



# Saint James School

## Parent/Student Handbook

### 2023-2024

**Address:** Saint James School, 73 Park Street, Manchester, CT 06040  
**Website:** [www.SaintJamesSchool.net](http://www.SaintJamesSchool.net)  
**Office Phone:** 860-643-5088 ex. 1  
**Office Hours:** M-F, 7:30 AM – 3:00 PM  
**Fax Number:** 860-649-6462  
**Pre-K Phone:** 860-643-5088 ex. 3  
**Ext. Day:** 860-643-5088 ex. 6

### **Letter from the Principal**

Dear Parents and Students,

Welcome to Saint James School for the 2023-2024 new school year! We are so honored that you have chosen to educate your child, academically and spiritually, at our school.

As we begin this year, we pray for our students, parents, and faculty. The students will be accepted into a second home and family. Parents will find a safe environment that reinforces the Christian values being taught at home. We recognize that parents are the primary teachers of their children, but we resolve to work with the family to give students role models of moral integrity and a strong foundation in academic excellence.

A Catholic education is a special gift and privilege. Our graduates have been given the opportunity of a lifetime. They share a common heritage of tradition, excellence, and commitment with the thousands of Catholic graduates who populate our globe. We at Saint James School are proud to have contributed our part to the lives of all these young ladies and gentlemen we have taught so far and those whom we will continue to teach in the future.

The Parent/Student Handbook contains the policies of Saint James School for the 2023-2024 school year. Please carefully read and review this document with your children. You must read and sign the attached agreement, which states that you and your children intend to abide by the school policies in the handbook and return it to the school by August 30, 2023.

Together, let us pray that God guides us, protects us, and helps us grow young hearts and minds.

Sincerely,  
Bridget Zorger  
Principal

### **Letter from the Pastor**

Dear Parents & Students:

As the Pastor of this faith community, I believe that the aspect of spiritual growth is of utmost importance to the development of our school. It is my belief that the greatest gift we can give our children is to allow them to be able to share, live, and grow in one's own faith, not just at home but also at school. Our school provides a home for all of our families to be secure, where our children can grow in their love for God and their neighbor. The skills and dedication of our staff, teachers, and parents make our school a wonderful place for our children to learn and practice our Catholic faith, in addition to acquiring all of the necessary academic and social tools to equip them for a productive life in our world.

Ever mindful of the Great Commission of Jesus Christ to "go make disciples," Saint James School fulfills this mandate by educating and forming boys and girls to be a transforming presence in the Church and the world. Saint James School offers a dynamic Catholic curriculum, integrating faith and reason, in an environment in which students, faculty, and staff seek ongoing personal conversion to Jesus Christ who is the Way, the Truth and the Life. This is what we strive for each and every day at Saint James School.

Yours in Christ,  
Father Marcin  
Pastor

### **Letter from the Head of Schools**

Dear Parents & Students,

It is a privilege to serve the community of Saint James School as the Head of the Consortium of Catholic Elementary Schools in Manchester. As an alum and past teacher of Saint James School and a parishioner of St. Teresa of Calcutta Parish, I know the strength of this community. I am dedicated to working with the Saint James School family to provide a superior Catholic education for our students, and for others to have the same opportunity in the future.

Saint James School has maintained a proud and respected tradition of academic excellence and solid spiritual formation throughout its history. Today the growth and vision of Saint James School is stronger than ever. I look forward to working with our Pastor, priests, the administration, faculty, staff, students, families, parishioners and all supporters of Saint James School, to secure its legacy well into the future.

Blessings,  
Mary Alice Nadaskay  
Head of Consortium of Manchester Catholic Elementary Schools

### **Mission Statement**

Saint James School provides a quality Catholic education inspired by the Sisters of Mercy and based on the teachings of Jesus Christ. We strive to develop the full potential of every child, to encourage service to others, and to build a foundation for independent life-long learning.

### **Vision Statement of the Archdiocese for Catholic Schools**

*The fundamental purpose of Catholic schools is to advance the educational mission of the Church*

Catholic schools educate diverse student bodies to form Catholic, person-centered learning communities; provide quality teaching through traditional and innovative educational programs infused with Catholic Social Teachings; involve students to serve and support parish life and the local civic communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; recognize and appreciate parents as the primary educators of their children.

### **History of Saint James School**

The cornerstone for Saint James School was laid by the men of Saint James Parish in 1921. The school opened in 1922 and the first class graduated in 1927, with nine boys and fourteen girls. A pastor/principal and five Sisters of Mercy staffed the school. The fundamental purpose for establishing Saint James School was to carry out the mission of the Church and to promote the teachings of Jesus Christ, as well as academic excellence. During the passage of the next years, much was changed: a class was added for each grade level ; a gym-auditorium and cafeteria were built; lay members of the staff increased and the number of Sisters decreased; the student body included students from many surrounding parishes and towns; building improvements continued with a Science Lab, Technology Room, Pre-Kindergarten facilities, and update of classrooms; new faculty were hired for Art, Music, Technology, and Foreign Language; and two Assistant Principals were appointed for grades K-4 and 5-8. The Saint James School community is proud of its history, as over the years it has become a well-known and respected Catholic institution of learning, carrying on the mission of the Sisters of Mercy in Manchester and the surrounding area. Saint James School is a distinguished Blue Ribbon School, an award given in 2010 by the U.S. Department of Education. This award recognizes schools whose students attain and maintain high academic goals. Saint James School is proud of this accomplishment, as we are committed to ensuring student success.

### **Accreditation/Distinctions**

Saint James School is accredited by the New England Association of Schools and Colleges and received a 2010 Blue Ribbon Award from the U.S. Department of Education.

### **Curriculum**

Curriculum design and development is not merely a course of study or a listing of goals and objectives, but rather it encompasses all of the learning experiences that students receive under the direction of Saint James School and the Archdiocese of Hartford Center for Catholic Education and Formation. In implementing the curriculum, Saint James School considers the needs of the students, the abilities of the staff, and the requirements of time allotments, according to Archdiocesan and applicable state regulations. The Catholic schools in the Archdiocese are encouraged to implement and monitor an integrated curriculum infused with Gospel values and a global view, which recognizes that students learn in different ways. Saint James School maintains a balanced curriculum, including religion, language arts (English grammar, phonics, writing, reading, vocabulary, spelling, oral language, and handwriting), science, mathematics, geography, social studies, health/wellness, physical education, the arts, world languages, and service learning. Technology must be integrated into all curricular areas. Our teachers are viewed as facilitators of learning, demonstrating to students the importance of lifelong learning, how to learn in various disciplines, and how to solve various problems through research and analysis.

### **Non-Discrimination Policy**

Saint James School admits qualified students of any race, color, ancestry, national or ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at Saint James School. Saint James School does not discriminate on the basis of race, color, ancestry, national or ethnic origin, or sex in the administration of educational policies, admission policies, and scholarship programs.

### Admission Requirements & Policy

Students wishing to apply for admission to Saint James School will be given an age-appropriate placement test to evaluate their readiness and ability to succeed at Saint James School. The parent/guardian must arrange for a copy of the student's school records to be provided to the Principal and administration for review, and sign an authorization allowing the Principal or administration of Saint James School to contact the administrators and faculty of the student's former school(s). If there is an opening in the grade for which the student is applying, the decision to accept the student will be based on the results of the placement test, the review of transferred records, and discussion with the previous school administrator and faculty. The Principal and Pastor have sole discretion in determining the acceptance of any student into Saint James School. The Principal and Pastor may convene an admissions committee as necessary for admission recommendation. Admission prior to starting may be withdrawn at the discretion of the Pastor and Principal. Prior to admission, the parent/guardian must supply a copy of the student's birth certificate and health records. Beginning with the 2024-2025 school year, all Kindergarten applicants must be at least 5 years of age by September 1st of the academic year to which they are applying. Similarly, students seeking admissions for Pre-K3 and Pre-K4 must also be at least 3 or 4 years of age respectively by September 1st. Newly enrolled students are admitted on a conditional/probationary basis for one trimester. If it is determined that the placement is not beneficial, or that the resources available to the school are not complementary for the student to meet with success, parents will withdraw the student. Tuition will be refunded on a pro-rated basis. Non-refundable fees are not considered tuition and thereby will not be refunded. If a parent/guardian does not hear from the school after one trimester, the student will be considered fully enrolled. Students will be admitted on a yearly basis. Each student's academic and disciplinary record will be reviewed each year to determine re-admission.

Students with special needs will be given the same consideration as all applicants. However, prior to admitting a student with diagnosed special needs, Saint James School shall make a determination as to whether or not it believes it can provide an appropriate education for that child. Each child will be considered on an individual basis.

