

Message from the Pastor:

Dear St. James Catholic School Community,

St. James Catholic School is an environment that exposes the mind to the three transcendentals of truth, beauty and goodness. Our human hearts yearn for these three things. Education is about directing the mind to apprehend the objective nature of truth, beauty and goodness, and to empower the person to thirst for knowledge. Cultivating such a love of learning is an art. Our teachers are artists. Infused with their own gifts and talents, teachers strive to make applicable to everyday life, a multitude of disciplines.

It is my firm belief that truth and goodness are most attractive, when the person sees what is beautiful (since beauty is truth and goodness lived). Thus, the example we give is by far the greatest teacher. Our philosophy is to keep intact the integrity of education—to keep tethered to academic excellence, the growth and development of the human person as a whole. The model of Catholic education, in the effort to lead students to encounter Christ, the way, the truth and the life, is to allow each discipline and lesson therein, to be permeated by the light of the Gospel. With the help of parents, who are the first teachers, St. James Catholic School seeks to grow what is good, assist in challenges, and inspire young people to excel for the pursuit of a bright future.

In Christ,



Father John Hay

Message from the Principal:

Dear Parents and Students,

I welcome you and your child to St. James Catholic School. There is no doubt that you will discover a dedicated and loving staff, who seek to provide your child with an education inspired by our Catholic faith and intellectual tradition.

The home is the domestic church, and parents are the first and primary teachers. On behalf of the St. James Catholic School community, we look forward to working with each of you in the educational adventure.

The Adorers of the Blood of Christ Sisters founded St. James School, and from this rich heritage, we continue the tradition of offering an excellent Catholic education. St. James is committed to academic excellence and to operating a school for students in Kindergarten through 8th Grade.

The Catholic School offers an outstanding faculty to student ratio, which allows teachers to interact on a more personal level with students. Through this unique feature of our educational program, teachers can more easily analyze the strength and challenges of each student.

This Parent-Student Handbook is prepared to enable us to work together in harmony and develop an understanding of our school. We hope and pray for a successful school year, and the continued atmosphere imbued by a *Love of Learning and Learning of Love*.

Peace be with you always,

Richard Guy, Principal
St. James Catholic School

Table of Contents

| | |
|--|-------------|
| Message from the Pastor | 1 |
| Message from the Principal..... | 2 |
| Table of Contents..... | 3-4 |
| St. James' Philosophical Approach to Education.. | 5 |
| St. James' Mission Statement..... | 6 |
| Diocesan Catholic Schools Mission..... | 5-6 |
| Diocesan Core Values..... | 7-8 |
| St. James Daily School Schedule..... | See Website |
| St. James Annual Calendar..... | See Website |
| The Pastor..... | 8 |
| The Principal..... | 8 |
| The Teacher..... | 8 |
| Parish School Council..... | 9 |
| Faculty and Staff of Parish School..... | 9-15 |
| Parish School Council Members..... | 16 |
| School Parent Teacher Organization Members.. | 16 |
| Accreditation..... | 16 |
| Student Dress Code Purpose..... | 17 |
| Student Dress Code..... | 17-21 |
| Attendance..... | 21-26 |
| Grading..... | 27-28 |
| Explanation of Assessments..... | 28-32 |
| Admission..... | 32-33 |
| Bullying/Harassment..... | 33-35 |
| Cafeteria Guidelines..... | 36 |
| Chain of Command..... | 36-37 |
| Classroom Visitation..... | 38 |
| Conduct/Discipline..... | 38-39 |
| Conferences..... | 40 |
| Family Folders..... | 40 |
| Fees..... | 41 |
| Field Trip Information..... | 41-44 |
| Homework Guidelines..... | 44-47 |
| Inclement Weather..... | 47 |

| | |
|---|-------|
| Invitations..... | 48 |
| Items Not Allowed..... | 48 |
| Guardian Angels..... | 48-49 |
| Library..... | 49 |
| Medical and Health Policies..... | 49-50 |
| Mid-Term Reports..... | 51 |
| Non-Payment of Financial Obligations..... | 51-52 |
| Office..... | 52 |
| Parent Education Policy..... | 52-53 |
| Parent Paid Tutoring During the School Day..... | 53 |
| Parties..... | 54 |
| Power Lunch..... | 54-55 |
| Preschool..... | 55 |
| Protocol for Anonymous Messages..... | 56 |
| Records of Students..... | 56-57 |
| Report Cards..... | 57 |
| Rosary..... | 57 |
| Services Receiving Money..... | 57 |
| Smoke-Free Workplace..... | 58-59 |
| St. James Academically Talented Policy..... | 58-62 |
| Suspension/Expulsion..... | 62-63 |
| Telephone..... | 63-64 |
| Threats of Violence..... | 64-65 |
| Traffic Patterns..... | 65 |
| Toys/Sports Equipment..... | 65 |
| Volunteers..... | 66 |
| Unwritten Rules..... | 66 |
| Use of Technology..... | 67 |
| Weapons..... | 67 |
| Withdrawal From School..... | 67 |
| Wellness Policy..... | 67 |
| St. James Hot Lunch Nutritional Report..... | 68-70 |
| St. James Staff Birthdays..... | 71 |
| St. James Catholic School Staff Emails..... | 72 |

Philosophical Approach to Education:

St. James Catholic School seeks to provide a Catholic learning environment conducive to educating the whole child. It draws on the wealth of its Catholic and cultural heritage to offer quality formation in academic knowledge and skills, theological truth, Christian values, and personal development.

We believe that children can learn by word and example to live as disciples of Christ and take their place in society as productive citizens and active Catholics who can meet the challenges of life with Catholic moral values and principles.

The first responsibility for the overall development of the child rests with parents. Our Catholic School strives to support parents in the effort to develop the child's intellect, emotional virtue, strength of will, through the various academic disciplines taught in light of the Gospel.

Together with the family, the parish, and each other we will help one another in our pursuit to become disciples of Jesus Christ, who seek the truth and live it in love.

St. James Mission Statement:

Preparing minds for a lifetime and souls for eternity by fostering a love of learning and a learning of love.

Diocesan Catholic Schools Mission:

Together with the family, the parish, and each other, we will form each students into a disciple of Jesus Christ, who seeks the Truth, grows to love It, and learns to live It.

Supporting Our Parish:

1. The parish school is a resource available to all parents, made possible to each parishioner because of stewardship. Catholic education is a great gift to the universal, local and parish church, because it is one means of fulfilling Christ's command to "go and teach all nations" (Mt. 28). Our parish family, young and old, make enormous sacrifices to provide the resources, and how we support each other.
2. Parents are the primary teachers of their child/children. In allowing your son(s)/daughter(s) to come to St. James Catholic School, and when St. James accepts your child/children, St. James Catholic School is entrusted to be co-educators with you in the total formation of your child/children for life on earth and eternity in heaven. It is important that as parents, you understand how essential it is to:
 - A. Set a good example by word and deed (the impressions they receive, from the

earliest years, make an incredible impact beyond our imagining).

- B. Make sure that Mass is a priority for your weekend (Sunday Mass) and also Holy Days of Obligation, along with prayer together as a family.
- C. Ensure that your child/children are keeping up with school work, check-in with your educators, make sure that your child/children know they are loved and being prepared well academically and spiritually.
- D. Ensure that the material needs of your child/children are adequately met (food, shelter, clothing and over-all wellbeing). Make sure the school is given all necessary information to assist you in the overall formation of your child/children.
- E. Set an example of stewardship. Our lives are not our own, everything we have and are is a gift.
 - I. Following the precepts of the Church.
 - II. Continue the religious formation of your child/children.
 - III. Support the mission of the Church, both spiritually (sacrifices and prayers) and materially (time, talent and treasure).

Diocesan Core Values

1. **UNITY:** “That they all may be one.” (John 17:21)
United as one family with our bishop, Catholic schools are at the service of the family, the parish, and the common good. Grounded in charity, we honor the dignity of every human person with respect for all life; for family and community; for peoples of all cultures, and especially for the most vulnerable. “Let no one have contempt for your youth; but set an example for those who believe, in speech, conduct, love, faith, and purity.” (1 Timothy 5:12)
2. **FAITHFULNESS:** “Remain faithful to what you have learned . . .” (2 Timothy 3:14) Loyal to the teachings of Jesus Christ as taught in our Catholic faith, we believe that the formation of disciples is our first purpose, our critical function, and our ultimate measuring stick. Trusting in God, we have a relentless passion for finding the best way to provide Catholic education, moving forward alone, if necessary. “Stir into flame the gift of God which you have.” (2 Timothy 1:6)
3. **STEWARDSHIP:** “Place your gifts at the service of one another.” (1 Peter 4:10) The grateful response of a Christian disciple who recognizes and receives God’s gifts and shares these gifts in love of God and neighbor. “Guard this rich trust . . .” (2 Timothy 1:14)
4. **SCHOLARSHIP:** “For everyone to whom much is given, of him shall much be required.” (Luke 12:48)
As disciples of Jesus, the Divine Teacher, we will infuse virtue into instruction and activity so that our

students will be respectful and courageous scholars who use their knowledge and gifts for the glory of God and in service to humanity. “Be steadfast and persevering . . .” (1 Corinthians 15:58)

The Pastor

The pastor of a parish with a school is the delegate of the Bishop in directing that school, except in those matters the Bishop reserves to himself or others. He is the parish’s chief administrative officer who shares in the teaching mission of the Bishop on the parish level.

