

PHILOSOPHY

Forward

Saint James Elementary School, Red Bank, New Jersey is a Catholic elementary school, which provides a Christian environment for academic education of youth, under the direction of the Education Office of the Diocese of Trenton, the pastor of Saint James Church and the school administration. Saint James does not discriminate on the basis of race, sex, or ethnic origin in the acceptance of students.

Statement of Objectives

Saint James School is a community based on Catholic faith, tradition, and values. Its purpose is to prepare the student for his or her role as a contributing Christian member of society. By cognitively and consistently providing opportunities for children to grow in the knowledge of God, self, and the world in which they live, Saint James School endeavors, in cooperation with parents, to develop individuals of good moral character. Accordingly, Saint James School strives to create a nurturing environment in which the whole child grows as a complete person, one who understands core values, embraces them, and acts upon them in response to the daily events of life.

In light of this philosophy, all effort is put forth to accomplish the following:

- ◆ To provide students with a sound foundation of Catholic beliefs based on structured religious studies, as well as to witness the Good News of the Gospel through their daily experiences. The emphasis is to teach as Jesus did, leading by example, seeking the goodness within and the gift of each individual.
- ◆ To create an awareness of responsibility to the community-at-large through active participation in community service. By this process of integrating word and deed, students are led to understand that their commitment as Christians is a witness lived, as well as a witness spoken.
- ◆ To provide an atmosphere that fosters learning as a life long process in which students develop as risk takers, problem solvers, decision makers, active learners, and skillful communicators.
- ◆ To provide each student with the stimulus to pursue knowledge through a balanced program of learning and self-motivation, enabling the student to strive for excellence, yet meeting the individual needs of each student.
- ◆ To celebrate the uniqueness of each student by fostering positive self-awareness through a curriculum that involves cooperative and team effort based on a sense of responsibility to and respect for fellow students.
- ◆ To instill the understanding that the individual is a complex of body and spirit through active participation in healthful practices, sports programs, and physical education.
- ◆ To acknowledge that parents are the primary educators of the child. The relationship between the school and parents as co-educators is essential in the development of the whole child and a vital asset in the continuing process toward educating each student.

Admission and Transfers

Admission requirements

In admitting children to kindergarten and first grade, the age requirements of the local school district in which the child resides must be followed.

Requirements for registration

Registration for all **new** pupils, Kindergarten through 8th grade, will be held during an appointed week in February. Parents must present birth certificate, Baptismal certificate and all health and immunization records. All new registrants must have a complete physical examination before the start of the school year. Children registering for grades 2 through 8 must present the last two year's report cards as well as any standardized testing.

Registration for returning students is held annually in January.

Transfers

Parents of students who are withdrawing from school should inform the school office in writing at least one week in advance to give necessary time for completion of school records. The parent must sign a record release form so that records can be sent to the new school upon request of that school's principal. A student transferring into Saint James School should present a pupil transfer card from the latest school attended that will allow administration to request all records.

School Sessions

School Hours

Grades Kindergarten through 8th Grade: 8:00 A.M.—2:15 P.M.

*Students must **not** arrive at Saint James School prior to 7:45 A.M. There is **no supervision** on the playground before this time and there is traffic passing through the schoolyard.*

Upon arrival at school, students are to wait appropriately on line in the area of the playground that has been designated for his/her class. In case of inclement weather, students are to report to the cafeteria and be seated at the assigned table for his/her class.

Children must arrive at school between 7:45 and 7:55 A.M. in time for the first bell.

The Extended Day Care Program (EDP) has been established to assist those parents who need supervised care for their children after designated school hours.

Tardiness

Punctuality is of the utmost importance in child training. A student who is tardy must report to the Business Office with a written note explaining the reason for being late. This note must be signed by the parent or guardian. Students will be marked late if they arrive in school after the 8:00 A.M. bell. The only exception is when tardiness is caused by school buses. Upon late arrival, all students must report to the Business Office and sign in. Recorded tardiness results in perfect attendance ineligibility. Those students who are chronically late may be placed on acceptance probation for the following year at the time for re-registration. Those students in grades 6-8 who are late five times will serve Late Detention for each day's tardiness henceforth.

Dismissal

Students are dismissed as walkers or bus riders. Any change in the dismissal procedure requires a written note to be presented at the Business Office on that day.