All students must have required immunizations prior to being allowed to attend Saint James School unless exempted by law.

The Saint James School Pre-Kindergarten begins the educational process of a child at Saint James School. Registration will be announced in January/February to the school community, the parish, and the general public. Enrollment will not be denied because of gender, race, creed, or ethnicity. Students who apply by February 23rd for the upcoming school year may be admitted to grades K-8 based on the following priorities:

- |  |   |
|--|---|
| 1. Saint James School Pre-Kindergarten students    | 4. Registered Catholics from other parishes             |
| 2. Siblings of Saint James School students         | 5. Students whose parent/guardians are alumni of SJS    |
| 3. Parishioners of Saint Teresa of Calcutta Parish | 6. All others in order of completed application process |

### Code of Conduct

**The purpose of the following code of conduct is to develop sound moral character, responsibility, and citizenship.**

All students are expected to behave in a manner that is conducive to learning and that fosters a Christian environment. With that in mind, students must:

- respect and obey the authority of administrators, teachers, coaches, staff members, chaperones, and volunteers;
- be honest with and courteous to all members of the school community;
- use only appropriate language and actions towards one another;
- walk quietly and in an orderly manner in the building at all times;
- consume food and drinks only at designated times and places;
- follow the school dress code;
- deliver all school-related notices and letters to parents;
- remain on the school property until dismissed or given permission to leave. **Following dismissal, students must be under the supervision of faculty or staff in order to remain on school property.**
- be aware that they may be disciplined for conduct off school grounds if such conduct is disruptive of the educational process, violates a policy of the school, or negatively impacts the school.
- Keep cell phones turned off and in their backpack at all times. In the event a cell phone rings, buzzes, or creates a disturbance, the cell phone will be confiscated and brought to the principal's office. The cell phone will not be returned to the student. A parent will be contacted and required to retrieve the cell phone at the end of the school day.

In addition, students must not:

- bring white out or any other item that could cause damage to persons or to the school;

- sell items in school, on school grounds, or on the bus - this includes candy, personal items, and fundraisers of any kind;
- use electronic devices (cell phones, MP3 players, portable game systems, etc.) during the school day.
- photograph or videotape any student, teacher or staff member while in school, riding the bus, or attending any school function that occurs on or off school grounds.

If a student brings any of the above items to school or is selling any items, the items will be taken away and the student's parents will be notified.

**Social Media**-Conduct whether inside or outside the school that is detrimental to the reputation of the school, including social media, may result in disciplinary actions including suspension, expulsion or withdrawal from the school.

### **Disciplinary Measures**

All students are responsible for their actions and are expected to control their behavior at all times. This includes while at school, on school grounds, on the school bus or at any school sponsored event. When appropriate, disciplinary matters will first be handled by the respective classroom teacher(s) before the Principal is involved. Conduct whether inside or outside the school, that is detrimental to the reputation of Saint James School, including social media, may result in disciplinary actions including suspension, expulsion, or withdrawal from school.

**Discipline reports will be maintained in the school's database throughout the duration of the student's enrollment at Saint James School.**

**Detention** - Detention is held after school hours for Grades K-8. If a student receives a detention, the teacher who assigned the detention will contact the student's parents via the family email address in EduConnect. The student will serve the detention on the next school day. **Students who have transportation issues may go to the Extended Day program following an assigned detention (a fee may apply). Lack of transportation is not grounds for changing the time to serve a detention.** Behaviors that warrant a detention include, but are not limited to, the following:

- |                                |               |                                     |
|--------------------------------|---------------|-------------------------------------|
| • Disrespectfulness            | • Cheating    | • Foul language or obscene gestures |
| • Disruptive behavior          | • Plagiarism  | • Throwing objects                  |
| • Failure to obey school rules | • Forgery     | • Placing hands on another person   |
| • Disregard for dress code     | • Chewing gum | • Any inappropriate behavior        |

**If a student receives three detentions for behavior (not homework), he/she will be suspended at the next infraction.**

**Suspension** - Any student who is suspended is excluded from classes while serving his/her suspension. Suspension may be "in-school" or "out-of-school" as defined below:

**In-School Suspension:** A student serving an in-school suspension will be separated from his/her classes. During the suspension, the student will be required to complete all school assignments and take any tests scheduled for the day of the suspension and the days following.

**Out-of-School Suspension:** A student serving an out-of-school suspension is expected to be at home under adult supervision. The student is responsible for obtaining missed class work and homework assignments at the end of each day. All make-up assignments must be completed and handed in on the next school day. All tests missed will be made up upon the student's return.

Both in-school and out-of-school suspensions automatically exclude a student from any and all extracurricular activities (i.e. sports, clubs, trips, dances, and special activities sponsored by the school or by the Home & School Association) for a minimum of seven school days beginning with the day the suspension is issued to the student. The Principal has sole discretion on determining when a student may resume extracurricular activities after those seven days. If a student is suspended; a hearing with the Pastor, Principal and/or a disciplinary committee may be called to decide if further disciplinary action is warranted. **The school retains the right, in its discretion, to determine what further disciplinary action is appropriate including, but not limited to, continued suspension, expulsion or non-re-admission.**

**Expulsion** - Expulsion is the immediate, permanent dismissal of a student from Saint James School. If a student is suspended two times and then commits an infraction that warrants a third suspension, the student will be in jeopardy of being expelled from Saint James School. Expulsion can also be the result of a single, serious infraction of school policy. The decision to expel a student is made by the Principal, in conjunction with the Pastor and any staff member involved with the situation. The Principal and Pastor may also call upon a disciplinary committee to assist in evaluating appropriate disciplinary action. Parents will be required to attend a meeting to discuss the incident before the Diocesan Superintendent is informed of the expulsion. Full payment of tuition is expected if a student has been expelled.

**Behaviors that Warrant Suspension or Expulsion** – Behaviors that indicate willful disobedience, open and persistent defiance of proper authority, or that are harmful to the welfare, safety or morals of a student(s), whether they occur on or off school property are cause for suspension or expulsion. Behaviors that may warrant suspension or expulsion include, but are not limited to, the following:

- Verbal or physical assault
- Fighting
- Possession or use of drugs/alcohol/tobacco products
- Possession or use of e-cigarettes, vaping tools and materials
- Possession of “facsimile drugs”, i.e., materials which look like controlled substances and are presented as such by the student
- Insubordination (defiance of authority)
- Leaving school grounds without permission
- Theft
- Bullying, including cyberbullying
- Cyber bullying
- Misuse of computer
- Sexual harassment
- Use of stink bombs
- Physically or verbally threatening, harassing, or abusing students or staff
- Willful destruction or defacing of school property\*
- Willful destruction or defacing of another’s property\*
- Extortion
- Compromise the welfare of a student or potential student
- Undermine the school’s efforts to prosper
- Possession of a potentially harmful weapon or object that can be construed as a weapon (i.e. explosives, knives, blades, laser pointers, and firearms)
- Being involved in any incidents related to pornography or other inappropriate behavior
- Truancy
- Repeated offenses or infractions that warrant detention
- Inappropriate use of e-mails, blogs, text messages, Facebook, Twitter or other social media
- Suspension from bus

\*If a student defaces or destroys any property, his/her parents/guardians will be required to pay for repairs to, or replacement of, the property.

**Bullying** - All students have a right to learn in a safe environment, free from physical, cyber or verbal harassment. Effective July 1, 2002, the Connecticut State Legislature passed Public Act No. 02-119 concerning bullying behavior in schools. Bullying is prohibited in all Catholic schools of the Archdiocese. It will not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying is defined as a repeated and intentional unwanted, aggressive behavior that involves a real or perceived imbalance of power that causes hurt or harm to another. It includes physical intimidation or assault, extortion, oral, written or cyber threats, teasing, putdowns, name-calling, cruel rumors, false accusations, social isolation, and threatening looks, gestures or actions. This includes students who either directly engage in an act of bullying or who, by their behavior, support another student’s act of bullying.

Students and parents who are aware of any act of bullying should report it to the school Principal for further investigation. Reports of such incidents may be written and anonymous. Any student who retaliates against another for reporting bullying will be subject to disciplinary consequences. Consequences for students who bully others shall depend on the results of the investigation and the severity of the incident or series of incidents. Consequences may include but are not limited to, detention, parent conference, professional counseling, suspension, expulsion or non-re-admission. In addition, the incident may be reported to law enforcement.