Principal

The principal has responsibility for providing religious and academic formation within an orderly environment. Parish school principals are directly accountable to the Pastor.

The Teacher

In cooperation with the parents, the Catholic school teacher exercises responsibility for forming the whole person spiritually, academically, emotionally, socially, and physically. In this position the teacher is far more than an instructor; he or she gives witness every day to the distinctive character of the Catholic school, not only teaching according to gospel principles and moral values, but modeling the Church’s values and beliefs through word and action.

Parish School Council

The Parish School Council serves in an advisory capacity to the Pastor & school administration. In conformity with Church law and policies of the Diocese of Wichita Board of Education, the Council assists in planning and evaluating school policies and programs, especially strategic planning.

Faculty and Staff of Parish School:

Pastor, Fr. John N. Hay,

frjohn@saintjamesaugusta.com

Office Manager, Vickie Knebler,

vknebler@saintjamesaugusta.com

Director of Faith Formation, Kathi Martinez,

kmartinez@saintjamesaugusta.com

Principal, Mr. Richard Guy,

rguy@saintjamesaugusta.com

School Office Manager, Wendy Becker

wbecker@saintjamesaugusta.com

ST. JAMES CATHOLIC SCHOOL STAFF

Principal Richard Guy – Ed. S. Degree 620-931-5431
Wichita State University
120 West 23rd Avenue
Hutchinson, KS 67502

Preschool Sally Korte 316-253-1254
Normal Justo Sierra-Univesidad de
Guarajuato
7752 SE 400 Highway
Leon, KS 67074

Preschool Aides Karla Miranda 316-210-1606
1809 State St
Augusta, KS 67010

McKenzie Scott 620-583-2728
1124 W 13th St North
Wichita, KS 67203

**Title I & Resource
Teacher/Teacher &
Lunchroom Aide**

Leah Brown 316-461-6079
Wichita State University, BGS
1208 Golf St
Augusta, KS 67010

Kindergarten Bridget Yates 316-491-3728
Newman University, BS
5316 S Hydraulic
Wichita, KS 67216

First Grade Caroline Lavin 316-214-7833
Pittsburg State University, BS Education
2510 Baytree
Wichita, KS 67205

Second Grade Katie Schauf 785-608-0731
Kansas State University, BS Education
Emporia State University, MS
Education
216 North Chestnut
Douglass, KS 67039

Third Grade Amy Haist 620-446-1048
St. John's College, BS Education
3915 Edgemont
Wichita, KS 67208

Fourth Grade Nancy Clark home 316-683-3607
Fort Hays State, BS cell 316-570-4270
509 Turnberry Circle
Wichita, KS 67230

Fifth Grade Cindy Padgham 316-680-8077
Kansas State University, BS Education
Southwestern College, MS Education
2026 Moyle
Augusta, KS 67010

Sixth-Eighth Grades Cathy Phillips 316-377-0224
Wichita State University, BA
2199 SW 63rd Ter
El Dorado, KS 67042

Technology Sharon Hoffmann 316-393-3858
Emporia State University, BS
2799 SW Ohio Rd
El Dorado, KS 67042

Atrium Director Donna Hoefgen 316-259-3768
Newman University, BA
P.O. Box 281
Augusta, KS 67010

Custodial Chad Barringer 303-956-6848
4073 SW 100th St
Augusta, KS 67010

**Lunch Director/Cook &
Guardian Angels Supervisor**
Michelle Bergkamp 316-621-0593
Cowley County College, AA
1147 Dearborn
Augusta, KS 67010

School Secretary Wendy Becker 316-772-3351
10229 SE Highway 400
Leon, KS 67074

Pastor Father John Hay 316-775-2155
1012 Belmont Ave
Augusta, KS 67010

USD 402 STAFF

Art Teacher Heidy Acosta 785-307-9245
7677 E. 21st Street North
Wichita, KS 67206
K-State BA in Art Education
ESL Endorsement

Librarians Deb Kroecker (4th – 8th grades)Garfield
316-775-6601; home 316-775-0484
Bethel College – BA
Emporia State University - MS
1617 Highland
Augusta, KS 67010

Kristen Martin (Kindergarten-3rd)
316-775-7561

Technology Lora Jones
Robinson 316-775-7561
cell 316-390-2390
Wichita State University, BA
Baker University, MS
Emporia State University, MLS
204 Kodiak
Kechi, KS 67067

Music/6th Band Megan Hilton
Ewalt 316-775-0056
Cell 316-640-9394
Friends University, BA Music Ed.
5 Angelina Dr
Augusta, KS 67010

Physical Ed Jaci Kepler Ewalt 316-775-0056
cell 620-381-4409
Bethany College, BA PK-12 Health/PE
2115 Ohio Street - #4
Augusta, KS 67010

Gifted & Talented Leslie Lewellen
Lincoln 316-775-5515
AHS 316-775-5461
Home 316-775-3446
cell 316-250-4411
U of A Fayetteville, BS Elem. Ed & Sp. Ed.
6737 SW Hopkins Switch Rd
El Dorado, KS 67042

Occupational Therapist Shelly Herrmann
316-733-2610
Newman University, BS cell
316-655-0261
516 W Jamestown Court
Andover, KS 67002

Special Ed Coordinator April Hillyar 316-775-6904
Behavioral Consultant

Resource Teachers Kitrina Childers (K-2nd)
Ewalt 316-775-0056
Ewalt Elementary 1005 Wirth St
Augusta, KS 67010

Regina Werner (3rd-5th) Ewalt
316-775-0056
Emporia State University, BA
cell 316-992-4192
2724 Rutland Land
Augusta, KS 67010

Hearing and Vision Melanie Jackson
Ewalt 316-775-0056

Screening/Nurse
cell 316-619-4704

School Psychologist Joe Tallman cell 316-737-0634
Fort Hays State University, BH &
MS
Wichita State University, ED
321 Oakwood Court
Andover, KS 67002
AHS 316-775-5461
fax 316-775-3853

Speech Rhonda Malone Garfield 316-775-6601
cell 316-644-5104
New Mexico State University-BS
1053 Osage St.
Augusta, KS 67010

Director of Ministries Myra Jacobs
Work 316-269-3900
with Persons with Chancery Office
Disabilities 424 N Broadway
Wichita, KS 67202

St. James Catholic School Council Members
2018-2019 School Year

Chairperson Anna Barringer 4073 SW 100th St
Augusta, KS 67010
cell phone-720-951-1391
(Oldest Child) Taylor (Grade) 5 (Term) 2 yr – 1st (End of Term)
June 30, 2019

Vice-Chairperson Monica Lichlyter 2103 Lakeview
Parkway Drive Augusta, KS 67010
775-7099 cell phone-316-322-5527
(Oldest Child) Briar (Grade) 4 (Term) 1 yr – 2nd (End of Term)
June 30, 2019

Reporting Secretary Colleen Beckley 1138 Osage St
Augusta, KS 67010
cell phone-316-680-2296
(Oldest Child) Riley (Grade) 7 (Term) 1 yr – 2nd (End of Term)
June 30, 2019

Andrea Pletcher 4622 SW 60th St
El Dorado, KS 67042
cell phone- 316-323-8036
(Oldest Child) Callie (Grade) 4 (Term) 2 yr – 1st (End of Term)
June 30, 2019

Father Hay 1012 Belmont Ave 775-2155 775-2131
Pastor Augusta, KS 67010

Richard Guy 120 West 23rd Ave. 775-5721 775-7160
Principal Hutchinson, KS 67052
cell phone-620-931-5431

Janet Eaton 424 N. Broadway 269-3950
Catholic School Office Wichita, KS 67202

Matthew McKee 424 N. Broadway 269-3950
Asst. Supt. Wichita, KS 67202

Jamie Finkeldei 424 N. Broadway 269-3950
Asst. Supt. Wichita, KS 67202 CATHOLIC DIOCESE OF WICHITA

St. James Parent Teacher Organization (PTO)

OFFICERS

President Kelly McClure c.316-250-4689
(3 yr. Term- 2016-2019) 10243 SW River Valley Rd
Augusta, KS 67010

Vice Chairperson Meaghan McClure
c.316-208-1133
(3 yr. Term- 2017-2020) 10595 River Valley Rd
Augusta, KS 67010

Recording Secretary Kathleen Fleming
c.316-250-1215
(3 yr. Term- 2017-2020) 20734 SW Ohio Street Rd
Douglass, KS 67039

Treasurer Jaime Goering c.316-617-7299
(3 yr. Term- 2018-2021) 3005 Stone Lake Dr
Augusta, KS 67010

Hospitality Shanna Payne c.316-312-3931
(3 yr. Term- 2017-2020) 504 Country Lane Drive
Augusta, KS 67010

Accreditation

St. James Catholic School is accredited by the
state of Kansas.