12:05 Dismissals

Some days throughout the school year have been set aside for faculty meetings and teacher in-service days. Such days are indicated on the school calendar. Written parental permission is required if a student is not going directly home on this day or any other day. The note must be presented to the teacher who, in turn, will notify the Business Office.

Emergency Closings

In the event of emergency closings (weather related or otherwise), announcements will be made over the following radio stations between 6:00 and 8:00 A.M.:

WJLK (1320 AM)	Monmouth Co.	94.3 FM	99.7 FM The Breeze
	Ocean Co.	98.5 FM	
WHTG (1410 AM)		106.3 FM	107.1 FM The Breeze
WBUD (1260 AM)		101.5 FM	

Emergency closing information will be posted on the schools website: **MYSAINTEJAMES.COM**. If an emergency arises during a school day, the class parent will notify parents and an announcement will be made on the radio as soon as possible. Please listen to the radio if snow begins during a school day. The school will abide by the instructions completed by parents on the Emergency Management Closing form for dismissal procedures regarding their children. It is the parents' responsibility to be sure the Business Office has the **current home, work and emergency phone numbers** at all times.

The public school district determines whether or not buses will run during inclement weather. In the event that a public school district is closed in which a student resides, but Saint James School is open, it is the responsibility of parents to transport those students to and from school when there is no bus service.

Emergency Closings

Although Saint James School does not hold "delayed openings", many public school districts do and busing schedules are determined by those districts. Therefore, if the local public school district is on a 90 minute delayed opening, students attending Saint James School from that district will be picked up 90 minutes later than the normal time. Students are not marked tardy. Parents must listen to the local radio stations to ascertain this information.

Vacations

Saint James School does not approve of and strongly discourages students being removed from school for vacations. Therefore, it is not the teachers' responsibility to have assignments prepared for a student prior to absence for a vacation. The family must assume total responsibility for the educational needs of the child while on vacation. The student is responsible for all work taught during the period of absence, including classroom assignments. All work and assignments must be complete within one week after returning to school from the vacation. Each parent and student must realize that it will be impossible to duplicate much of the work that is missed due to vacation. Parents should notify the school and classroom teacher about a planned vacation. You are strongly urged not to plan vacations especially during **TERRA NOVA and major testing time.**

ATTENDANCE

Absence from School

Absence is the non-attendance of a pupil from any class on those days when school is in session. Regular attendance is most important for good scholastic progress. Illness of the pupil, death in the family, and exceptional instances that affect the child are the only legitimate excuses for absence from school. For the protection and welfare of all children, parents are requested to keep children home if they show any of the following symptoms; chills, coughing, earache, fever, headache, pain, nausea, skin eruptions, sore throat, etc. Children must be fever free for 24 hours before returning to school.

Oversleeping is not an excuse for absence because it is unquestionably better to be late than absent.

A written note must be presented upon the child's return to school, with the following information: Child's name, grade, and dates of absence, reason for absence and signature of parent or guardian of student. All parents of students who will be absent must call the school (732-741-3363) before 8:30 A.M. to report the student's absence.

If any student is absent for three or more days, please notify the nurse of the reason for such absence. All contagious diseases must be reported to the nurse as soon as diagnosed. If an extended absence from school due to sickness is necessary, please contact the school for arrangements for class work assignments or for possible home tutoring. Work will be sent home only if the absence exceeds three days.

Absence

When a student has been absent from school, it is his/her responsibility to personally check with the teacher involved to determine the work that has been missed during his/her absence and the possibility of make-up work when the teacher feels it is necessary. Work and tests are to be made up within a week of the student's return to school.

Excuses from gym on short-term illnesses will be granted only upon written statement from the child's physician.

Children with casts are not permitted to participate in gym or outdoor recess.

Request for Early Dismissal

It is strongly requested that parents make doctor and dental appointments after school hours. If it is necessary for a pupil to be dismissed early, a written request must be submitted that morning, stating the reason for the request. Telephone requests for early dismissal will be honored only in case of emergency and upon satisfactory identification of the caller. The parent or guardian must sign the student out of school.

NOTE: **No student may participate in an extra-curricular activity (Awards Nights, social evenings, clubs, plays, sports or practices) on the day that he/she is absent from school.**

A student must be in school until 12:00 Noon to be considered present for that day.