**Search** – Upon reasonable suspicion of inappropriate activity that may subject a student of any level of discipline, or in the interest of safety of students and staff, the Principal and/or her designee, may search students’ desks, lockers, personal belongings, and anything brought onto school property, including but not limited to, backpacks, handbags, clothing, cell phones, or other electronic devices and the content within such devices as emails, photos, messages, or other information. The school administration may seize any such items and retain them until the end of the school day or longer. The school administration will have the prerogative to turn over any such items to the police if there is evidence of illegal activity.

**Parents** -Education of each child is a partnership between parents and the school. Parents are held to the same standards as students with regard to respect for the Principal, Pastor, teachers, coaches, and other parents and students. Enrollment of a student in Saint James School implies a partnership between the school and the parents. Parents are expected to comply with the school rules and policies and to accept, support and respect the authority of the Principal, Pastor, teachers and school personnel.

By enrolling your child/ren at Saint James School, you acknowledge that the administration may engage in discussion with your child/ren about matters pertaining to behavior and/or academics without prior parental notification. Parents are not allowed access to academic, disciplinary, health, financial, or other records of another child.

If the administration determines the partnership between school and parents/guardians is irretrievably or irrevocably broken, the school reserves the right to require the withdrawal of their child. Instances that may result in an irrevocable parent/school relationship include: a parent requires an inordinate amount of the teacher's or administrator's time; a parent refuses to accept the discipline meted out to his/her child; or a parent refuses to follow school rules or code of conduct. If a parent/guardian disagrees with school corrective action or discipline and responds by directing the child not to speak with administration or appropriate school staff without their consent, this would constitute an irrevocable breach of trust and result in the school administration requiring the parent to withdraw their child from the school.

Parents/Guardians of students in Catholic schools serve as the primary educators and faith formation leaders for their children and are encouraged to participate actively in the life of their parish or faith community.

### **Bus Transportation Rules**

Riding the bus to school is a privilege, and proper behavior on the bus is essential to ensure the safety of students. Students riding the bus must:

- board the bus and fill the seats from back to front;
- respect and obey the bus driver;
- find the next available seat without pushing;
- travel only on the assigned bus and get off at the assigned bus stop (Only assigned bus students may ride the bus.);
- remain in the seat, facing forward, and keep feet out of the aisles;
- keep the entire body inside the bus;
- not call out the window or shout to other students on the bus;
- keep all personal belongings inside their backpacks (Backpacks & instruments should remain on laps or under the seat.);
- not eat on the van or bus;
- not take photos or videos while on the bus.

If there is a problem with a student, the bus company will notify the school and the school will notify the student and the student's parents. If there is a repeated offense, the student will be suspended from the bus for three school days. If there is a third offense, the student will be suspended from the bus for one month. A record of offenses and disposition of cases is kept in the school office by the Principal. The bus is an extension of the school and a student's behavior on the bus may warrant disciplinary actions to be taken at the school as well.

All students in grades K-2 must have a parent/guardian at the bus stop to greet them in the afternoon in order for the driver to release the student. If the parent/guardian is not present at the stop, the student will be brought back to Saint James School and will be sent to Aftercare until a parent is able to retrieve the student at the school. Extended Day fees will be charged to the family's FACTS account starting at 2:00pm until the time that the child is picked up from the program.

### **Parent Organizations**

**Home and School Association (HSA)** – The Saint James School Home and School Association is a parent organization with by-laws drawn up according to the policies and procedures of the Archdiocese and approved by the Pastor/Principal. All disbursements from income raised by the HSA are approved by the Pastor in collaboration with the Principal and the HSA. The HSA has the following purposes: to bring into closer relation home and school, whereby parents and teachers may cooperate as a team in the education of their children; to help raise money through fundraising events that supplement the school budget; to provide social activities for the enjoyment of our families, school staff, and the public.

**School Council** – Saint James School has a committee-driven school board (strategic planning, finance, advancement) which has the following responsibilities: to advance the school's Catholic mission and Catholic identity; to recommend local policies consistent with Archdiocesan policies and procedures; to develop, implement, and monitor strategic planning; to support school advancement, public relations, and marketing endeavors; to engage in board development; to recommend adoption of an annual budget and monitor that budget; to assist in the process of evaluating the Principal; to assist in the search process when hiring a Principal. The Saint James School Council business, discussion, and decision-making (independent of committee work) is conducted within the context of regular meetings. Any non-member who wishes to speak at a board meeting must submit a request in writing to the Chairperson. The request shall be honored only if the business is appropriate to the Council's responsibilities and agenda.

### **Lunch and Recess Schedule**

<b><u>Grade</u></b>	<b><u>Lunch</u></b>	<b><u>Recess</u></b>
K	11:25 – 11:50	11:05 – 11:20
1	11:05 – 11:25	11:25 – 11:45
2	11:05 – 11:25	11:25 – 11:45
3	11:05 – 11:25	11:25 – 11:45
4	11:30 – 11:50	11:50 – 12:10
5	11:30 – 11:50	11:50 – 12:10
6	11:55 – 12:15	12:15 – 12:30
7	11:55 – 12:15	12:15 – 12:30
8	12:15 – 12:35	12:00 – 12:15

### **Cafeteria Policies**

- Proper etiquette should be used at all times in the cafeteria.
- Students have assigned seats in Grades 2-8.
- Upon entering the cafeteria, students should go to their seats and wait to be called for the hot lunch line.
- Students buying hot lunch must order a hot lunch item in the morning and can take only what was ordered.
- Parents are not allowed to bring in special meals, such as fast food, for their children.
- Students should walk slowly, keep their hands to themselves, have quiet conversation, and use cafeteria supplies properly.
- A student who needs something should raise his/her hand and wait for assistance from a lunch parent or staff member.
- Students must ask permission to use the restroom and must use the sign out sheet provided. Upon returning, the student should cross his/her name off the sign-out sheet.
- The peanut-free table is reserved for students with nut allergies. These students may request to have non-allergic students sit with them if there is space available.
- The cafeteria lights will be turned off five minutes before the end of each lunch period. Students must stop talking at this time and remain quiet until they are outside for recess.
- Each student is responsible for cleaning up his/her trash.
- Students will be dismissed table by table by the adult on duty.

### **Recess Policies**

- Students must walk to the play area.
- Students should place lunchboxes to the side of the doors of the building, without blocking the doorways.
- Students in Grades 1 through 5 are allowed one ball per class.
- Reckless running is not allowed.
- Students should keep their hands to themselves – no pushing, pulling, shoving, grabbing, etc.
- If a student does not want to participate in an organized game, he/she should stay away from the organized game areas and stand and talk, read a book, or use a sketch pad.
- Students must stay away from the parked cars and dumpsters.
- Students must not stand in the alley behind the school or near the Kindergarten door.
- Students may not pick flowers or grass or play in the dirt.
- Students should be careful not to ruin their uniforms by falling on the ground on purpose.
- Students must not play in puddles or on ice patches. Students must not pick up or kick ice or snow.
- When playing in the grassy area, students must not touch or hang on the nets or play in or behind the trees.
- Students must not leave the playground for any reason (including to retrieve a ball).
- If a student needs to use the bathroom or see the nurse, he/she must speak to the teacher on duty to be let into the school.
- Students must obtain permission from the teacher on duty in order to retrieve a ball from a stairwell, the pre-K playground, or near cars.
- Organized ball games must follow rules taught by the Physical Education Teacher.
  - Punch ball may be played on the pavement near the grassy area.
  - Foursquare may be played on the painted squares on the south end of the playground.
- Jumping rope is allowed as long as students remain in place and out of the way of ball games. Skip-its are not allowed.
- Electronic games and trading cards are not allowed in school or on the playground.
- When recess has ended, students should quickly line up with their homeroom and enter the building silently.

If there is inclement weather, recess will be held in the classrooms and students may engage in quiet classroom games and activities.



### **Field Trips**

**Field trips are planned to support the curriculum. Student attendance is expected as on any other school day.**

- A permission slip with information regarding the field trip such as date, time, and location will be sent home and must be signed by a parent/guardian and returned to the student's teacher. Only permission slips sent by the school and completely filled out and signed will be accepted.
- If necessary, teachers will assign a parent chaperone to each group of students. The number of chaperones and size of each group depends on the age of the students and the nature of the field trip. Chaperones will be given information regarding their responsibilities on the trip and are accountable to the classroom teacher. In order to be considered as a chaperone, volunteers must have had a background check and completed Virtus training.
- While on a field trip, students are expected to follow all applicable school rules.
- If a student has any health problems or medical needs that may be an issue during a field trip, the student's parent should consult with the School Nurse prior to the field trip.
- A student who has a documented history of behavior problems in class may not be allowed to participate in the field trip.