DRESS CODE/PURPOSE

Christian young people should dress in a way consistent with Biblical principles of decency. In 1 Timothy 2:9 and 1 Peter 3:3, we are asked to refrain from extremes which call attention to ourselves. The matter of dress is directly related to the kind of people we are and what we think ourselves to be.

Dress is an important factor in the educational environment. At St. James Catholic School it is believed that personal appearance affects feelings, attitudes, and actions of the students. Parents are expected to use good judgement in sending their child(ren) to school dressed appropriately. Clothing should be neat, clean, and proper length and size. Modest and proper grooming affects the attitude and self-image of the students.

Also, by requiring uniform dress, St. James Catholic School seeks to do several other things: Create a clean, neat, and orderly learning environment; teach students that they are APPRECIATED at school not for their wardrobe or how they decorate their faces, but for their character, intellect, and kindness. Cleanliness is important. We humbly encourage parents to monitor their child's appearance and encourage good hygiene habits to ensure that the dress code is followed.

The dress code below cannot address every situation and as such St. James Catholic School reserves the right to make decisions on dress attire. Dress for Success!!

Children will stay in the school uniform until a parent or guardian, or bus picks up the student unless the child is attending the Guardian Angels Program. (Please see the Guardian Angel Handbook)

Any student who violates these guidelines will or may be asked to return home to change. Persistent violators will meet with the teacher, principal, and their parents.

ST. JAMES CATHOLIC SCHOOL DRESS CODE

Students are required to wear proper St. James Catholic School uniform at all times unless parents are notified otherwise. Schoolbelles School Uniforms is the basic supplier of our uniforms. Uniforms must be clean and in good condition at all times!

BOYS AND GIRLS:

Pants: **K-5th grade:** Navy Blue (must be worn with belt).

6th-8th grade: Khaki (must be worn with belt).

Shorts: **K-5th grade:** Navy Blue; **6th-8th grade:** Khaki; can wear during August, September, and May. Length- No shorter than two inches above the middle of the knee and no longer than the bottom of the knee.

Belt: Solid Black, Navy Blue or Brown colored belt.

Shoes: Closed toe dress shoes – black, brown, navy or white, *non-marking soles*, no heel higher than one inch. Shoe should have a back. Solid

ST. JAMES CATHOLIC SCHOOL DRESS CODE- Continued

colored non-marking athletic shoes with shoelaces – white, black, or gray are preferred. Preferred shoelaces are – white, black, gray or navy blue. Gym shoes are required for P.E. **No sparkle or lighted shoes and boots are NOT allowed during the school day.**

Sweaters: Any kind of Navy Blue V-neck or Cardigan sweater.

Sweatshirts: St. James Uniform or Spirit Day sweatshirt.

Hoodies/ Jackets: St. James Hoodies and other jackets are not allowed to be worn during the school day. To and from school is okay.

Socks: Solid colored white socks that cover the ankle. Mid-calf socks are preferred.

Jewelry/Religious Items:

Scapulars/Rosaries/Religious items may be worn as long as they stay under the clothing and UNSEEN. If they are found outside of the clothing or the child is playing with it, the teacher shall take the item away, and the item will be returned to the parent. The parent will need to retrieve the item from the teacher. If a child has an item taken away for a second time, the student will no longer be able to wear any items for the remainder of the school year. Watches and earring will be the same.

Prescription Glasses: Students that wear RX glasses must wear them during the school day.

**ST. JAMES CATHOLIC SCHOOL DRESS CODE-
Continued**

Hair: Boys' hair should not touch the collar or top of the ears. No colored/dyed/faddish cuts. **No feathers or extensions.**

BOYS:

Shirts: **K-5th grade-** Blue Plaid or White Polo (Long sleeve or short sleeve); **6th-8th grade-** White Knit Polo (Long sleeve or short sleeve).

GIRLS:

Jumpers: **K-5th grade-** V-Front Fitted Waist Jumper knee length or longer in Blue Plaid.

Skirts: **6th-8th grade-** Pleated Skirt knee length or longer.

Shirts: **K-8th grade-** White Knit Polo (long sleeve or short sleeve), or White turtleneck.

Tights: White or Navy Blue.

Leggings: Solid White or Navy Blue **Full-length** Leggings. Socks must cover bottom of leggings at all times when worn.

Hair Bows/Accessories: Hair accessories may be worn as long as they are not excessive or distracting, are the colors of the school uniform (black, navy blue, or white), and contain no additional colors. If the size is a distraction or otherwise takes away from the purpose of the uniform, the teacher or other staff member may ask the student to remove it.

Earrings: Girls may wear post/stud earrings only (only one piercing per ear on bottom of ear lobe).

ST. JAMES CATHOLIC SCHOOL DRESS CODE- Continued

Highly Prefer Schoolbelles Clothing – Yes, we are aware that the clothing Schoolbelles sells is a little more expensive. However, we believe that the Schoolbelles clothing doesn't fade as much, lasts longer, wears well, and is a higher quality.

ATTENDANCE

1. Regular attendance is essential for progress. Students who have been absent are required to make up the work missed in regular classroom instruction. Students are expected to take the initiative in this regard and work with their individual teacher to complete the work promptly. If this is not done, no credit will be given and that neglect will be reflected in the student's grade.
2. A student will have as many days to return work that they were absent; (i.e.) if sick for two days he/she will have two days to turn work in to their teacher. This doesn't include projects that last longer than 2 weeks. **No more than 83% credit will be awarded to students for unexcused make-up work.**
3. When a student is going to be missing from classes, parents are requested to make a

ATTENDANCE -continued

phone call, **email or written note** to the school office (775-5721) to inform the school of the absence. The office will be open from 7:40 a.m. to 3:45 p.m.

4. A student who has been absent **should** present to his/her classroom teacher a written excuse, signed by the parent or guardian citing the reason and dates for the absence, **email or a phone call to the office**. This is required for each non-consecutive absence. If no reason is stated it will be considered an unexcused absence.
5. Compulsory educational law requires all children to attend school. St. James School will excuse absences for the following: illness, medical or dental treatment, examination or recuperation; death or serious illness in family; unusual or unavoidable emergencies; **activities which in the opinion of school authorities, could be educationally beneficial to the student**; and instances when prior approval have been granted by the principal. A decision will be made stating whether the absence was excused or unexcused. The parent will be notified of the decision.
6. Students who must leave the grounds during school hours must have a written request, signed by a parent/guardian stating

ATTENDANCE -continued

the date, time, reason and the name of the person authorized to pick up the student **or call the school office with this information.** This note should be presented to the classroom teacher in the morning before classes begin. When a student is to be picked up during the school day, the parent must report to the office first.

7. If a student becomes ill or is injured, the teacher will refer the student to the school secretary. Should it become necessary for him/her to return home, the teacher, principal, and parent will be informed before the child leaves the building.
8. Students are strongly discouraged from taking vacation days during the days school is in session.
9. **If extended absences are planned, parents must notify the principal or secretary in advance. Any days absent from school other than sickness and/or death in the immediate family will be unexcused. No student can earn above an 83% on any tests or assignments turned in the day they return from being absent. Any work turned in later than the first day back will receive, at most, half credit. If a student(s) is absent, excused or unexcused, for 10 days or**

ATTENDANCE -continued

more, then summer school attendance may be required.

10. Arrival at school: The gym is supervised at 7:30am. Students that enter the gym before that time are unsupervised. Students who arrive before 7:45 a.m. go directly to the gymnasium. Morning prayer begins at 7:45 a.m. and students are then dismissed to go to class. If the student isn't with the teacher by 7:50am, that will constitute a tardy. If the student arrives at school after 7:50am, the parent should check their child in at the school office. Students that walk, ride their bike, and ride the bus will ALWAYS be let in the door. However, parents are to let their children in at the door and check their children in at the office if arriving late by vehicle in lieu of just dropping them off at the curb. Ex: If the student isn't with their teacher by 7:50am the parent needs to check them in at the school office.
11. Three unexcused tardies in each nine-week period for children in grades K-8th will result in the child staying in for one recess and will lose a recess for each subsequent unexcused tardy. A tardy will not be excused if no reason is given for the tardy. The office or teacher must be notified by

ATTENDANCE -continued

phone or in writing stating the reason. A weather related event, breakdown of a vehicle, or medical reasons are examples of excused tardies. Getting up late, relatives visiting, personal business, spouse dropping child/ren off at school and not knowing when school starts, alarm not going off when electricity wasn't off are examples of unexcused tardies. Before a detention or recess is taken away, the parent will be informed after the second unexcused tardy that the next time a detention or loss of recess will be issued.

12. Dismissal: Dismissal is at 3:15 p.m. Students not picked up by 3:30 p.m. on a regular school day or 15 minutes after school is dismissed on early release days, will be sent to the Guardian Angel Program. Parents will be charged for this service.