CURRICULUM

Academic Goal

The academic program at Saint James School provides an integration of curricula where learning exposure (content) and experience (process) intertwine as threads in a woven fabric. Curriculum presentation acknowledges the uniqueness of each child and recognizes various learning styles and intelligences. The ultimate goal is to challenge and stimulate each student's intellectual development so that his or her pursuit of knowledge is never completed, thus continuing throughout his or her life.

The academic program offered at Saint James School follows guidelines recommended by the Diocese of Trenton. Pedagogy, textbooks, manipulative materials, and technology are continually evaluated. The following subjects are taught on a daily basis: Religion, Mathematics, Integrated Language Arts, Science, and Social Studies. The following subjects are taught on a weekly or bi-weekly basis: Physical Education, Art, Music, Spanish, Math Lab, Computer Lab, and Library/Research. Health is taught in a workshop format.

Religion

Aside from the daily process of developing a Christian faith community among students and faculty, the formal teaching of the doctrines, scripture, and traditions of the Church, the children have the opportunity to participate in seasonal Liturgical Celebrations throughout the year. Parents should see that children attend Eucharistic Liturgy on Sundays as well as on Holy Days of Obligation. Lenten fast of meatless Fridays is followed in the cafeteria. All students, regardless of individual religious affiliation are required to participate in religion classes and celebrations.

The preparation of students for the reception of a sacrament involves the cooperation and participation of the parents. Parents are asked to become directly involved in home instruction, projects, attending workshops, and above all being models of the Christian life lived.

Students of the second grade prepare for the reception of the Sacraments of Reconciliation and First Eucharist.

Students of the seventh grade begin to prepare for the reception of the Sacrament of Confirmation. However, the administration of this sacrament does not take place until the fall of the eighth grade.

The student body of Saint James School experiences the joy of God's loving forgiveness in the celebration of the Sacrament of the Reconciliation two times during the course of the school year. Character education, volunteer service, and the study of Family Life programs are also incorporated into the religion curriculum.

Resource Programs

Students needing resource programs receive such instruction in the areas of Integrated Language Arts for grades 1 through 8 and Mathematics in grades 1 through 5. Placement in these classes is limited.

State funded programs are available for additional help in reading, writing, and math. Terra Nova test scores are the criteria used to determine eligibility for these programs. Parents must sign consent forms for children to leave these classes.

Speech correction, Child Study Team Evaluation, and Supplemental Instruction are also offered to eligible students through state funding.

Advanced Programs

7th and 8th grade Mathematics offer higher-level Math courses of Pre Algebra and Algebra. 6th, 7th and 8th grade Integrated Language Arts (ILA) offer advanced Literature and Writing courses. Placement in ILA classes is limited. Placement in both programs are based on a composite profile determined by Terra Nova Testing, a cumulative test, report card average, and teacher reference.

Homework

Homework is an essential requirement for the full scholastic development of a child. The homework is assigned not merely to solidify and integrate what the child has been taught, but also to foster in the pupil independent work habits and instill in him/her a sense of personal responsibility. (Homework is usually given Monday through Thursday.)

The following chart may be used as a guide to indicate the amount of time for written and/or for study homework at the indicated grade levels:

Grades 1 and 2	30 minutes
Grades 3 through 5	60 minutes
Grades 6, 7 and 8	90 minutes

If, for a serious reason, homework cannot be completed on a given night, the parent should forward a note to the teacher. If your child is spending considerably more time on homework than the guide suggests, please contact the school.

Students in grades 3 through 8 must use the official school homework book and organizational binder. These supplies are purchased in the school only. Parents of students in grades 3-5 must sign these books nightly, grades 6 through 8 weekly. Grades 1-2 use notebooks purchased in school and they must be signed nightly. Grade 2 also uses the organizational binder. **All assignments must be written in these books.** Long-term projects are assigned on appropriate grade levels. Time management is an important skill to be learned through this experience.

Homework will also be posted on mysaintjames.com. Click on the eBoard link.

All graded work will be sent home in a Parent Review Envelope (PRE). Parents are asked to review the work enclosed and sign the cover signature sheet acknowledging inspection of the enclosed contents. This procedure is for grades 3-8.