### **Extra-Curricular Activities**

**Director/Coach Responsibilities** – While participating in an extra-curricular activity, students are under the direct care of the adults in charge of the activity. The adult director or coach of an activity is responsible for student supervision while the activity is in progress.

**Student Participant Responsibilities** - The responsibilities of students participating in an extra-curricular activity are as follows:

- Once having committed to a program, a student is expected to fulfill that commitment for the entire season or school year.
- Any student who receives a "D" or lower, or an "Unsatisfactory" on his/her report card or at mid-term progress check, will be excluded from the activity for three weeks. If the student participates in a sport, he/she will be excluded from practices as well as games for three weeks. At the end of the three weeks, a re-evaluation will take place and a decision will be made as to whether or not the student may resume the activity.
- If a student is absent from school, he/she cannot attend any school-related activity (all extra-curricular activities such as sports games and practices, clubs, dances, and special activities sponsored by HSA) after school that day.
- While participating in an extra-curricular activity, students are expected to follow all applicable school rules and demonstrate good sportsmanship. Any conduct violating these rules, or demonstrating poor sportsmanship, may be cause for immediate removal from a sport or extra-curricular activity.
- A student who is excused from physical education class will not be allowed to participate in school sponsored sports, including practices.
- A doctor's note may be required to attest that a student is healthy to play.

**Parent Responsibilities** - Parents of students participating in an extra-curricular activity are expected to provide transportation to and from the activity as needed, ensure that students attend practices and games faithfully, and complete the necessary paperwork and submit it to the School Nurse.

Parents are expected to set examples at sporting events or extra-curricular activities. Parents must demonstrate good conduct or good sportsmanship at all events and games, or there may be cause for immediate removal from a sport or extra-curricular activity.

Parents acknowledge and understand that participation in these sports, activities, or clubs may be inherently dangerous, and the school cannot ensure the safety of all students involved in its activities and programs. Prior to participation in any sport or field trip each parent/guardian must complete the necessary release form for sport participation and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts, and practice. There will be no participation in any sporting event or attendance at any field trip or other extra-curricular activity without completion of the appropriate permission slip and/or release form.

### Dress Code

Students must follow the dress code, except on designated dress down days (see below). If a student violates the dress code, the violation will be recorded in the school's on-line record for infractions and an email will be sent to the parents. If a student continues to violate the dress code, a detention will be issued.

### ALL ITEMS EXCEPT SWEATPANTS, SWEATSHIRTS, GYM SHORTS, SOCKS, BELTS, AND SHOES MUST BE PURCHASED FROM LANDS' END OR DENNIS UNIFORMS

#### Uniform Company Information

##### Lands' End:

Phone: 1-800-469-2222, 24 hours/day, 7 days/week  
On-Line: [www.landsend.com/school](http://www.landsend.com/school)  
School Code: 900117540

##### Dennis Uniforms:

Phone: (203)597-9246 or 1-800-854-6951  
On-Line: [www.dennisuniform.com](http://www.dennisuniform.com)  
School Code: WB00SJ

### Grades K – 5

#### Girls

- Plaid skort - **Skort is required for class pictures at the end of September and may be required for Mass. Skorts should be no more than one inch above the top of the knee cap.**
- Navy or yellow polo shirt w/logo – long or short sleeved (shirt must be tucked in)
- Optional navy V-neck sweater w/logo or navy cardigan sweater w/logo
- Navy tights or navy knee socks. **Tights or knee socks are required from November 1<sup>st</sup> until April vacation.**
- Black, brown, or navy blue (not cobalt or royal navy) leather dress tie shoes or Mary-Jane style strap shoes, tan bucks; **No** slip-ons, loafers, topsiders/docksiders (even though they have laces), leather sneakers, or ankle-covering shoes.

#### FALL/SPRING OPTION (September, October, and after April vacation):

- Khaki shorts w/ brown or black belt (belt is optional for Grades K-2)
- White socks (socks must cover ankles) – plain, no logos

#### WINTER OPTION (November 1<sup>st</sup> until April vacation):

- Khaki pants w/brown or black belt (belt is optional for Grades K-2)
- Navy or khaki socks (socks must cover ankles)

#### Boys

- Khaki pants w/brown or black belt (belt is optional for Grades K-2) - **Long pants are required for class pictures at the end of September.**
- Navy or yellow polo shirt w/logo – long or short sleeved (shirt must be tucked in)
- Optional navy V-neck sweater w/logo
- Navy, black, or khaki socks (socks must cover ankles)
- Black or brown leather dress tie shoes or tan bucks; **No** slip-ons, loafers, topsiders/docksiders (even though they have laces), leather sneakers, or ankle-covering shoes.

#### FALL/SPRING OPTION (September, October, and after April vacation):

- Khaki shorts w/brown or black belt (belt is optional for Grades K-2)
- White socks (socks must cover ankles) – plain, no logos

## Grades 6-8

### Girls

- Plaid skort - **Skort is required for class pictures at the end of September and may be required for Mass. Skorts should be no more than one inch above the top of the knee cap.**
- Blue oxford w/logo – long or short sleeved (shirt must be tucked in)
- Optional navy V-neck sweater w/logo, navy cardigan sweater w/logo, navy sweater vest w/logo
- Navy tights or navy knee socks. **Tights or knee socks are required from November 1st until April vacation.**
- Black or brown leather dress tie shoes or Mary-Jane style strap shoes, tan bucks; **No** slip-ons, loafers, topsiders/docksiders (even though they have laces), leather sneakers, or ankle-covering shoes.

### FALL/SPRING OPTION (September, October, and after April vacation):

- Khaki shorts w/brown or black belt
- Navy or yellow polo shirt w/logo – short sleeved (tucked in) - **may only be worn with shorts, not skorts**
- White socks (socks must cover ankles) – plain, no logos

### WINTER OPTION (November 1<sup>st</sup> until April vacation):

- Khaki pants w/brown or black belt (khaki Socks are allowed)

### Boys

- Khaki pants w/brown or black belt - **Long pants are required for class pictures at the end of Sept.**
- Blue oxford w/logo – long or short sleeved (tucked in)
- Necktie of choice
- Optional navy V-neck sweater w/logo
- Navy, black, or khaki socks (socks must cover ankles)
- Black or brown leather dress tie shoes or tan bucks; **No** slip-ons, loafers, topsiders/docksiders (even though they have laces), leather sneakers, or ankle-covering shoes.

### FALL/SPRING OPTION (September, October, after April vacation):

- Khaki shorts w/brown or black belt
- Navy or yellow polo shirt w/logo – short sleeved
- White socks (socks must cover ankles) – plain, no logos

## Gym Uniform Girls & Boys – K-8

**Students wear their gym uniform to school on gym days**

- Navy shorts (logo optional) – **solid, no stripes**
- Gray t-shirt w/ SJS logo – long or short sleeved
- Navy sweatpants – **solid, no stripes (worn from November 1<sup>st</sup> until April vacation)**
- Sweatshirt (logo optional)
- Sneakers
- White socks (socks must cover ankles) – plain, no logos

### **Additional Guidelines & Guidelines for Dress Down Days**

- Make-up, nail polish, and artificial nails are not allowed.
- The following jewelry is allowed: one watch, one ring, one bracelet, one thin chain necklace with or without a cross.
- Smart watches or fitbits are NOT allowed.
- Girls are allowed one pair of stud earrings worn in the earlobes.
- Boys are not allowed to wear earrings.
- Other body-piercings are not allowed.
- Hair must be neat, clean, and well cut.
- Boys' hair must not touch their shirt collar and must not cover their ears or eyebrows. Boys must be clean-shaven.
- Hair must not be dyed, highlighted, or bleached.
- Hairpieces, mohawk-style haircuts, designs cut into hair, and outlandish hairstyles are not allowed.
- Tattoos, writing on the skin, and carving of the skin are not allowed.
- Hairspray, body spray, perfume, make-up, and nail polish are not allowed in school.
- School sweatshirts may be worn in school **on gym days only**.
- Pants must not sag below the waist.
- Undergarments must not be visible above, below, or through the clothing.

On dress down days, students must dress in appropriate clothing. Guidelines for dress down days are as follows:

- Clothing must not have indecent writing or pictures; inappropriate slogans or advertisements (including, but not limited to, drug or alcohol advertisements); or sexually suggestive or satanic ornaments/writing.
- Revealing clothing (including short shorts, halter tops, half shirts, tank tops, and see-through tops) is not allowed.
- Leggings are allowed provided a top is worn that falls to the top of the thighs or lower.
- No shorts from November 1<sup>st</sup> until April vacation.
- Waistbands must not sag below the waist. Pants legs must not drag on the floor.
- High heels, platform shoes, flip-flops, open-toe sandals, and shoes with no backs are not allowed.
- Clothing must not be torn, ragged, or have holes.