If a child arrives late or leaves early they **MUST** be signed in or out in the school office on the daily Attendance Log. (Copy in back of handbook.)

13. After 5 unexcused absences within the semester, the principal will contact the parent(s) in a face-to-face conference to discuss student attendance.
14. When a student has missed **ten** sessions of any class in a semester or twenty sessions

ATTENDANCE -continued

of any class in a year, the school may require the time to be made up, at parent cost, through summer school, tutoring, or another program approved by the school, and may retain the student in the same grade if lack of progress so indicates.

15. Students with chronic health conditions or other special educational needs which make regular attendance difficult will have a Health Plan and/or a Student Improvement Plan.
16. Diocesan School Policy #406 – Attendance is used as a reference for the local school policy above.

ATTENDANCE PROCEDURES

The school staff and I developed procedures to determine when a child is counted absent. For a ½ day or a full day:

- 1.) Leave before 10:00 a.m. – absent full day.
- 2.) Leave after 10:00 a.m. and before **2:30** p.m. – absent ½ day
- 3.) After **2:30** p.m. – present full day.
- 4.) Absent on an early dismissal day, is counted as a full day absence.

GRADING SCALE 3rd – 8th GRADES

The grading scale for all schools in the Diocese of Wichita is as follows for grades 3rd-8th:

Third-Eighth: (in all subjects, including: PE, Music, Conduct, Handwriting, etc.) * Policy 516 Revision:

| | | |
|----|----------------|-------|
| | A+ 99-100 | A 94- |
| 98 | A- 92-93 | |
| | B+ 90-91 | B 85- |
| 89 | B- 83-84 | |
| | C+ 81-82 | C 76- |
| 80 | C- 74-75 | |
| | D+ 72-73 | D 67- |
| 71 | D- 65-66 | |
| | F 64 and below | |

*effective July 1, 2010

K-2 GRADING SCALE

EXCEEDS STANDARD: ES Student is able to demonstrate knowledge above grade level and can apply it using higher level thinking skills.

MEETS STANDARD: MS Student demonstrates a thorough understanding of the standard and the ability to consistently apply it.

APPROACHES STANDARD: AS Student is making steady progress towards mastery of the standard.

ACADEMIC WARNING: AW Student is making little to no progress towards meeting the standard.

NOT YET ASSESSED: BLANK BOX Student has not been assessed during this nine week period.

EXPLANATION OF ASSESSMENTS

Catholic school courses are developed by the teachers of the diocese to meet or exceed state curriculum standards and to infuse Catholic virtues and moral principles into all subjects. At any time, you may ask to see a copy of the curriculum standards that your child is expected to master.

In addition to the traditional A-B-C-D-F grading system, student achievement is increasingly measured by objective tests developed to measure the curriculum standards. In any given year, your child may take one or more of these assessments. Below is a description of each assessment.

Religion Assessment

The Religion Assessment measures your child's *knowledge* of the Catholic faith. This test is mandatory for all Catholic students in Grades 3-12. Elementary students take the Religion Assessment in mid-May.

EXPLANATION OF ASSESSMENT - Continued

**1 – The students are below grade level and will need remediation and a special folder that will emphasize standards not mastered.

2 - The students are understanding and comprehending religion standards and are on target to graduate from high school.

3 – The students understand and apply what was taught. They are on target to be college ready.

4 - The students scored in the top 10% of all diocesan students.

EXPLANATION OF ASSESSMENTS- :

Kansas Assessments

The Kansas Assessments (**given in March-May of the school year**) measure student mastery of state curriculum standards as follows:

| 2017-2018 |
|--|
| English Language Arts - Grades 3-8 and once in high school |
| Math - Grades 3-8 and once in high school |
| Science - Grades 5, 8 and once in high school |
| Social Studies - Grades 6, 8 and once in high school |

EXPLANATION OF ASSESSMENT - Continued **Physical Education and Fine Arts**

These assessments measure student performance in four categories in physical education and music or art according to State standards. The physical education assessment is a standardized measure called K-Fit. The Fine Arts and technology assessments were developed by diocesan educators.

STAR Reading Assessment

- Assess students' reading levels in less than 10 minutes.
- Receive accurate, reliable, norm-referenced reading scores including grade
- Determine the appropriate level of challenge for each student to personalize practice and individualize instruction.
- Predict results on high-stakes, standardized tests, including MAP.
- Tracks growth in students reading achievement longitudinally, facilitating the kind of growth analysis recommended by state and federal organizations.
- Given throughout the year at various times (usually in August, January, and May).

Measure of Academic Progress (MAP) - Achievement test

These tests are designed mainly to provide information from several subject areas that have all been standardized with the same group of students. The unique aspect of the achievement

EXPLANATION OF ASSESSMENT - Continued

tests makes it possible to use the scores to determine the areas of relative strength and weakness in skill development and to estimate year to year growth. Grades K-8 are administered in the fall (Aug/Sept), **winter (Jan), and spring (March/April) so the teacher may monitor the progress of each student and provide direct instruction according to the child's weakness.**

Dynamic Indicators of Basic Early Literacy (DIBELS)

Are a set of assessments used for screening and progress monitoring in grades K-6. They are standardized, efficient, and extensively researched. These tests help educators identify students who may need additional reading instruction in order to become proficient readers. DIBELS testing is given throughout the school year and also determines if a student qualifies for Title I reading services.

Art Assessment

Included in the Art Assessment for grades 2, 4, and 6 are the following: Students will gather knowledge about an artist, compare and contrast two of their works of art, and present to class; the student will communicate personal feelings and emotions by creating a 2-dimensional work, then turning that idea into a 3-dimensional work of art; the students will discuss symbols, styles, and subject of art. Students will problem solve and create a symbol for themselves using a medium; and students will take 3-4 short written exams that cover the topics of

EXPLANATION OF ASSESSMENT - Continued

color, elements of Art, Principles of Art, and Art terminology.

Music Assessment

Included in the Music Assessment are the State Music Standards for grades 2, 4, and 6. Some of the criteria tested: singing alone and with others; a varied repertoire of music; performing on instruments alone and with others; improvising melodies, variations, and accompaniments; composing and arranging music; reading and notating music; listening, analyzing, and describing music; understanding music in relation to history and culture; evaluating music and performance; and understanding relationships between music, the other arts, and disciplines.

Technology Standards

The technology assessment assesses students in very basic computer skills and in keyboarding. Because of the availability of phone texting and tablets, diocesan teachers have noted a considerable decline in students' keyboarding ability. A typing assessment will be given starting in grade 4.

ADMISSION

A child must be at least 5 years of age on or before August 31 in order to enter kindergarten. Prospective kindergarten students will be tested for readiness by an independent company to determine a student's strengths and weaknesses.

ADMISSION - Continued

Parents of students in St. James Catholic School must be registered members of St. James Catholic Church, must have submitted a “Time, Talent, and Treasure” form to the Church, and must remain current in their monetary pledges.

Catholic families who are members of parishes other than St. James may enroll students by meeting with the Pastor of St. James and their own parish Pastor in order to cover the cost of education at St. James Catholic School.

Non-Catholic students are welcome. These families may enroll students after meeting with the Principal and the Pastor. At this time arrangements will be made to cover the cost of education for the school year.

All students enrolling St. James Catholic School must provide or have on file:

- 1.) Birth Certificate
- 2.) Current Immunization Record
- 3.) Social Security Number
- 4.) Baptismal Certificate
- 5.) Kindergarten students and transfer students must have a physical examination.

BULLYING/HARASSMENT BEHAVIOR

In Catholic schools, the faith community of students and adults should respect, protect, and share the God-given life and worth and dignity of

BULLYING/HARASSMENT BEHAVIOR- Continued

every person, regardless of ability, gender, appearance, cultural background, or interests. More particularly, the Diocese, through its administrators, faculty, and staff, in effecting an environment that encourages and supports learning, expresses a heightened concern for the student who may be isolated, bullied, harassed, alienated, or the target of inappropriate conduct.

Such behaviors can include, but are not limited to: teasing, poking, biting, and hitting or extorting money, food, favors, or other possessions from another person, whether it is persistent behavior or a single egregious act. Further, such behaviors can range from mild to severe and include physical, verbal, written or graphic aggression as well as social isolation and alienation. It includes, but is not limited to: epithets, slurs, stereotyping, name-calling, sexually-suggestive, insensitive, or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards, or elsewhere for public display.

The conduct targeted under this policy need not occur in the school environment, on its premises, or at a school-sponsored event to come within the jurisdiction of the Diocese, if it is deemed to affect any one of the three conditions noted and articulated herein.

BULLYING/HARASSMENT BEHAVIOR- Continued

Behavior that targets an individual or group (or their relatives, friends, or associates) is harassment when it:

- 1.) has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment;
- 2.) has the purpose or effect of unreasonably interfering with an individual's performance;
- 3.) adversely affects an individual's opportunities. (It is not necessary to prove that the victim was psychologically harmed or that the conduct was intentional.)

The behaviors targeted here, including bullying and harassment, are forms of violence that are not acceptable in and cannot be tolerated in Catholic schools as normal behavior or normal human development.