Physical Education

Classes meet weekly. Students must wear a Saint James School gym uniform which consists of green mesh shorts with school logo, heather gray tee shirt with the school name, white sneakers, and white socks. Shorts and tee shirts may be purchased from Flynn & O'Hara Uniform Company. Only a Saint James sweat suit may be worn **over the gym suit** in cold weather. No other sweat suit attire is permitted nor are sport team shirts, sweat suits or fleeces to be worn.

A doctor's note is the only acceptable excuse for not taking part in the Physical Education Class. Forgotten gym clothes or students out of uniform may not take part in class and receive a failure for the day's class. This could ultimately impact the trimester's grade. Improper sportsmanship or gym etiquette will prevent a student from participating in this class.

Library/Media Center

Our library contains thousands of volumes suitable for all grades. Some books have been procured through Federal Aid under Title II program and through matching funds for our school. Library books are to be returned on the due date and a charge of 5 cents per day is made for overdue books.

Destruction or loss of any book necessitates replacement. The use of the library is available to all students in the school. Students are encouraged to make maximum use of library facilities.

The Library, Computer Lab and Math Lab contain state of the art computers. Students are taught not only computer skills and programs but also responsibility and accountability in regard to computer use. The computers access the Internet. Safety blocks have been installed on all Internet wired computers. To insure the seriousness of this responsibility, students in grades 5-8 are required to read and sign the Acceptable Usage Policy in order to have access to all technological tools and participate in the Technology Program.

Interactive Smart Boards are housed on each floor. Two are portable; all others are permanently installed in classrooms.

Field Trips

Periodically, students are taken on field trips as part of the educational program. Such trips are made only with the permission of the parents, although they are encouraged as enrichment to the daily program. When such trips are being planned, permission slips will be sent home to be signed and returned to school. All trips are supervised by the classroom teacher and other adults. A student who does not attend a class trip is expected to spend that day in school. It is not a "free day" for that student. No students may accompany the class on the trip unless these consent forms have been signed.

Extra-Curricular Activities

Saint James School offers various activities in which students may participate if they meet the academic and physical requirements. For a well-rounded education, we offer a balance between academic studies and extra-curricular activities so that one has the opportunity to develop intellectually, morally, emotionally, and culturally. Parental permission is required for students who participate in these programs. Students participating in extracurricular activities must be mindful of their obligation to represent Saint James School honorably as well as to perform their respective functions with Christian attitude and dignity.

Sports are an important part of education. At the present time basketball, baseball, soccer, softball, track, cross-country, cheerleading and golf are offered. All students must have a sports physical before trying out for a team. A student who failed a subject in any marking period is immediately ineligible to participate in the Saint James sports program until there is noted significant improvement in the subject grade. Teachers will submit names of students failing a subject to the school office for verification by the Athletic Director. The same is true of two or more D's in subjects. This is not meant to be a punitive measure, but rather an opportunity for the student to devote the time necessary to achieve improvement, and thus return to full activity. Student athletes and their parents are required to adhere to all guidelines and policies put forth in the Athletic Handbook.

In addition to sports, the following activities offer students a selection for participation and service: Student Council, Service Projects, Safety Patrol, Art Fair/Contests, Yearbook, Drama Club, Stock Market Club, Law Adventure, Science Plus, Science by Mail, Literary Club/Contests, Choral Group, Royal Ambassadors, Student Newspaper, Winter Clubs, Band, Peer to Peer Leadership and Student Mentors. The Parish offers the opportunity for students to become Altar Servers. Participation in sports or any school activity is a privilege, which may be revoked by the Principal for academic or behavioral reasons.

HEALTH

Emergency Card Information

Parents will be notified if a child becomes ill while at school. Work numbers, cell numbers, the home telephone number and the name and telephone numbers of two other people who can be called in case of a parent's absence from home should be on the Emergency Card in the nurse's office. It is the parent's responsibility to keep this information current. Written notification of a change of address or telephone number is to be sent to the business office immediately in order to keep this information current.

Please make sure all children have breakfast before coming to school. Many morning illnesses are related to children not having had breakfast.