These are guidelines. Teachers and staff may determine that clothing not addressed above is also inappropriate for school. If a student comes to school in inappropriate attire, he/she will be required to call a parent to bring a change of clothes to school.

### **Schedule**

**Arrival** - Students must arrive at school between 7:30am and 7:50am and enter the school through the connector between the school and gym and go directly to their classrooms. If a student arrives after 7:50am, the adult who is dropping the student off must accompany the student to the main office, sign them in, and the student will be marked tardy.

If a parent drives his/her children to school in the morning, he/she should follow these guidelines: The area from the corner of Church Street to the fence near the Pre-K is a "drop off and go" area for morning arrival. Students should have their backpacks in hand and depart the vehicle on the sidewalk side of the street when the vehicle has stopped at the curb. Once the students are safely on the sidewalk and the car doors are closed, the parent should pull away from the curb slowly and carefully. If a parent wishes to assist his/her children with their backpacks, walk them to the connector of the school, or park for an extended period of time, he/she should park in the Church parking lot, on Otis Street, or on Park Street, obeying posted signs. **Parents and students must use the crosswalk to cross the street. Parents should not park on the crosswalk or block any driveways.**

**Dismissal** – Students in full-day Kindergarten through Grade 8 are dismissed at 2:00pm on regular school days. On 4-hour days, they are dismissed at 12:00pm. Bus students are walked to the bus lines by teachers. Walkers (those students who are picked up by their parents) are dismissed from the Pre-K parking lot. The parent/guardian is responsible for informing the school if there are any changes to emergency contact information. The school may only release a child to a person who is specifically written on the emergency sheet. Parents can park where it is allowed on Park Street or Otis Street and in the Saint James Church parking lot to pick up their children. There is no parking on school property. For the safety of the students, teachers cannot allow students to be taken from a walker or bus line. Half-day Kindergarten students are dismissed at 11:00am from the connector. Parents should park their car and wait for their child at the connector door. On 4-hour days, half-day Kindergarten students are dismissed at 10:05am. Students who plan to walk home from school without parental supervision must discuss this arrangement in advance with the Principal.

**Late Arrival/Early Dismissal for Appointments** – If a student has an early morning appointment and will be arriving late for school, a parent must call the school office in the morning and let the secretary know. Upon arriving at school, a parent must accompany the student to the School Office to sign him/her in. If a student must be dismissed early from school for an appointment, a note stating

the reason and time for dismissal must be sent with the student on the day of the appointment. The student will wait in the school office to be signed out by a parent.

**Different Plans for Dismissal** - If a student will be doing something different than usual at the end of the school day, such as going home with a friend rather than taking the bus, participating in a club activity, attending a tutoring session, a dated note should be sent to the homeroom teacher on that day stating the change in plans. These arrangements should be made before school so that phone calls to and from the school office will not be necessary.

**Additional Parking Notes** - Do not park between the “No Parking Anytime” signs on Park Street, in the side lot on Church Street, or in the teachers’ parking lot in front of the connector and gym.

**Delayed Openings, Snow Days and Weather-Related Early Dismissals** - The Manchester Public School system determines when there will be a delayed opening, snow day, or early dismissal. The announcement, “Manchester Public Schools”, is made on radio stations WTIC 1080AM&WTIC 96.5FM, TV stations WVIT (NBC “Channel 30”) and WFSB (CBS “Channel 3”), and websites [www.nbcconnecticut.com](http://www.nbcconnecticut.com), and [www.wfsb.com](http://www.wfsb.com). Please sign up for email or text notification at either [www.nbcconnecticut.com](http://www.nbcconnecticut.com) or [www.wfsb.com](http://www.wfsb.com). If a delayed opening is announced, continue to check for updates in case a later announcement cancels school. Early Dismissal notices will also be posted on the school website at [www.SaintJamesSchool.net](http://www.SaintJamesSchool.net). In the case of a closure, delay, or early dismissal **that impacts Saint James School only**, you will find the closure listed as “St. James School – Manchester”. The fastest, most efficient way to be notified is via the automatic email or text notifications from NBC and WFSB. Please sign up to receive notifications for **both “Manchester Public Schools” and “St. James School – Manchester”**. Lunch is served on both delayed opening and early dismissal days.

If there is a **2-hour delayed opening, students should arrive between 9:30am and 9:50am**. Our schedule will be as follows:

- Kindergarten – Grade 8 students will attend school from 10:00am – 2:00pm.
- Half-day Kindergarten students will attend school from 10:00am – 12:00pm.
- Full-day Pre-K students will attend school from 10:00am – 2:00pm.
- Pre-K morning sessions (8:00am – 12:00pm) are cancelled.
- There is no before-school care if there is a delayed opening. After-school care will still be held.

If there is a **3-hour delayed opening, students should arrive between 10:30am and 10:50am**. Our schedule will be as follows:

- Full-day Kindergarten – Grade 8 students will attend school from 11:00am – 2:00pm.
- Half-day Kindergarten students will NOT have school.
- Full-day Pre-K students will attend school from 11:00am – 2:00pm.
- Pre-K morning sessions (8:00am – 12:00pm) are cancelled.
- There is no before-school care if there is a delayed opening. After-school care will still be held.

If there is a **weather-related early dismissal**, our schedule is as follows:

- Kindergarten – Grade 8 will operate on a 3-hour day schedule, with dismissal at 11:00am.
- All Pre-K students (full and part-time) will dismiss at 11:00am.
- After-school care **will close promptly at 12:00pm**.

It is the responsibility of parents to make arrangements for their children and to be sure that the children are aware of the arrangements. If the weather forecast indicates that a weather-related early dismissal is possible, parents should discuss the plan for a weather-related early dismissal in the morning before school. The school is unable to call parents to inform them of a weather-related early dismissal.

The parent/guardian is responsible for informing the school if there are any changes to emergency contact Information.

### **Attendance**

Regular and punctual school attendance is essential if students are to properly benefit from teaching and learning. Research illustrates that missing an excessive number of school days, regardless of the reason, can place a child at risk of falling behind academically. Connecticut state law places the responsibility for assuring that students attend school with the parent(s) or other person having legal control of the student.

Chronic absenteeism is also emerging as an early indicator of future academic difficulty. Chronic absenteeism is defined as missing 10 percent or greater of the total number of days enrolled during the school year for any reason. It includes both excused and unexcused absences, out of school and in-school suspensions. Chronic absenteeism could result in a student being retained in a grade level and/or not offered or rescinded registration for the following year, at the discretion of school administration in consultation with the Superintendent.

Connecticut General Statutes (C.G.S.) Section 10-198a(b)(1) and (2) addresses truancy which is a term that generally refers to four unexcused absences in one month or 10 unexcused absences in a school year.

When there is a need to implement remote learning due to circumstances related to safety and health concerns, remote learning students must adhere to the attendance policies.

To assist parents and other persons in meeting this responsibility, Saint James School maintains the following guidelines:

- **Tardy** – A student is tardy if they are not in the school when the 7:50am bell rings.
- **Absence** – An absence is any day during which a student is not physically present in school or participating in a school sponsored activity for at least four hours of the day. Students serving an out of school suspension will be considered absent.
- **Excused Absence** – A student's absence is considered excused if documentation of the reason for the absence is submitted by a parent/legal guardian upon the student's return to school.
  - For the first 9 absences, a student's absences are considered excused when the parent or guardian approves such absences and provides proper documentation including the reason for the absence. Such documentation could include a signed note from the parent or guardian, a voice mail message regarding the absence, or a telephone call confirming the absence.
  - For the 10<sup>th</sup> and all absences thereafter, a student's absences from school are considered excused for the following reasons:
    - Student illness or other reasons of health. Absence must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence.
    - Student's observance of a religious holiday.
    - Mandated court appearance. (additional documentation required)
    - Extraordinary educational opportunities pre-approved by the principal. (family vacations do not qualify as extraordinary educational experience)
    - Lack of transportation that is normally provided by the district.
    - Funeral or death in the family, or other emergency out of the control of the family.
  - A student's absence from school shall be considered unexcused unless they meet one of the above criteria for excused absences.
- **Please note: If a student is absent, he/she is not allowed to attend any school-related activity after school that day.**
- **Make-up Work** – Students must satisfactorily complete all work missed during an absence. If a student is absent for two consecutive days due to illness, a parent may call the school to ask that the teacher prepare make-up work to be picked up in the office after 2:00pm. If a family takes a vacation which does not coincide with the school calendar, teachers do not have the responsibility of preparing class work ahead of time for the student.