At a minimum, they constitute bad manners and bad example. They may also be both immoral and illegal as well. Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, from mandatory counseling and 1-3 days of in/out of school suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion. These guidelines were approved by the School Council in May 2007 and were discussed during a School Faculty meeting.

CAFETERIA GUIDELINES

1. Wait in line quietly for food.
2. Walk slowly and quietly to assigned table.
3. Do not trade food with other students.
- 4 Stay seated and talk quietly while eating.
5. When finished wait quietly to be called to scrape tray.
6. Line up quietly and respectfully while disposing of tray, silverware, and trash.
7. Adults and guests may go to the front of the line when having lunch with their child/ren.
8. **SACK LUNCHES WILL NOT CONTAIN POP OR CANDY.**
9. Juice may be brought and kept in refrigerator *only* with a doctor's note stating the child may not have milk that is provided.
10. **Parents that order lunches and don't show up will still be charged for their lunches.**
11. A couple of desks/tables will be available in the lunchroom for children to sit at when there is a discipline concern.

CHAIN OF COMMAND

The teachers and I want to work together with parents to resolve any misunderstandings or

concerns that you may have. This is best accomplished when communication begins with your child's teacher. Any concerns or ideas about the school should be addressed to the principal. The principal will listen to parent concerns but will not act upon the concern until the parents communicate to the teacher firsthand.

In the past, parents have come to my office with a concern about a teacher. In some cases, parents have asked to remain anonymous. I have decided when a parent comes to my office to express a concern and wants to remain anonymous, I will not proceed with the matter any further until the teacher and parent have communicated beforehand.

If a parent believes that a problem hasn't been resolved with the teacher, then the parent should come and see the principal. The principal will then try and solve the differences. If the parent has not satisfied the problem or concern after meeting with the principal, you may then go to the Pastor and his decision will be final.

If a parent has a concern or complaint about the principal, he or she should contact the principal first, then, the Pastor. The Pastor's decision is final.

Communication should not be held with another individual when skipping a link in the chain of command. Please abide by this structure.

CLASSROOM VISITATION

Parents are welcome to visit the classroom to observe. If you would like to spend some time in the classroom, **please call the school office first to request a scheduled visit.** The teacher will arrange a time for you to observe. We do ask that all visitors check in with the office before entering the classrooms.

CONDUCT/DISCIPLINE

Students in St. James Catholic School are expected to conduct themselves in a manner that reflects favorably on themselves, their families, and their school. Students are expected to have respect and to show consideration to other students in the school and to the administration, faculty, and staff. They are to cooperate to create a harmonious school atmosphere.

Students are to recognize their individual responsibilities as a condition for their acceptance into the school and their fulfillment of them as a condition for their remaining at the school.

Students are expected to conduct themselves inside and outside of school and at school sponsored activities in a manner that **CONDUCT/DISCIPLINE - Continued** reflects the moral teaching of the Catholic Church. Failure to do this may result in disciplinary action, including expulsion.

Steps of discipline may include, but are not limited to the following: warning, recesses, conference with students/parents, detention, suspension, probation, and expulsion. A more detailed outline of a classroom discipline plan will be delivered at the First Required Parent meeting by the teacher.

There are three types of offenses:

VERY SERIOUS

OFFENSES: These are offenses that affect one's self or other people in the learning environment.

SERIOUS OFFENSES:

These are offenses which affect the belongings of one's self or other people in the learning environment.

UNACCEPTABLE

OFFENSES: These are offenses which are of a less serious nature but need to be addressed to the student or students in helping to form moral Christian-Catholics.

CONFERENCES

Conferences with all parents will be held during the middle of the first quarter. A progress report will be issued at this time and discussed between the teacher and the parent. This is a mandatory conference. Other conferences may be requested by the parents or the teacher. To schedule a conference, please call the school office and a time will be made available to you. Parents may also call and request to be contacted by a teacher during his/her conference period or after school. Please do not call a teacher at home.

FAMILY ENVELOPE

Family Envelopes are sent home with the youngest student (unless otherwise noted) from each family on Thursdays as needed. These will contain information from the principal, the school office, the hot lunch program, and other organizations. **Please take some time to go through the items carefully. Sign and date the envelope and return it to school the following day.** You may return any communications, checks (please issue separate checks when paying for separate items), forms, etc. in the envelope.

FEES

Book rental/registration is **\$167.00** per student K-5th and **\$192.00** per student 6th-8th. This is due before the first day of school. Parent Teacher Organization dues are \$10.00 per student. This covers the fee that St. James Catholic School is required to pay the Catholic School Parent League, the school directory, and other PTO projects throughout the year.

FIELD TRIP POLICY 511

Field trips are encouraged, provided the following guidelines are followed:

- ❖ The field trip shall be a learning experience, not a party or a reward.
 - ❖ The students shall be prepared for the observations they will make.
 - ❖ The students shall complete a follow-up assignment to help them assimilate the knowledge they have gained.
 - ❖ Written permission from a parent must be obtained prior to each field trip.
- Written permission to seek medical care in any medical facility is required.
- ❖ Approval for any field trip must be obtained from the principal.
- ❖ Approval for any trip out of state must be obtained from the pastor or president.

Written and notarized authorization to seek medical care out of state is required.

- ❖ At the conclusion of the trip, the person responsible must give a report on the general conditions of the trip to the principal.
- ❖ Arrangements for adequate supervision must be made based on the number of students, age, and type of field trip.
 - ❖ Overnight trips are not allowed at the elementary/middle school level.
 - ❖ Non-sanctioned field trips are trips not appropriately approved by the Diocese of Wichita, the school, the Superintendent, the pastor, president, or the principal. Total responsibility for privately planned trips or tours rests with the individual(s) planning them. The Diocese of Wichita assumes no legal or financial responsibility for non-sanctioned trips. Fundraising for such trips may not be held during the school year, in the name of the school, or school property, or under any other auspices of the school.

FIELD TRIPS

Field trips are privileges and students may be denied participation if they fail to meet academic or behavioral requirements. Students missing any assignments the day of the field trip will not attend. A signed parental permission slip is required for each field trip. Drivers must provide the school office with a copy of their driver's license and insurance card, and have taken the VIRTUS Course.

Parents shall not request to the teacher(s) asking for their child to ride with specific drivers. If so, the teacher(s) will report to the school office and the child/ren may not attend the field trip.

Students in grades 4th-8th will need to have all their work completed two days PRIOR to the field trip in order to attend.

RETURNING FIELD TRIP PERMISSION FORMS

Students should receive Field Trip Permission Forms **at least** 1-2 days prior to the actual day of the field trip. Students who don't turn their forms in will not attend the field trip. Students will not be able to have another individual sign the form or call their parent at home or work.

ST. JAMES CATHOLIC SCHOOL FIELD TRIP PERMISSION FORM

On _____ the students in _____

(Date)

(Class)

will be going on a field trip. This form will explain the trip and allow you to give permission for your child to attend. Description of the Field Trip:

Time Leaving SJCS

_____ Time returning

Drivers are needed to take the students on this trip. If you can volunteer to drive, please indicate this below.

I understand and accept that this trip may expose my child to an accident

I can _____
cannot _____ drive on this field trip.

I can carry _____ students in my vehicle wearing seatbelts.

(Number)

Please sign this form to give permission for your child to go on this field trip with his/her class.

(Parent Signature)

(Date)

Field Trip

Date

HOMEWORK GUIDELINES

There is no rigid policy on the matter of homework because of the varying conditions in schools and homes. Worthwhile homework assignments can extend learning begun in the classroom, build independent study habits, and encourage children to think and work creatively outside of the school. On the other hand, it is doubtful whether giving large amounts of homework

is an important and useful means of promoting educational growth in elementary school children. The following guidelines and criteria for homework assignments take into account mental health, as well as intellectual aspects. Observance of these principles will make homework more effective and profitable.

Homework should meet the following criteria:

1. Completion of assignments, work, etc., started in school. (The student should fully understand the work before it is sent home to finish and the teacher should check on this.)
2. Drill or practice work needed by the student.
3. Individual projects for self-growth in special areas.

At St. James, it is believed that homework is a vital part of learning. It can reinforce what the child has been taught in school by providing practice, extending interest and knowledge, increasing research skills and providing drill in areas of academic weakness. Homework will also lend itself to develop creative activities beyond basic requirements. Finally, homework will develop good positive work/study habits, which can carry over into many daily living activities. Students must come to appreciate that learning does require work

HOMEWORK GUIDELINES - Continued

as does anything worth achieving. Homework will increase as students get older.

Average homework times for each grade on a daily basis Monday - Thursday are listed below:

Kindergarten

10 minutes

Grade 1

15 minutes

Grade 2

20 minutes

Grade 3

30 minutes

Grade 4

40 minutes

Grade 5

50 minutes

Grade 6-8

60 minutes

Homework shall not be given on evenings when school events such as Parent Meetings, the Christmas program, during Auction week, and when MAP, State, or Diocesan Religion Assessment Tests are taking place.

