicated on the student's Emergency Form. **This form MUST be filled out and returned to school by the first day school is in session. The office must be informed of any changes regarding the data on the form, which is vital for the health and well being of the child.**

Field Trips

Field trips are a privilege, not a right. Students can be denied participation if they fail to meet the academic or behavioral requirements. These trips are planned by the teachers, in consultation with the Principal, and are educational in nature. Each class is permitted, but not required, to take a field trip. Information and Parent/Guardian permission slips are sent home prior to any trip. Trips will be well planned and chaperones (usually made up of Parent/Guardian/Teacher volunteers) are provided. Parents/Guardians will be required to sign the field trip permission form, permitting their child/children to attend the field trip. Permission cannot be given over the phone for a child to take a field trip. If the original form is misplaced, Parents/Guardians may use the one in the back of this Handbook. Parents/Guardians have the right to refuse to allow their child/children to go on the field trip. If the student is kept at home, he/she is marked absent.

The following rules apply to volunteer drivers.

1. Volunteer drivers must have an information form on file in the office.
2. Students must remain seated wearing seat belts at all times.
3. Drivers must adhere to the pre-determined route of travel.
4. Drivers must not stop for refreshments, stop at a private residence or make any unplanned stops. It is not fair for one group of students to have treats when others do not. All cars should arrive to and from the field trip location at approximately the same time.
5. Transport only the students assigned to you.

Any student without permission for a field trip will be placed in another classroom or the office for the time that the class is on the field trip.

Harassment Regulation

1. Harassment (sexual or of a threatening nature) by an employee of St. James School or by one student of another is un-Christian and unacceptable conduct. Employees or students who engage in any type of harassment will be subject to appropriate discipline, including possible suspension or expulsion.
2. Retaliation in any form against an employee or student who exercises his/her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.
3. Any employee or student who knowingly makes false charges against another employee or student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to the sanctions for misconduct set forth above. Procedure: the school will determine the facts regarding all allegations of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

Safety and Security

1. Monthly fire drills and semi-annual tornado and bomb drills are held at school. The school is in compliance with State regulations and local Civil Defense recommendations with regard to all emergency disaster plans (earthquake, nuclear attack, etc.). A Crisis Management Plan has been developed and is in the school office for review.
2. Entrances to school are locked at all times, except when students are entering the building in the morning. Parents and visitors can enter through the security door facing 41st St.
3. One of the playground supervisors is equipped with a walkie-talkie to facilitate communication with the office in case of an emergency during recess.

Parent Handbook

The Principal has the right to amend the Parent-Student Handbook for any reason. Parents/Guardians will be given prompt notification of any amendment(s).

Insurance

Student Health Insurance is not available at this time.

Lunch Period

ST. JAMES SCHOOL LUNCH PROGRAM: The cost of hot lunch for students is \$10.00 for a 5-day ticket. Milk tickets are \$5.00 for a 10-day ticket. Please send money in an envelope with each child's name and grade marked on it. Families may send one check. If you would like to eat with your child at anytime, the cost is \$2.50. Please call the cafeteria by 9:00 a.m. If you have any questions, call the cafeteria between the hours of 7:30 a.m. – 1:30 p.m. at 636-6817.

A student will be allowed one lunch charge. If money is not brought, and a second charge occurs, the student will call a parent/Guardian as a reminder that lunch monies are due.

Fast food lunches (Taco Bell, McDonald's etc.) are NOT ALLOWED due to their negative nutritional value. Carbonated beverages are NOT allowed in the lunchroom because most contain high amounts of sugar and caffeine. Students will not be allowed to call for forgotten lunches. They will be given a hot lunch or a peanut butter and jelly sandwich.

St. James School participates in the Meal Benefit Program sponsored by the United States Government. This program provides free and reduced lunch to qualifying families. The applications are available through the school office and the cafeteria.

Recess

1. Recess is provided each day and all students participate. They will spend some time outside, even in cold weather. Parents/Guardians are responsible for seeing that their children are properly dressed for the daily weather.
2. Only students who have been ill may remain inside for a few days after they return to school, provided that a written note is sent from a Parent/Guardian. If a student must stay in for an extended period of time, a doctor's excuse must be obtained.