A parent or legal guardian must notify the school office by 8:00am of a student's absence for any reason. Students' attendance, tardies, and absences (excused and unexcused) will be monitored, and notification will be sent to parents/guardians informing them of attendance issues. A copy of the notice will be placed in the student's academic file. If attendance issues continue, a meeting with the administration and parents/guardians may be called to discuss the situation. In the event of continued chronic absenteeism, a referral to the Department of Children and Families may be made.

### **Academics**

The Saint James School curriculum meets the requirements of Connecticut State Law and follows the curriculum guidelines published by the Archdiocese of Hartford Center for Catholic Education and Formation.

**Homework** - Homework is an important supplement to classwork and generally includes completing written assignments, projects, and book reports, and studying for tests and quizzes. The amount of time a student can expect to spend on homework per night varies by grade and the average amount for each grade is as follows: ½ hour in Grades 1-3, 1 ½ hours in Grades 4 & 5, and 2 hours in Grades 6, 7, & 8.

Students who experience technical difficulties with their school issued technology device must notify their teacher(s) as soon as possible, but no later than the next school day.

**Grades 6-8 Homework Policy:** As part of each subject's grade, it is the student's responsibility to list homework assignments in an assignment book daily and to complete all homework assignments on time. Any student handing in a late or incomplete assignment will be required to complete the missing assignment(s) at recess, in study hall, or after school. All students are accountable for completing missing work to get accurate grades that reflect their ability and help them reach a level of success.

A student may return to his/her classroom to retrieve forgotten items until 2:40pm but must first check in at the main office to receive permission to proceed to the classroom.

**Make-up Work** – If a student is absent for two consecutive days due to illness, a parent may call the school to ask that the teacher prepare make-up work to be picked up in the office after 2:00pm. If a family takes a vacation which does not coincide with the school calendar, teachers do not have the responsibility of preparing class work ahead of time for the student. It is a student's responsibility to organize missed assignments due to vacation taken outside of the school calendar.

**Standardized Tests** – In September, January, and April, Saint James School administers the NWEA MAP Test to students in grades 3 – 8. Each student's standardized test results are sent home to be reviewed by his/her parents.

**Progress Reports and Report Cards** – Progress reports and grades are available online for children in grades 4-8. The purpose of these reports is to inform parents of any difficulties their child is having so that steps can be taken to improve the child's performance. Trimester report cards for Grades K through 8 are issued in December, March, and June. Parent-Teacher conferences will be held in October for all parents to discuss each student's progress. In addition, conferences are available in March.

### Grading System

#### Kindergarten

<b>M</b>	Meets grade level expectations
<b>P</b>	Progress noted
<b>T</b>	Time and experience required for skill to develop
<b>ED</b>	Experiencing difficulty
<b>NI</b>	Not introduced at this time

#### Grades 1-3

<b>5</b>	Consistently exceeded grade level expectations
<b>4</b>	Consistently achieved grade level expectations
<b>3</b>	Approaching mastery of grade level expectations
<b>2</b>	Approaching proficiency toward grade level expectations
<b>1</b>	Difficulty meeting grade level expectations
<b>I</b>	Incomplete work
<b>*</b>	Improvement needed in this skill area
<b>O</b>	Outstanding
<b>S</b>	Satisfactory
<b>U</b>	Unsatisfactory

#### Grades 4 – 8

Letter grades correspond to the following averages:

<b>A-</b>	90-93	<b>A</b>	94-97	<b>A+</b>	98-100
<b>B-</b>	80-82	<b>B</b>	83-86	<b>B+</b>	87-89
<b>C-</b>	70-72	<b>C</b>	73-76	<b>C+</b>	77-79
<b>D</b>	65-69				
<b>F</b>	Below 65, Failing				
<b>S</b>	Satisfactory	<b>U</b>	Unsatisfactory		

### **Honor Roll Requirements (Grades 6-8)**

- High Honors: All "A's" in academic subjects, with no "U's", and no suspensions for the trimester
- General Honors: "A's" and "B's" in academic subjects, with no "U's", and no suspensions for the trimester
- Students whose work is incomplete at the end of a term will receive an incomplete grade and may not be eligible for Honor Roll status if they otherwise qualify. All incomplete work is expected to be completed in a timely manner. An exception may be made if the incomplete was the result of extenuating circumstances as determined by the administration.

**Academic Integrity** – Students at Saint James School are held to the highest academic and ethical standards. Beginning with our youngest students, teachers expect students to demonstrate honest moral behavior in their daily lives. This involves being fair to others, taking responsibility for learning, and acting in an ethical manner in all academic endeavors. Plagiarism is a very serious offense. When it has been determined that a student (in any grade) has plagiarized or copied the work of another, consequences will be administered. They will be determined by the severity of the offense and whether or not the student is a repeat offender. Students in grades 6-8 will complete and sign a plagiarism/cheating policy at the start of the school year.

**Academic Probation** – A student will be placed on academic probation upon unsatisfactory completion of grade requirements. A student may be requested to withdraw from Saint James School if his or her academic performance is seriously deficient, or if it is determined that the school cannot meet the student's needs.

**Summer School** – If a student in Grades 4-8 receives a final grade of “F” in one or two major subjects (Religion, Reading, English, Science, Social Studies/History, and Mathematics), he/she must attend and pass a summer school course offered by a qualified and approved school or tutor. If the student passes the summer course(s), he/she will be promoted to the next grade. If the student does not complete or pass the summer course(s), his/her promotion to the next grade will be re-evaluated by the school administration.

**Promotion** - If a student in Grades 4-7 receives a final grade of “F” in 3 or more major subjects (Religion, Reading, English, Science, Social Studies/History, and Mathematics), he/she will not be promoted to the next grade level. If a student in Grade 8 receives a final grade of “F” in 3 or more major subjects (Religion, Reading, English, Science, Social Studies/History, and Mathematics), the school administration reserves the right to withhold the student’s diploma, and the student will not graduate from Saint James School. For students in Grades K-3, if it is determined that retention will be recommended, parents will be notified by their child’s teacher in March.

**Sacramental Program** - Catholic students shall be encouraged to practice their faith and particularly, to receive the Sacrament of Penance and Holy Eucharist. These sacraments are first received in second grade, and the Sacrament of Penance is ordinarily provided to the students twice during the school year. Mass is celebrated on Holy Days of Obligation, and the school assembles to pray the Rosary monthly.

**Service Projects** - Students in Grades 6-8 are required to perform 5 hours of service per trimester. The types of service projects that are acceptable will be discussed in class at the beginning of the school year.

**Library** - Saint James students have the privilege of using the school library and checking out materials from the library. Students are responsible for the materials that they borrow and must return them in good condition. If library materials are returned damaged beyond the usual wear and tear, or if they are not returned by the end of the school year, students are responsible for paying for the replacement of the damaged or missing library materials.

### **Extended Day Program**

The Saint James School Extended Day Program provides before-school and after-school care for pre-registered students in Grades K-8. The program operates on all days that school is in session, beginning with the first day of school and ending with the last day of school. On regular school days, the program will be available from 2:00pm to 5:30pm. On four-hour days, the program will be available from 12:00pm to 5:30pm. The Extended Day Program is also available before school from 6:15am to 7:30am for K-8 students and until 8:00am for Pre-K students. At 7:30am, the students are dismissed to their classrooms for morning arrival. If there is an early dismissal due to inclement weather, the Extended Day Program will be cancelled, and all students must be picked up from extended day no later than 12:00 Noon.

**Description of Program** - The Extended Day Program will be conducted in the school cafeteria and will include the following:

- Play periods outside or in the gym
- Snack provided by the Extended Day Program
- Activities such as crafts, music, story time, play acting, etc.
- Quiet time for homework

Students attending the Extended Day Program should bring play clothes to be worn after school. According to State law, the Extended Day Program does not require additional licensing because it is under the direction of the school administration and constitutes an extension of the regular school day. The Extended Day Program staff consists of a director and as many assistants as needed. The cost for full-time attendance at Extended Day is \$3,775.00 per student. The cost for part-time attendance is \$11.50 per hour per student. A minimum one-hour charge per day will apply for the part-time use of after-school care. If a student uses after-school care following an after-school activity, the charge for after-school care will commence at the conclusion of school, 2:00pm. Registration forms for the Extended Day Program are available on the school’s website.

### **Communication & Records**

**Parent-Teacher Conferences** - are required in October and optional in March. Additional conferences can be requested by either the parents or the teacher at any other time during the year.