Health Program

1. All kindergarten and new students are required to have a physical examination before entering school. Immunizations must be provided and be up to date.
2. All students in the fourth and seventh grades are required to have a physical examination by their own physician. Notices will be sent home.
3. Hearing and Vision tests are given to first, second, third, fourth, and seventh grades and to any student referred to the nurse because of a hearing or vision problem.
4. All students are weighed and measured annually. Ten to fifteen year old students are also screened annually for scoliosis.
5. First aid, when needed, is given by the school nurse during the school day. Injuries occurring at home will not be treated in school. If your child is injured at home, please do not send him/her to school and tell them to have the nurse check the injury.
6. School Insurance is obligatory for all students. The cost of this insurance is included in the Registration Fee. All students are enrolled in the Student Accident Insurance Program for the Diocese of Trenton. This program is an "Excess Plan", meaning the parent's/guardian's coverage is primary in the event of a claim. Claim forms are available in the nurse's office.
7. When a pupil is to have any medication, including Tylenol or aspirin, administered during school hours, the following procedures must be observed:
 - a. Request in writing by the parent or guardian of the student that the school nurse administer the medication.
 - b. A written order from the doctor stating:
 - (1) Diagnosis
 - (2) Name of medication
 - (3) Dosage amount and frequency.
 - c. The medication must be kept in the health office in the original pharmacy container and taken home at the end of the school year. **THIS ORDER MUST BE RENEWED EACH SCHOOL YEAR.** Absolutely no student may take medication on his/her own. Students may not carry medication on his/her person at any time. This includes cough drops and aspirin.
 - d. Parents are not permitted to come to school to administer medication to their child.
 - e. Antibiotic medication administered three or four times a day must be given at home.

8. Please see that your child has Kleenex or hankies when they have a cold or allergy reaction.
9. A physical examination is required for each student before trying out for any sport in any grade.
10. Temporary foot problems that warrant the wearing of sneakers require a physician's note. Students may require orthopedic inserts on a regular basis. In this case, shoes must be purchased that accommodate both the insert and comply with the school uniform dress code. Students may not wear sneakers indefinitely.

TESTING AND EVALUATION OF STUDENT PROGRESS

Standardized Tests

Terra Nova tests are conducted annually in grades 2 through 7. This testing takes place in the late winter of the year and is designed primarily for following a student's growth from year to year within each subject area. This testing is valuable because the scoring is scaled to provide useful information for the teachers in evaluating and continuing the improvement of a child's educational progress. Mental ability tests are administered to the students in grades 4 and 7.

Terra Nova testing dates are on the school calendar; vacations should not be planned during testing week.

Trimester Assessments

Report cards are issued three times during the year to students in grades K through 8. Parents are asked to sign the report card and return it to school. It is imperative that the report card be returned to school the next day. The report card information represents a composite of daily work, homework, assignments, reports and tests.

Progress Reports are given midway through the trimester.

Report Card Marking Code:

Kindergarten will use developmentally appropriate performance indicators of N-Not Yet, D-Developing, E-Emerging, P-Proficient.

Grades 1-2 will use the following performance indicators of O-Outstanding Progress, VG-Very Good Progress, G-Good Progress, S-Satisfactory Progress, N-Progress Needed.

Grades 3-5 will use a letter grade marking code associated with a numerical range. A (93%-100%), B (85%-92%), C (76%-84%), D (70%-75%), F (69% or below). F indicates that the student is not meeting the expectations of the curriculum.

Grades 6-8 will record a numerical grade for each major discipline. A passing grade is 70% or above. An F will report whenever a grade is 69% or below. The lowest failing grade to be numerically recorded on the report card is 60%.

Parent Conferences

Parents are encouraged to schedule conferences at any time during the school year, especially if an immediate concern arises. Formal conferences are scheduled during the first trimester. Conference forms will indicate the appointment time if there is a need for such a meeting. Teachers or parents may request a formal conference during the second and third trimester on an “as needs” basis.

All parents are encouraged to contact the teacher with concerns regarding their child. All other conferences aside from the calendar parent-teacher conferences must be made by appointment. No parent may approach the classroom to speak to the teacher on behalf of the child during the school day.

If a telephone conference is necessitated at any time, please notify the teacher in written form or contact the school office. Please indicate the time and place where you can best be reached and the nature of the call.

The partnership between parents and teachers can only be strengthened through open and frequent communication both in the written and verbal form. It is only through the closely coordinated efforts of home and school that the goals of education can be achieved.