If a child has spent more than an hour on homework and still isn't finished; the parents should state in writing to the teacher that the student met the requirement of homework.

HOMEWORK GUIDELINES - Continued

The parent should also state if the child was having a difficult time understanding the concept presented.

Homework on weekends is discouraged unless it is studying spelling words, math facts,

silent reading, or a special project and is communicated with the parent(s) in advance by the teacher.

HONOR ROLL

Students in grades 3rd–8th portraying outstanding achievement in all academic areas, including Music, PE, Band, Computer, Conduct, Effort, and Work-Study Habits, will be recognized through the quarterly SJCS Honor Roll. The Honor Roll is categorized as follows:

Principal's Honor Roll – Students receiving all A's

Honor Roll – Students receiving all A's and B's

INCLEMENT WEATHER

In the event that weather necessitates the closing of school, St. James Catholic School will abide by the decision of the Augusta Public School system (USD 402). Announcements will be made on the following radio stations: KTLI/Light 99, KKRD, KRZZ, B98-FM, KZSN, KEYN, KFDI, T-95, KHCC. Television stations are: channel 3, (KSNW-TV) channel 10, (KAKE-TV) and channel

12, (KWCH-TV). A school reach message will be sent out as soon as we are informed of the closing.

INVITATIONS

Invitations to birthday parties, etc., may be distributed at school only if the entire class is invited
(or all boys/all girls).

ITEMS NOT ALLOWED AT SCHOOL

The following are not to be brought to school: Weapons of any kind (including toys), trading cards, toys, dolls, pets, electronics such as games, cell phones, beepers, CD players, and any other items that are not appropriate at school. Toys shall not be brought to school.

GUARDIAN ANGELS

Guardian Angels is a program designed to help parents with after-school child supervision. Guardian Angels hours are from time of school dismissal until 5:30 p.m. except on Early Release Days~in which children need to be picked up by 5:30 p.m. Guardian Angels is not available on days school is not in session, or on days when school is canceled because of weather. All rules of St. James Catholic School apply. The cost is \$2.50 per each ½ hour, or any portion thereof, per child. A packet of information is available for anyone interested in using the program. St. James Catholic School reserves the right to refuse Guardian Angel services for your child. TEACHER

GUARDIAN ANGELS - Continued

CONFERENCES – If Guardian Angels is in session; children whose parents are having conferences and who attend the program will be signed in and charged. AUCTION WEEK – Children remaining after school, while parents are volunteering to set up/tear down for the auction are welcome in Guardian Angels at NO CHARGE. But, the children MUST follow Guardian Angels rules and be signed out by the parent, or must remain with the parent. Children NOT signed into the Guardian Angels program WILL NOT be allowed in any area being used by Guardian Angels.

LIBRARY

All students at St. James Catholic School have the opportunity to check out books from the library. They also need to take responsibility for returning books on time. There will be a \$10.00 charge for lost or damaged books. All books will be subject to this charge regardless of age or condition of original book. If books are not returned by the last week of school, children may not be able to attend Field Day and/or Special Field Trips.

MEDICAL AND HEALTH POLICIES

If a student must bring medication to school, the following are required:

- 1.) Must be turned into the office.
- 2.) Medications must be in the original container.

- 3.) **A signed, dated, note from the parent and doctor** giving specific instructions for administering the medicine must be sent.
- 4.) No more than one week of medication should be sent at a time unless special arrangements are made.
- 5.) Student should go to the office at the designated time to receive the medication.

Parents should notify the school when a child is ill with a contagious disease such as chicken pox, impetigo, strep throat, head lice, etc.

Students who are kept home with an elevated temperature, or are sent home with a temperature, may not return to school until they have been without a fever for 24 hours without the aid of a fever reducer.

Students who are kept home because of nausea or are sent home from school because of vomiting or diarrhea may not return to school until a period of 24 hours has passed with no nausea, vomiting or diarrhea. Students that are kept home or sent home because of sickness are not allowed to come to school that same day for after-school activities, even if they are feeling better.

MID-TERM REPORTS

Mid-term reports are sent home with each student at the mid point of each quarter. These are not permanent grades; the purpose is to keep parents and students aware of the present level of academic achievement.

NON-PAYMENT OF FINANCIAL OBLIGATIONS

When non-payment of school fees for Guardian Angels, Preschool, Hot Lunch, Registrations, and Tuition for children in K-8th that are non-catholic students the following will occur:

- Bills/Invoices sent home in family folders and are due upon receipt;
- After two weeks, a notice will be sent home requesting payment;
- After three weeks, a statement will be mailed out through the school office;
- After one month, if the school office hasn't been contacted for payment, loss of service(s) may occur.

Communication to the School Principal is very important. Contact with the Principal stating a need to have an extension or payments may be granted upon request.

For non-payment of tuition and registration fees, the parish priest, may provide an extension based on need and circumstances.

Diocesan Policy 605: Non-Payment of Financial Obligations

From time to time parents or students fail to remit complete payment of financial obligations in a timely fashion. Each school is to have a written policy regarding non-payment. Cases in which parents have been informed and still fail to pay a fee should be dealt with promptly. The normal consequence would be denial of the service or activity for which the fee is charged. Once students have completed a prescribed course of study, grades, transcripts, promotions, and/or diploma may not be withheld.

OFFICE

School office hours are 7:40 a.m. – 3:45 p.m. It is not possible for the office staff to always be in the office. If your call is not answered please leave a message. Messages are checked often.

PARENT EDUCATION POLICY

The purpose of a Catholic school is to assist parents in providing for the Catholic education of their children. Especially in a culture whose values are often opposed to those moral principles upheld by the church, it is essential that Catholic schools

offer to parents guidance and service in their role as the chief educators of their children.

Every school is to make available to parents regularly scheduled education that will assist them in the total formation of their children: religious, academic, physical/wellness, and personal/social. These may be done locally or regionally and adapted according to local need and circumstance. (View Diocesan Policy Amendment on Page 57)

Topics may cover, but are not limited to bullying, health and wellness, sacramental preparation, stewardship, academic best practices, social media, alcohol and drug awareness, and Internet safety.

PARENT PAID TUTORING DURING THE SCHOOL DAY

Parents requesting students to be tutored during the school day in which they are paying the full-amount to an individual will adhere to the following guidelines:

- 1) Approval by Pastor and Principal;**
- 2) Tutoring may only be held from 7:15-9:00am;**
- 3) Tutoring will take place in the church classroom or a designated room within the school building;**
- 4) Students may not miss core subjects. Core subjects are defined as Science, Social Studies, Math, and ELA.**

PARTIES

There will be three scheduled classroom parties each year. These are Fall, Christmas, and Valentine's Day. These parties will be held in the rooms and will begin approximately 2:30 - 3:15 p.m. The assigned room mother for each class should meet with the classroom teacher to plan activities and refreshments for the parties. The room mother will contact other parents to help as needed.

POWER LUNCH

The Hot Lunch Program fee is \$2.60 per lunch. This is the same for those who drink milk or do not drink milk. In other words, the first milk is on the house. If your child, 3rd grade on up, would like an extra milk, they are charged and extra \$0.30 on their lunch card. We only offer this extra milk to 3rd grade and above, due to the fact, that in the past the younger grades would get an extra milk, drink only the two cartons of milk, and not eat their lunch.

The process of charging for lunches is on the honor system. Each class has a box with each student's lunch cards and envelopes stating Hot Lunch, Cold Lunch, Hot Lunch 2 Milks, Cold Lunch 1 Milk, and Cold Lunch 2 Milks. The older students are asked to put their card in the envelope that pertains to their lunch situation that day...the younger students are

asked by their teachers and the teacher puts their card in the corresponding envelope. This is how you are charged each day. If the student puts their card in the Hot Lunch pocket or tells their teacher they are eating Hot Lunch, they will be charged for a hot lunch. If your student is bringing their lunch, it is considered Cold Lunch and follows the same process as for hot lunch only for cold lunch. If the older student is getting extra milk, they put it in the envelope stating that they are doing so, and they are charged for the extra milk.

Reminders will be sent home when the account gets to the minimum level of \$4.00. Reminders will be sent home weekly as needed in the family folders. Please try and keep lunch cards at or above minimum level. Your child's daily lunch account and balance may be viewed on Powerschool by selecting balance.

PRE-SCHOOL

Pre 3/4/5 – Morning Class – 7:50am-11:00am -

\$127.00 Registration Fee

Five-day (M-F)

\$200.00/month for Preschool

(Morning)

A non-refundable \$15.00 deposit will be made upon enrollment as a holding fee!

*Please refer to the Preschool Handbook for more information.

PROTOCOL FOR ANONYMOUS MESSAGES

February 12, 2015

1. Place a statement in your parent/student handbook that only signed or in person communication will be acted upon.
2. Normally, no response (such as a return email) will be made to an anonymous message.
3. When an employee or volunteer receives an anonymous communication, the principal or president must be notified and the communication given to him/her.
4. Ordinarily, no one will be questioned or accused on the sole basis of an anonymous accusation. The chief administrator will decide in circumstances warrant a different response. (Examples would be a bomb threat for a specific date and time, a threat to do bodily harm, or suicidal ideation.)
5. The administrator should place copies of any written communication in a confidential folder to which only designated persons have access.
6. Email communication should be stored in an electronic file and a hard copy placed in the confidential file.