**Contacting Teachers** – Any parent who wishes to contact a teacher must send a note to the teacher requesting a phone call, use the teacher's email, or he/she should call the school office and a message will be given to the teacher. Teachers are not available to talk with parents during the school day. **Parents should not make any unscheduled visits before or after school hours or call teachers or other staff at their homes.** Classroom problems should be discussed with the teacher first. Only after this has been done should a parent request an appointment with the Principal.

**Contacting Students** – Parents should not call the school and request that messages be given to their children during the school day except in the case of emergency. If a student forgets an item that he/she needs for school, parents may bring the item to the school office. Parents should not bring the item to the student's classroom.

**School Notices** – Frequently, notices will be sent home with students, and students are responsible for giving the notices to their parents. This is an important part of keeping parents informed of school-related issues, and parents should ask their children for any such notices every school day. All notices will be posted on the school website, [www.SaintJamesSchool.net](http://www.SaintJamesSchool.net). Parents should routinely check the school website for updated notices.

**Office Records** – A student's records may be accessed only by school personnel and by that student's parents or guardians. Release of records to non-school personnel will require written permission of the parents or a court subpoena. A permanent record is maintained for each student enrolled in Saint James School. Permanent record folders include standardized test scores, progress reports, attendance records, applicable performance portfolios, and other pertinent academic information. If there are reports from psychological or clinical evaluations pertaining to a student, these reports are maintained in an individual folder, separate from the permanent record folder. These clinical records are confidential and shall remain in the school and shall be given to the parent/guardian when the student leaves the school, unless the parent or guardian submits a written request that the records be transferred to another school. A health record is maintained for each student, with accurate and current information. Permanent, clinical, and health records are all kept in a fireproof file in a secure location.

**Transfers** -Parents who want to transfer a student to another school must request a transfer of records in writing. No records will be forwarded to the new school and no transfer notice will be sent until such a note has been received by the Principal. We ask that parents extend to us and the new school the courtesy of notifying the Principal of Saint James of such intentions prior to their application elsewhere. All financial commitments must be paid in full before complete records are forwarded. All student transfers are permanent once records have been forwarded to another school.

**Photographing Students** - Over the course of the year, photos of students may be taken for use in school publications or for distribution to local press. The purpose of these photos is to acknowledge students for honors and awards they may have received or to highlight school-related activities or projects in which the students have participated. Please fill out the Photo Permission Form indicating your decision to allow or not to allow images of your child(ren) to be used by Saint James School. This form also addresses the issue of Saint James School displaying samples of your child's work on Saint James School's website or in print publications.

**Asbestos Inspection Report** – In compliance with AHERA regulations, we are required to inform all individuals associated with Saint James School of the Asbestos Inspection Report and Management Plan. This Report/Plan is on file in the school office and is available for review by any parent, teacher, etc. during normal business hours of the school. Please make your request for reviewing this file to the Principal.

### **Security and Safety**

#### **UNDER NO CIRCUMSTANCES IS ANY VISITOR TO GO DIRECTLY TO A CLASSROOM!**

**Visitors** - Any person visiting the school while classes are in session must enter through the front doors and report to the school office to sign in and obtain a visitor badge. This includes parents, volunteers, salespersons, workmen, or other visitors that are in the building during school hours. Alumni/guests who wish to visit the school and/or teachers will not be allowed to visit during school hours. Alumni/guests may visit after school dismissal.

**Volunteers** - Every volunteer who may have regular contact with students must undergo a background check, which includes a check of criminal convictions. Volunteers must also complete a training course, VIRTUS, through the Archdiocese. Those wishing to volunteer should request the background check paperwork from the office and inquire about the schedule of the VIRTUS training sessions.

**School Grounds** – No one is allowed to remain in the school building or on school property after school unless they are participating in a school sanctioned activity.

**Lost & Found** – Any item of value a student finds in the building or on the school grounds should be brought to the main office. Students who have lost anything should report that loss to the main office. Saint James School is not responsible for lost, damaged, or stolen items.

**Divorced Parents** - Parents who are divorced must provide the school with a notarized copy of the custody section of the divorce decree. This information will enable the school to determine when, if ever, a student can be released to a non-custodial parent. Saint James School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**Fire Drills** – Fire drills are practiced monthly. Students are informed of the evacuation procedures for their classroom, and these procedures are also posted in each classroom. While the responsibility for a smooth evacuation lies with the staff, students are expected to respond to the alarm quietly and quickly and follow all instructions. If a parent or volunteer is in the building when an alarm is sounded, he/she should proceed to the nearest exit. During a fire drill, no one should re-enter the building until the Principal has given permission to do so.

**Evacuation** - If for any reason other than weather-related, the school must be evacuated and it has been determined that the building is unsafe for students to return to it, students will be directed to other designated areas. The classroom teachers will remain with their class until all students are picked up or the building is declared safe.

**Lockdown** – Lockdown drills are practiced periodically.

**Emergency Dismissal** – If for any reason, it is determined that an Emergency Dismissal is necessary, these guidelines will be followed:

- Students and teachers will remain in, or proceed to, their homerooms and await further instructions.
- Parents will be notified of an Emergency Dismissal by email.
- After consultation with the town emergency services, a decision will be made as to whether or not bus students will be sent home on their usual bus. If they are, it is the parents' responsibility to meet their children at their designated bus stop. Also, students who are usually picked up by their parents will be dismissed from the Pre-K lot as usual.
- If town emergency officials determine that the students should remain at school until they are picked up by a parent (or designated representative as indicated on the Emergency Dismissal Form), these procedures will be followed:
  - The school parking lots will be closed to all vehicle traffic, and parents will be required to park on Otis Street, Park Street, or in the Saint James Church parking lot.
  - Parents shall report to the gym and present photo ID to school staff at the gym door in order to pick up their children.
  - Once inside the gym, parents should proceed to the appropriate table based on the student's last name and sign out their child(ren).
  - Staff will escort students from their classrooms to the gym to be dismissed.

Students will be informed of the details regarding the Emergency Dismissal based on each teacher's knowledge of their students' cognitive and emotional levels of understanding.

### **Health**

**Physicals** – Every student entering Pre-K, Kindergarten and Grade 7 must submit a completed State of Connecticut Department of Education Health Assessment Record (two-sided yellow or blue form) verifying that the student has received a physical within 12 months of the current school year. This form must be mailed to, or given to, the School Nurse prior to the first day of school. In addition, all health records and documentation of immunization for new students entering grades other than Kindergarten or Grade 7, must be in the Nurse's office prior to the student's first day of school.

**Medicine** – Should it be necessary for a student to be given medicine during the school day, Connecticut State Law requires the following:

- A Medication Form, filled out by the student's physician, must be on file with the School Nurse. Blank forms are available in the school office.
- An adult must deliver the medication, properly labeled, to the School Nurse.

- The School Nurse (or, in her absence, the Principal or a teacher) will administer the medication according to the prescription.

**Under no circumstances is a student allowed to transport prescription or over-the counter medication to or from school.**

**Illness at School** – If a student becomes ill at school and the School Nurse decides that the student should be sent home, she will contact the student's parent to come and take him/her home. On the first day of school, emergency cards are sent home to be filled out and returned to the school to be kept on file in the Nurse's Office. If a parent is not available to pick the student up, the emergency contact listed on the emergency card will be contacted. A parent or designated representative must sign the student out in the Main Office.

**Absences** – If a student is absent from school for any reason, parents must do the following:

- Call the Attendance Line at 860-643-5088 #4 before 8:00am on each day of absence and report the reason for the absence.
- When the student returns to school, send a note stating the date(s) of absence and reason for the absence. If a child has been absent with a fever, a note must be submitted to the school stating the child has been without a fever for the past 24 hours.

Any child exhibiting symptoms of severe cold, fever, flu, diarrhea, or vomiting should be kept at home until the symptoms have been gone for 24 hours.

The school calendar provides for extended weekends and school breaks throughout the year. Parents and guardians are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments due to family vacations are the student's responsibilities. Assignments will not be given in anticipation of a vacation that is taken during school calendar times.

If a student is unable to participate in Physical Education for any reason, a written note from the student's physician must be submitted to the School Nurse in order for the student to be excused from Physical Education classes. Students excused from Physical Education class are not allowed to participate in outdoor recess or school-sponsored, sport-related school activities.

**State Mandated Health Screenings** – The following screenings are administered during the school year. Parents will be notified of any screening failures and will be required to follow-up with their child's physician for further evaluation.

- Hearing Screening: Grades K, 1, 3, 4, 5
- Vision Screening: Grades K, 1, 3, 4, 5
- Postural Screening: Girls – Grades 5 & 7; Boys – Grade 8

**Health Requirements for Participation in Sports** – In order to participate in a Saint James School sport, a Saint James School Athletic Form, with a physician's signature stating that a student is able to participate, must be sent to the school office before practices begin. Athletic Forms are available in the school office or on the school website and must be completed and renewed every school year.