Rules for School Playground

1. Only Christian behavior in speech and action is acceptable.
2. Children must respect and obey the playground supervisors.
3. Boots, hats, mittens and other appropriate clothing are required in inclement weather.

4. Fighting and rough play are not permitted. This includes "play fighting", wrestling or boxing.
5. Students may not chew gum, eat or drink on the playground.
6. The playground supervisor must be notified before a student returns the school building for any reason including illness.
7. Students who are injured or sick must communicate with the playground supervisor before coming to the office for treatment, and must return to the playground or to their classroom after treatment has been administered. If they are too ill or injured to stay in school, a parent or guardian will be notified.
8. A student may not go out to eat at a restaurant unless the parent or guardian sends a note and accompanies the child.
9. Absolutely **NO snowball throwing** or even picking up of snow will be allowed; in this way children will not be tempted to throw it.
10. If the weather is 30° or below, the recess period will be shortened or cancelled at the discretion of the playground supervisors or the principal.
11. Students must reenter school in a quiet and orderly manner.
12. Playground supervisors will contact homeroom teachers if any of these or other school rules are violated.

Home Room Parents

Each fall volunteers are sought to serve as Homeroom parents. Homeroom Parents help teachers when needed (e.g. parties, meetings, special projects).

School Pictures

School pictures are generally taken in the fall and in the spring. Although all students are asked to have pictures taken for school records and the school yearbook, the purchase of these pictures is optional. The Principal will determine the dress code for pictures. Generally, the fall pictures will be in uniform (except 8th), and the spring will be nice clothes.

Medication

Should a child need special medication during the school day, prescription or non-prescription, a permission slip is required with instructions including the name of the medication, the amount to be dispensed and at what time. Medicine must be in the original container and marked with the student's name. Unless a student is able to carry their medicine and self-administer, the medication is kept in the office and dispensed only by authorized personnel.

Child Abuse and Neglect

St. James employees are bound by law to report any suspected cases of child abuse and neglect. See Appendix for examples of symptoms of abuse and neglect that may alert educators.

Lost and Found Box

The box by the school office holds most of the articles that have been found in school. Glasses, watches and other such valuables that are found in the school are kept in the office until claimed by the proper owner. All items unclaimed after several months are given to needy families.

Classroom Parties

Parties will be held at designated times of the year during the last hour of the school day. Generally, there are three parties per year. Homeroom parents will make arrangements with the teacher in each class prior to the party day. The party will consist of reasonable foods and activities. No red drinks are allowed for any reason.

Birthday Parties

Please coordinate a convenient time with the homeroom teacher for individual birthday parties. If the birthday party is after schools hours, all birthday invitations must be mailed unless the whole class is invited.

Deliveries

Students are not allowed to receive deliveries of flowers, balloons, etc. during the school day.

Graduation

Graduation activities will consist of a liturgical celebration and social affair **set by the Principal**. All of these activities will be kept simple, without elaborateness or sophistication. All plans for these activities will neither preclude or interfere with the orderly progression of instruction/activities of the eighth grade curriculum/program.

RESPONSIBILITIES OF ST. JAMES SCHOOL PARENTS/GUARDIANS

You are our primary partner in the education of your child. Nothing the school wishes to accomplish is effective without your support. Among your responsibilities are the following:

General

1. To maintain regular communication with the school authorities concerning your child's progress and conduct.
2. To attend parental conferences when requested by school authorities.
3. To provide your child with the resources needed to complete class work.

4. To insure that your child is in daily attendance and to promptly report and explain an absence or tardiness to the school
5. To assist your child in being healthy, neat and clean.
6. To bring to the school's attention any problems or conditions which adversely affect your child or other children in the school.
7. To discuss report cards and work assignments with your child.
8. To read and discuss this discipline code with your child.

Spiritual

As Catholic school Parents/Guardians, you have a responsibility to be a good example to your children. Your lives must reflect sound Catholic/Christian values. One of those values is the regular attendance at Sunday Mass or other Worship Service if you are affiliated with another denomination.

Financial

St. James School is a non-tax supported school and is governed by contract. Financial obligations to the school are legally binding. We are very willing to work with parents whom might experience difficulties however we must insist that all financial obligations be paid in a timely manner.

See Appendix for amounts.

The registration fee is due at enrollment, if not paid by the end of enrollment period (or arrangement for payment with principal) will result in the loss of space in the classroom.