RECORDS OF STUDENTS

Parents may see any of their child's records and obtain a copy of them upon written request. For purposes of this policy, "parent" shall be defined as follows: includes a natural parent, a guardian or a lawful custodian. A "non-custodial parent" refers to a parent who does not have custody but has the right to information about the

child's education, unless there is a verified court order in force prohibiting such right.

REPORT CARDS

Report cards are issued at the end of each quarter (Examples K-2nd on website: saintjamesaugusta.com). Parents are asked to study and evaluate these report cards carefully with their children. Sign and return the report card to the school as soon as possible. After the 4th quarter, report cards will be mailed to your residence.

ROSARY

The rosary is recited on the first Wednesday of each month at 8:00 a.m. During the month May, the Rosary is recited each Wednesday. Families are welcome.

SERVICES RECEIVING MONEY

When students serve at Mass during the school day they will not receive any money. This is a form of stewardship. It will be acceptable if a family wants to make a donation to the school in lieu of students receiving money.

SMOKE-FREE WORKPLACE

The State's Clean Indoor Air Act of 2010 requires that smoking be prohibited in indoor

workplaces and within ten feet of their entrances and their operable windows. This includes cigarettes, cigars, and pipes. This policy applies to all areas of buildings – offices, auditoriums, cafeterias, social halls, classrooms, and any other enclosed facilities – and all employees, visitors, and vendors.

ST. JAMES ACADEMICALLY TALENTED POLICY

Introduction: In order to better serve the needs of all our students, we have recognized the need to address those students who are Academically Talented. In this policy, you will find information about identification, learning progress and outcomes, and evaluation of programming for students with gifts and talents in the area of academics.

Definition - Academically Talented: The term “gifted and talented,” when used with respect to students, children, or youth, means students, children, or youth who give evidence of high achievement capability in areas such as intellectual, creative, artistic, or leadership capacity, or in specific academic fields, and who need services or activities not ordinarily provided by the school in order to fully develop those capabilities. (Title IX, Part A, Section 9101(22), p. 544) No Child Left Behind Legislation

Identification/Qualifications for Inclusion:

- Teacher Recommendation

- Program is for students in grades 1-6; kindergarten will be considered in exceptional circumstances by teacher recommendation
- Fall and Spring ITBS results reveal a score of 97% or higher on at least two academic areas or a total score.
- Students must be keeping up on regular classes, including attendance, homework, and positive participation on a regular basis.
- An ILP(Individual Learning Plan) or IEP (Individual Education Plan) or SIP (Student Improvement Plan) must be signed by the parent(s) and School Improvement Team.

Schedule for Program:

- Letters will be sent out to the parents of qualifying students in the fall quarter.
- Following the identification of Academically Talented Students, the School Improvement Team will meet to develop the student's needs by planning, selecting, adapting, and creating culturally relevant curriculum and by using a repertoire or evidence-based instructional strategies to ensure specific student outcomes.

Schedule for Program Continued:

- The Student Improvement Team will communicate the plan with the parents and obtain appropriated permission for implementation by the beginning of the 2nd quarter or sooner.
- Parents and teachers will monitor the progress of the plan throughout the school year to evaluate any need for modifications or termination of participation.

- Parent(s) or teacher(s) may schedule a meeting to review performance at a mutually agreed upon time.
- The School Psychologist may be consulted when a student may be tested for the Gifted/Talented Program through the Augusta Public School System. Testing of the student will be held in a St. James Catholic School setting.

Curriculum for Program:

- Cross curriculum mix of Reading, Math, Science, Social Studies, Religion, and Technology will be included.
- Curriculum will be based on Common Core standards for each level but take to further levels of Bloom’s Taxonomy of learning domains (Remembering, Understanding, Applying, Analyzing, Evaluating, and Creating)
- “One step further” approach to what can be used in the regular education classroom – (i.e. developing special individual units that will include presenting).

Glossary of Terms for Academically Talented Education

Ability grouping – the flexible regrouping of students based on individual instructional needs.

Academically Talented – students who perform or show the potential to perform at substantially high levels

of accomplishments when compared with others their age, experience, or environment.

Acceleration – moving at a faster pace through academic content. This can be determined by

advanced work demonstrated in the classroom and pre or diagnostic tests in the skill areas. Attending a higher grade for classroom instruction.

Achievement Test – instruments that measure what a student knows academically and what he/she can do academically. These tests reveal strengths and weaknesses of a student’s abilities. These tests reveal strengths and weaknesses of a student’s abilities.

Enrichment – activities that add or go beyond the existing curriculum. Activities may occur in the classroom or in a separate setting.

Flexible Grouping – an instructional strategy where students are grouped together to receive appropriately challenging instruction. True flexible grouping permits students to move in and out of various grouping patterns, depending on the course content. Grouping can be determined by ability, size, and/or interest.

Gifted - a student whose mental ability is 130 or above and whose academic ability is above age/grade peers by a significant amount (usually at least one or two years). **The federal Elementary and Secondary Education Act defines gifted and talented students as “students, children, or youth who give evidence of high achievement capability in areas such as intellectual, creative, artistic, or leadership capacity, or in specific academic fields, and who need services and activities not ordinarily provided by the school in order to fully develop those capabilities.” (Title Ix, Part A, Definition 22.(2002).*

Independent Study – a self-directed learning strategy where the teacher/principal acts as guide or facilitator and the student plays a more active role in decisions. Student and teacher identify problems or topics of interest to the student. They develop a plan for investigation and identify the type of product the student will produce (i.e. paper, presentation, etc.).

Individual Education Plan (IEP) – a document that delineates special education services for special needs students. The IEP includes any modifications that are required in the regular classroom and any additional special programs or services. Federal law and the majority of states do not require IEPs for gifted learners. The state of Kansas does require an IEP for gifted.

SUSPENSION/EXPULSION

Parents will be notified of serious discipline and academic problems. Students and parents are expected to work together with the teacher and principal to eliminate inappropriate behavior and poor academic habits.

School administrators and teachers will review all cases individually. Repeated violations and/or non-compliance on the part of the student and parent will result in a suspension or expulsion.

Suspensions will be administered under the authority of the principal. Notification will be communicated to the parents. The student will be required to make up all classroom work and assignments while on suspension with credit.

Before a student is expelled from St. James Catholic School, a meeting will be held with the Pastor, Principal, teacher(s), parents, and student. The purpose of the meeting will be to formally issue a final warning to the student and parent. Specific goals and expectations that the student and parent must strictly adhere to will again be detailed.

If the inappropriate behavior and/or academic problems are not eliminated completely and immediately, the student will then be expelled. These policies are in accordance with the Wichita Catholic Diocese policies on student suspensions and expulsions.

ST. JAMES SUSPENSION POLICY

Behavior such as temper tantrums, bullying, shouting or threatening a staff member, abusive language toward a staff member or fellow student, fighting, obscenity in word or deed, should be called to the attention of the principal who may suspend the student for one - three days. A conference will be held with the principal, teacher, parent, and child before the child can be admitted back into the school.

TELEPHONE

Students will be permitted to use the office phone only in emergencies. **They will not be permitted to ask parents to bring homework, books, lunches, etc.** If a child forgets to bring a lunch, they will eat hot lunch; parents will be notified of the charge for the lunch. Plans, for after school, should be made prior to coming to school.

If there is a change in plans please call the school office, and we will see that the message is delivered to your child.

THREATS OF VIOLENCE POLICY

All threats of violence are to be taken very seriously. This includes homicidal threats, terrorist threats, threats of hate crimes, verbal assault, and/or possession of any weapon on or off school property.

Any student who makes a threat of violence may be suspended from the school or activity and required to receive psychological assessment and counseling at a center selected by the parents and approved by the school. The student may return only if 1) he/she presents a written recommendation from the psychologist/psychiatrist and 2) if the administration is willing to have the student back at school. If the student returns, his/her parents must be notified in writing that a second offense will result in automatic expulsion.

Any adult who makes a threat of violence shall be banned from the premises until 1) such time as the adult complies with any and all conditions set by the administration and 2) the administration reasonably believes that the adult is no longer a threat to the school, its employees, its families, and its students.

A report will be made to the proper authorities, if appropriate. A second occurrence will result in a permanent ban, removal of child/ren from

the school, and a formal complaint to the local authorities.

For the purpose of this policy, a criminal gang is defined as “three or more persons who have joined together for the purpose of a criminal activity”.

TRAFFIC PATTERNS

When picking up your children after school please park in a stall. Do not wait in the front of the school where children are passing to the parking lot. It is hard to see the children in-between the vehicles. This is a safety issue. Regarding morning drop off...Please come in the middle drive into the complex, drive in front of school, stop in front of school to drop off your children...do not remain for a long period of time in the drive in front of school while you children are gathering up their things ~ keep traffic flowing. Thank you for your consideration. Please share this information with others who are transporting your children such as daycare providers, grandparents, etc.