Honor Roll

Saint James School celebrates the effort and achievements of all those students who strive to perform to the best of their abilities. The Honor Roll recognizes those students who have achieved High Honor or Honor standings in all major subject areas, accompanied by a satisfactory grade in the areas of Art, Music, Spanish, Physical Education, Math and Computer Lab. Students in grades 5 through 8 are eligible for the Honor Roll.

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| Grade 5 | High Honor Roll consists of a letter grade of A in all content areas.
Honor Roll consists of a letter grade of A or B in all content areas.
Conduct must be a satisfactory complement to the honor grades. |
| Grades 6-8 | High Honor Roll consists of 93% or higher in all content areas.
Honor Roll consists of 85% or higher in all content areas.
Conduct must be a satisfactory complement to the honor grades. |

Promotion

Promotion is left to the discretion of the principal and the teacher. Students who do not achieve a final passing grade in a major subject must attend summer school or receive tutoring before promotion is finalized. Promotion policies are in accordance with the Diocesan Handbook Policy 5123.

DRESS CODE

Grooming

Neatness and cleanliness are part of a child’s education and such grooming is the responsibility of the parents. Students’ clothing must be clean and mended at all times. Extreme or fad hairstyles or color will not be permitted for either boys or girls. Boys’ hair length may not touch the shirt collar. Boys’ hair length that necessitates being tucked behind the ear is too long. Boys’ hair length and style that result in an untidy array, hangs in the eyes, or presents an unkempt appearance will not be permitted. If given notice, boys will have one week’s time to rectify the situation by having their hair cut and shaped. Make-up is not permitted. Clear nail polish or French style manicures are

permitted for girls in the 6th, 7th, and 8th grade only. Nail art is not appropriate for school wear unless special permission is given.

Jewelry

Small button-type earrings are allowed only for girls. Large hoop or chandelier earrings are not appropriate for school wear. Boys may not wear earrings. Other than a watch, one bracelet, or simple gold/white gold necklace, jewelry is not allowed.

The Principal will determine whether a particular hairstyle or article of clothing or jewelry is appropriate.

Uniforms

All children in grades 1 through 8 are required to wear uniforms. Summer uniforms are optional. Dates for wearing of winter and summer uniforms are noted in the school calendar. Change of seasonal uniforms is not at parent's discretion. Sweaters may be omitted during the summer season. However, if cool weather warrants the wearing of a sweater indoors, only the school sweater is permitted. Students may not wear team fleeces or sweatshirts in place of the school sweater.

Boys' Uniform:

Grades 1 through 8

Gray uniform pants (a belt must be worn with all pants).
Green uniform shorts may be worn for summer.
White dress shirt (long or short sleeves).
Short sleeve uniform golf shirt (summer only).
Long sleeve uniform golf shirt.
White turtleneck (winter).
Long sleeve polo can be worn with sweater (winter).
Dark green V-neck sweater, crew neck sweater, or vest sweater.
Plaid uniform tie.
Socks: white, dark green or gray (low-cut sports socks are not permitted).

Girls' Uniform:

Grades 1 through 4

Green plaid uniform jumper or plaid uniform shorts worn with a belt.
Gray corduroy pants worn with a belt (winter).
White Peter Pan collared blouse (long or short sleeves).
Short sleeve uniform golf shirt (summer only).
Long sleeve uniform golf shirt
Solid white turtleneck (winter).
Dark green uniform cardigan sweater worn with the jumper if needed.
Dark green V-neck sweater, crew neck sweater, or vest sweater worn with uniform shorts or winter pants.
Long sleeve polo can be worn with sweater (winter).
Solid green knee socks or green, white, or navy tights only (low-cut socks are not permitted).
Shorts may be worn in the winter. Tights or knee socks are to be worn with the shorts in the winter.

Girls Uniform:

Grades 5 through 8

Green plaid uniform skirt, plaid uniform shorts or plaid skort.
White button down blouse (man-tailored long or short sleeves).
Short sleeve uniform golf shirt (summer only).
Long sleeve uniform golf shirt.
Solid white turtleneck shirt (winter).

Dark green V-neck sweater, crew neck sweater, or vest sweater.
Long sleeve polo can be worn with sweater (winter).
Solid green knee socks or green, white, or navy tights only.
Plaid uniform shorts may be worn in the winter. Tights must be worn with the shorts in winter.