Tuition payments can be paid in four ways:

1. Total lump-sum payment*
2. Quarterly payments (1/4th)
3. Semester payments (1/2)
4. Monthly payments – commencing in June

* A 5% discount is given for those paying in-full by the beginning of the school year

All families that choose to make payments must enroll in SMART Tuition Management. All payments then will be subject to the terms and conditions of the SMART agreement.

If a student's account becomes seriously in arrears, the continued enrollment of the student(s) may be jeopardized.

All checks written to St. James Catholic school and its various organization are subject to a \$20.00 returned check charge. The entire amount due will need to be paid in cash, cashier's check, or money order.

Tuition paid for June, July, and August is non-refundable if the student has pre-enrolled and withdraws at the time school begins.

Failure to meet tuition commitments for this year will result in not being allowed to enroll for next year.

Tuition Assistance

All patrons are eligible to apply for financial assistance. The form of assistance will be in reduction of tuition and/or fees. The amount of tuition assistance given each year is dependent on the financial status of the school and the need for such assistance. To request consideration for financial assistance:

1. Obtain a Financial Assistance Application Packet from the school office.
2. Complete the application form and attach a copy of your current year tax form.
3. Write a letter stating the amount of tuition you are capable of paying and your willingness and abilities to support the school in such areas as coaching, clean-ups, maintenance, and other school functions.
4. Put all materials in an envelope and submit to Principal.

The principal, in consultation with the pastor, will make the final decision regarding the amount of tuition assistance. The principal will notify in writing each applicant the amount of assistance being granted. Tuition assistance must be applied for yearly, and receipt one year does not guarantee receipt for subsequent years.

The information provided will be kept strictly confidential.

ORGANIZATIONS

School Advisory Council

The St. James Catholic School Advisory Council assists the Parish in meeting the educational needs of the people of God through the parish school. Meetings are held the third Thursday of each month. Parents and other interested parties are always welcome to attend.

Non-council members who wish to address the council may make a request to the chairperson or Pastor, in writing at least ten (10) days prior to the regularly scheduled meeting. The written request shall include the topics to be covered.

St. James Parent/Teacher Council

The St. James Catholic School PTC is an organization of parents and teachers established to support St. James Catholic School. The PTC works to bring home and school together

and is dedicated to the vision of Catholic Education. The goals of PTC include building a sound foundation for the school, encouraging positive relationships with church/school community, and offering personal, financial, and social leadership.

St. James Athletic Committee

The St. James Athletic Committee sponsors and coordinates the sports program for the school. It follows the Catholic Grade School Athletic Association (CGSAA) regulations. Each participant will receive a handbook for participation.

St. James After School Care Program

St. James Catholic School offers a supervised after-school program that is billed separately from tuition. This program is in operation only on the days that school is in session and is only available to students attending St. James Catholic School.

The program salaries, supplies and administrative expenses are supported entirely by fees. The hours for the program are 3:00-5:45 p.m.

See the After School Care Handbook for fees and regulations.

2001 - 2002 TUITION AND FEES SCHEDULE

Tuition Kindergarten – 8th Grade

\$2160 - *St. James Parish supporting member with one child (12 monthly payments of \$180, June through May)

\$1080 - Each additional child for St. James parish supporting member

\$3000 - (PER CHILD) – Non-supporting St. James parishioners, Catholics from other parishes, and families of other faiths. (12 monthly payments of \$300, June through May)

*Supporting member – Catholic registered in St. James Parish, using church envelopes, and contributing a minimum of \$500 to the parish May 1 through April 30.

Registration Fee – The registration fee for Pre-K through 8th Grade is \$200 for the first child and \$175 for each child thereafter.

Pre-Kindergarten – To be considered for the pre-kindergarten program, a child must be three years old by Sept. 1. The program is designed to be self-supporting. Participation in the program will not be a requirement for admission to St. James School's kindergarten class. Pre-K is available on a full time basis of 5 days a week from 8:00 a.m. – 3:00 p.m. Full time tuition is \$100 per week, which includes snacks, lunch and after school care from 3:00 p.m. – 5:45 PM The Pre-K program is also available on a part time basis of 5

days a week from 8:00 a.m. – 11:00 a.m. The fee for the part time is \$50 per week. Pre-K tuition is non-negotiable and payable weekly to the school office.