**Child Abuse and Neglect** – The identification and prevention of child abuse and neglect is of the utmost priority in our school. All school personnel will abide by State Law and Archdiocesan policy regarding this subject.

All certified and non-certified staff members who have regular contact with students are considered mandated reporters. All mandated reporters must report suspected child abuse/neglect. A mandated reporter is not an investigator. A mandated reporter reports upon suspicion of abuse or neglect.

## Tuition

### Grades K - 8

<u>Registered Catholics</u>		<u>Non-Registered Catholics And Non-Catholics</u>	
1 Student	\$6,095	1 Student	\$6,945
2 Students	\$11,640	2 Students	\$13,590
3 or More	\$16,435	3 or More	\$19,985

Half-Day Kindergarten \$4,895

### Pre-Kindergarten

<u>Class</u>	<u>Days</u>	<u>Tuition</u>
3-yr-old	M/W/F, 8am-12pm	\$3,750
4 & 5-yr-olds	M-F, 8am-12pm	\$4,525
3, 4, & 5-yr-olds	M-F, 8am-2pm	\$5,800

**Payment Options** - All families are required to pay their tuition through FACTS Tuition Management. At the time of registration, a \$200 registration fee per family is paid directly to Saint James School. This is a non-refundable fee; however, it will be applied towards tuition. Upon completion of your Registration and Parish Affiliation Form, you will be enrolled in FACTS Tuition Management. If you are new to Saint James, you will receive a letter from FACTS with instructions on how to set up your Tuition account. If you are a returning Family, you only need to log-in to your account to review your information and update if necessary. All tuition balances must be paid directly to FACTS. The three payment schedules are:

- Full tuition payment in August 2023
- Two tuition payments in August 2023 and February 2024
- Ten monthly tuition payments beginning in August 2023 and ending in May 2024

### **Tuition Obligations**

- Families must remain current with their tuition payments. Students may be withdrawn from the school and will not be registered for the upcoming school year if tuition payments are not current.
- To receive the Registered Catholic tuition rates, the Parish Affiliation Form must be completed, signed by the Pastor of the student's parish, and returned to the school. If this form is not received by June 30th, your child is not eligible for the Registered Catholic tuition rate.
- **ALL** tuition must be paid through FACTS Tuition Management. Saint James School will not accept any direct payments. Please note that if a family anticipates having difficulty in paying tuition, they should request information regarding tuition assistance.
- Each academic year, FACTS will charge each family a one-time fee for the payment plans.
- In no event can a payment schedule be extended beyond May 2024. If a payment is missed or a payment is not honored by the financial institution, a replacement payment is due IMMEDIATELY. Missed payments cannot change the payment schedule.
- Grade 8 students whose tuition obligations are not satisfied in full will not be permitted to participate in the Grade 8 year-end activities.
- A family's tuition obligation includes any fee or charge that Saint James School incurs directly or indirectly as a result of a payment being late and/or dishonored by a financial institution. A family is required to fully reimburse Saint James School for any and all such fees or charges regardless of any NSF or service charge that is charged to the family by FACTS.

**Early Withdrawal Policy**— If a student is withdrawn from Saint James School, the following rules apply:

#### Withdrawal Date

Prior to July 30, 2023

As of July 30, 2023

After First Trimester

If student is expelled

#### Tuition Obligation

Family Non-Refundable Tuition Deposit

Family Non-Refundable Tuition Deposit + full tuition for first trimester

Family Non-Refundable Tuition Deposit + full tuition for each trimester student has attended regardless, if they finished the trimester

Family Non-Refundable Tuition Deposit + full tuition

If a refund is due after a student withdraws, Saint James School will endeavor to remit the refund within 30 days of the withdrawal date.

## Saint James School Administration, Faculty, and Staff 2023-2024

### Administration

<b>Head of Schools</b>	Mrs. Nadaskay
<b>Principal</b>	Mrs. Zorger
<b>Assistant Principal</b>	Mrs. Mitchell

### Faculty

<b>Pre-K Teacher</b>	Mrs. Carpenter	<b>Grade 6 Room B-202</b>	Mrs. Oei
<b>4-yr-olds</b>			Science – Gr. 6, 7, 8
<b>Pre-K Teacher</b>	Mrs. Page	<b>Grade 6 Room B-204</b>	Mr. Burke
<b>3-yr-olds</b>			Literature – Gr. 6
<b>Kindergarten B-B01</b>	Mrs. Gangloff		Language Arts – Gr. 6
<b>Kindergarten B-B06</b>	Mrs. Vassallo		Literature – Gr. 7
<b>Grade 1 Room B-107</b>	Mrs. DiFilippo	<b>Grade 7 Room B-205</b>	Mr. Adams
<b>Grade 1 Room B-109</b>	Mrs. Alexander		Social Studies – Gr. 6
<b>Grade 2 Room B-110</b>	Mrs. Nunes		History/Geography - Gr. 7, 8
<b>Grade 2 Room B-108</b>	Mrs. LaMarche	<b>Grade 7 Room B-207</b>	Señor O'Neill
<b>Grade 3 Room B-102</b>	Mrs. Phelan		Spanish Gr. 3-8
<b>Grade 3 Room B-B02</b>	Mrs. Moran	<b>Grade 8 Room B-208</b>	Ms. Starnick
<b>Grade 4 Room B-104</b>	Mrs. Jones		Math – Gr. 6-8
<b>Grade 4 Room B-103</b>	Mrs. Devanney	<b>Grade 8 Room B-206</b>	Mrs. DiBenedetto
<b>Grade 5 Room B-203</b>	Mrs. Simoncini		Religion – Gr. 7
<b>Grade 5 Room B-201</b>	Mrs. Watson		English – Gr. 8
			Math – Gr. 6, 8
		<b>Gr. 6, 8 Religion</b>	Mrs. Jordan
		<b>Reading – Gr. 8</b>	Mrs. Wolpert
		<b>English – Gr. 7</b>	
		<b>Math – Gr. 6</b>	

### Staff

<u>Specials</u>		<u>Extended Day Program</u>	
<b>Phys. Ed. Instructor</b>	Mr. Green	<b>Director</b>	Mrs. Burdick
<b>Technology &amp; STREAM</b>	Mrs. Poth	<b>Aides</b>	Mrs. Harris
<b>Art – Gr. K-8</b>	Mrs. Rafferty		Ms. Morrow
			Mrs. Nadvornik-Moulard
<b>Music – Gr. K-5</b>	Mrs. Schrage		Ms. Purcell
<b>Music – Gr. 6-8</b>	Mrs. McKeever-DeLeon		Ms. Rashid
<b>Spanish Teacher</b>	Señor O'Neill		Mrs. St. Germain
<u>Aides</u>		<b>School Secretary</b>	Mrs. Thornton
<b>Pre-K Aides</b>	Mrs. Davis	<b>School Nurse</b>	Mrs. Pennington
	Mrs. Rane	<b>Social Worker</b>	Mrs. Jennings
	Mrs. Rataic	<b>Speech Clinician</b>	Mrs. Leahy
		<b>Instructional Support</b>	Mrs. Donovan
<b>Teachers' Aides</b>	Mrs. Green	<b>Librarian</b>	Mrs. Tierney
	Mrs. Paradis	<b>FMI Band Instructor</b>	Mr. Corcoran
	Mrs. O'Neill	<b>Lunch Monitors</b>	Mrs. Stewart
	Mrs. Mauldin		Mrs. Talaga
	Mrs. Talaga	<b>Crossing Guards</b>	Mrs. Cratty
			Mrs. Lavoie
		<b>Advancement Director</b>	Mrs. Guenther
		<b>Bookkeeper</b>	Mrs. O'Neill
		<b>FACTS Tuition Manager</b>	Mrs. Mayo
		<b>Maintenance</b>	



# Saint James School Parent/Student Handbook 2023-2024

## **Parent Signature Page**

When enrolling your child in Saint James School, you are agreeing to abide by and be governed by the Saint James School Parent/Student Handbook.

Saint James School reserves the right to amend this handbook at any time. Notices of amendments will be sent to parents via the students, or through email.

I have read and discussed the Saint James School policy book with my child(ren). We agree to follow the school policies and procedures as stated.

Student Name:	_____	Grade:	_____
Student Name:	_____	Grade:	_____
Student Name:	_____	Grade:	_____
Student Name:	_____	Grade:	_____
Parent's Signature:	_____	Date:	_____
Parent's Signature:	_____	Date:	_____

**Please complete and return to the school by August 30, 2023.**