TOYS/SPORTS EQUIPMENT

The students have many different choices of toys and activities for recess. There is no need for toys and personal sports equipment to be brought from home. Please leave any item not pertaining to school at home. This includes athletic equipment. Any item confiscated by a teacher or the principal will be returned on the last day of school or until a parent picks it up in the school office.

VOLUNTEERS

St. James Catholic School not only welcomes parent volunteers, but in many instances, depends upon our parent volunteers.

There are numerous opportunities to volunteer services to the school. A list of these needed services will be provided at the time of registration or at the first Mandatory Parent Meeting.

We encourage each family to select at least one area to provide service to the school. The school will benefit from families being involved, and the student will benefit from realizing the importance their parents place

is in the school. ALL volunteers working directly with the children will need to attend a VIRTUS Training. Please inquire at the school or church office.

PARENTS AND ALL VOLUNTEERS ARE TO SIGN IN AND OUT IN A LOG BOOK LOCATED IN THE SCHOOL OFFICE WHEN VOLUNTEERING. A STICKER BADGE WILL BE GIVEN TO THE VOLUNTEER TO BE WORN WHILE IN THE BUILDING.

UNWRITTEN RULES

This parent/student handbook is limited in content. Emphasis has been placed on those things deemed most important to the students and parents of St. James Catholic School. Additional situations will be dealt with as they arise. St. James Catholic School retains the right to amend the handbook when deemed necessary. Parents will be given prompt notification when changes are made.

USE OF TECHNOLOGY

- 1) Nooks/Kindles (electronic readers) are for reading purposes ONLY.
- 2) Gameboys – NOT allowed.
- 3) Personal computers/laptops – No games, You-tube, or Facebook allowed. Educational ONLY.

See “E-Reader/Mobile Device Agreement” on pg. 64.

WEAPONS

Any student in possession of and with the intent of using a weapon at school, on school property, or at a school -supervised activity, will be expelled for at least one year.

WITHDRAWAL FROM SCHOOL

Students who are withdrawn for any reason other than moving from St. James Parish shall not be readmitted. Students may be re-admitted with consultation with the principal and final decision made by the Pastor.

WELLNESS POLICY

St. James Catholic School is a drug, alcohol, and violence free environment. St. James offers a Catholic Christian value-based curriculum that integrates the healthy growth of mind, body, and spirit. Student and faculty are given spiritual and cognitive *tools at Mass or school to handle stress and other life challenging situations without*

resorting to violence or self-destructive behaviors. We promote a peaceful lifestyle that reflects the joy of Jesus Christ. (Also see website for more information at saintjamesaugusta.com.)

St. James Hot Lunch Nutritional Report

- Chocolate, strawberry and white milk will be offered.
- Variety of meats served through the week – pork, beef, chicken, fish (cod) may be served at least 3 times a month.
- Fruit is always fresh. Fruit is cut up every day fresh to encourage consumption. Through the year a great variety of fruit is served in season. Pears and apples (much grown locally with no sprays), bananas, citrus of all kinds, strawberries, raspberries, blackberries, blueberries, grapes, fresh pineapple, pomegranates, kiwi, watermelon, cantaloupe, peaches, plums, bing cherries, etc.

- Salads are (for the most part) cut fresh using dark green leaf lettuce, spinach, and cabbage. Tomatoes, cucumbers, dark red beans, beets, and seeds are also offered on various days of the month to the salads. Vegetables are also served daily, both lightly cooked and raw. Green beans, corn, broccoli, cauliflower, carrots, potatoes, sweet potatoes, celery, cucumbers, tomatoes, bell peppers, asparagus, snow peas, radishes, artichokes, and turnips, etc.
- The Hot Lunch Program serves whole grain bread as often as possible.
- We serve no refined sugar. Dessert is fresh fruit.
- **We offer daily each child a serving (at least) from each of the food groups: dairy, fruit & vegetables, meat, and grain. I let them decide how much they want and only insist that they take a taste of everything. As long as they continue to throw**

away their “taste”, I continue to give them only a taste when they ask. I check on them regularly to see who eats everything and who throws their food away.

- **We want the children who eat to have enough while keeping waste to a minimum.**
- If a child expresses concern of being hungry after lunch, their parents should contact the lunchroom supervisor and a solution will be worked out.
- Diocesan monthly newsletter (Health Wise)

ST. JAMES STAFF BIRTHDAYS – Revised

6/12/2018

| | |
|-------------------|-------|
| Chad Barringer | 9/28 |
| Bridget Yates | 10/9 |
| Cathy Phillips | 10/16 |
| McKenzie Scott | 10/28 |
| Richard Guy | 11/24 |
| Father John Hay | 12/6 |
| Sharon Hoffmann | 12/8 |
| Michelle Bergkamp | 12/20 |
| Katie Schauf | 2/10 |
| Sally Korte | 2/17 |
| Leah Brown | 3/7 |
| Karla Miranda | 3/24 |
| Donna Hoefgen | 5/5 |
| Amy Haist | 5/8 |
| Cindy Padgham | 5/27 |
| Vickie Knebler | 6/10 |
| Nancy Clark | 6/15 |
| Caroline Lavin | 6/17 |
| Wendy Becker | 6/20 |

ORDINATION

| | |
|------------|---------|
| Father Hay | 5/26/07 |
|------------|---------|

St. James Catholic School

Staff Emails

2018-2019

NAME

EMAIL

Mrs. Sally Korte (Pre)

brittnyandsadie@hotmail.com

Miss Karla Miranda (Pre Aide) karkey1040@gmail.com

Miss McKenzie Scott (Pre Aide)

mckenziescott22@gmail.com

Miss Bridget Yates (K)

byates@sjcsks.org

Mrs. Caroline Lavin (1st)

clavin@sjcsks.org

Mrs. Katie Schauf (2nd)

kschauf@sjcsks.org

Mrs. Amy Haist (3rd)

ahaist@sjcsks.org

Mrs. Nancy Clark (4th)

nclark@sjcsks.org

Mrs. Cindy Padgham (5th)

cpadgham@sjcsks.org

Mrs. Cathy Phillips (6th-8th)

cphillips@sjcsks.org

Mrs. Leah Brown (Resource/Aide)

lbrown071@gmail.com

Mrs. Michelle Bergkamp (Lunchroom/
Guardian Angels)

our5blessings@att.net

Guardian Angels)

Mrs. Sharon Hoffmann (Tech) shoffmann@sjcsks.org

Mr. Richard Guy (Principal) rguy@sjcsks.org

Mrs. Wendy Becker (Sec) wbecker@sjcsks.org

Detention Notice
Suspension
IN/OUT

Student Name:

_____ Grade: _____

Date: _____

Teacher Name:

_____ Return By:

DETENTION – IN/OUT SCHOOL SUSPENSION
(circle)

Day(s) of the week M TU W TH F S Dates:

_____ Time: _____

Reason(s) for detention:

- Tardiness/Absence (Unexcused)
Failure to complete assigned work
 Disobedience/Disrespect
 Other

Parent/Guardian Signature *Teacher/Principal*
Signature

Comments: _____

Dear Parents:

(Summer School Teacher's Name), the current (grade level) teacher, will be teaching summer school this (Month).

We are having a Summer Enrichment Program from July 11-22, 2018, and your child's teacher is recommending that your child attend. The program is designed to enhance your child's learning. Your child's classroom teacher may have contacted you previously concerning your child/ren's academic performance. However, your child's teacher has recommended summer school placement because of one or more of the following criteria:

Iowa Test of Basic Skills (ITBS) results: Subject and sub-topic(s) _____, _____,

_____, _____

State Assessments: Reading, Writing, Math, Science, or Social Studies.

Dibels Test Results

Diocesan Religion Assessment

Teacher Referral (ie. lack of math fact fluency, phonics, needs assistance with

vocabulary and sight words, etc.)

Individual Learning Plan (ILP)

Student Improvement Plan (SIP)

Individual Education Plan (IEP)

Individual Health Plan (IHP) – misses more than ten days of school

Additional information about the assessments listed above may be found on pages 28-32 in the 2018-2019 Parent/Student Handbook.

The teacher will be using some activities that will be hands-on by working with manipulatives. If you have any other areas you would like for your child/ren to work on please let Mrs. Becker know by writing your thoughts on the blank lines.

We will be charging students \$20 to attend (if you have not yet purchased a Summer Solutions book). Summer Solutions books will be utilized during Summer School class.

Our sessions will be from 8:30am to 10:00am for the lower primary grades (K-2nd for the 2016-17 school year) and from 10:00am until 11:30am for the upper primary grades (3rd-6th for the 2016-17 school year).

Please bring and pick-up your child at the front double doors in front of the school. The classroom teacher or (Summer School Teacher's Name) will be happy to visit with you about your child's needs.

Yours in Jesus, Mary, and Joseph,

Richard Guy, Principal
St. James Catholic School