Girls' Uniform Options (grades 1 through 8): Uniform gray corduroy pants (winter).

8th Grade Option Only: Class Fleece may be worn in place of the school sweater. Class fleece is a *senior privilege only*. The Class Fleece must be purchased through Flynn & O'Hara (special order).

All girls' uniforms are to come no more than 2 1/2 inches above the top of the knee.

School shoes for both *boys* and *girls* must be a tied oxford style in TAN, BROWN, BLACK, NAVY, OR HUNTER GREEN ONLY. NOTE: GIRLS SOCKS – SOLID GREEN KNEE SOCKS ONLY.

NO BOOTS, PLATFORM SOLES, ELEVATED HEELS, BUCKLED SHOES, STRAPPED SHOES, CLOGS, UGGS, NAOTS, WATER OR SNEAKER STYLE SHOES OF ANY KIND ARE PERMITTED or any shoe style that resembles sneakers.

THE PRINCIPAL WILL DECIDE THE APPROPRIATENESS OF THE SHOE STYLE.

A doctor's note is required for students with special shoe needs. This note must be issued annually. Parents and students are expected to comply with the dress code of Saint James School. A note signed by a parent must be presented to the homeroom teacher if circumstances prevent a child from being in uniform on a given day. Students who are in grades 6 through 8 and who forget a part of the uniform or who violate the dress code will be issued an Accountability Referral. Continued negligence will result in parents being called in to discuss the lack of cooperation. Uniforms must be size appropriate.

Kindergarten Attire

School uniforms are not required at this level. Students should wear clean, neat play clothes to include jeans and sneakers. Sandals or flip-flop shoes are not permitted.

YOUR CHILD'S NAME MUST BE WRITTEN ON THE INSIDE OF ALL UNIFORMS, GYM CLOTHES, OUTDOOR CLOTHING AND PERSONAL ITEMS.

Dress Up/Dress Down Day

During the school year, there are times when students may attend school in clothing other than the school uniform.

DRESS UP: Sunday best attire is to be worn. Sneakers, jeans, sweats, T-shirts, shorts, athletic wear are not to be worn.

DRESS DOWN: Students may wear neat and presentable jeans, sweats, etc. Sneakers may be worn.

The School House News will indicate the dress code of a particular day. Students are not permitted to wear backless shoes or flip-flops at any time while attending school.

CODE OF CONDUCT

Code of Conduct in School

The children will always be courteous and respectful to visitors, the faculty, and fellow students. They will always greet teachers, open doors for adults, and offer other courtesies.

When walking in the hallway, they will be silent so that other classes are not disturbed. The students are not allowed in the school building before 7:55 A.M. nor may they return to the building during lunch or after they are dismissed. Students may not return to the building to retrieve forgotten assignments or books after dismissal. On rainy or very cold days, however, the children will be permitted in the cafeteria in the morning before school. No child is to arrive at Saint James prior to 7:45 A.M. since there is no supervision in the schoolyard or cafeteria prior to this time.

Students in the 6th, 7th, and 8th grades are expected to comply with the “**Saint James Constitution for Cooperation**” affirming it by signing the Cooperation Contract. Parents are asked to support them in their efforts by carefully reading and co-signing the Student Contract.

In compliance with the Monmouth County Prosecutor’s Office, Saint James School maintains a zero tolerance in regard to school violence or the threat of violence. Bullying of any kind will not be tolerated. Every appropriate step will be employed to safeguard the well-being and dignity of every student. Parents and students share in this responsibility and should report any concern of this nature to the Principal.

Code of Conduct in the Classroom

Students will familiarize themselves with classroom rules and comply with them. They will address teachers in a courteous manner at all times. Each teacher is responsible for the discipline of the students in the classroom and for preserving discipline throughout the school. If a question should arise concerning discipline, it is advisable that the parent first contact the teacher involved - the teacher and/or parent would then refer serious problems to the principal.

Code of Conduct in the Cafeteria

Each student is to make it his/her responsibility to clean his/her eating area. Eating and drinking are not permitted outside the lunchroom area. Students are to remain seated until their class is dismissed. They are to walk from the cafeteria. Manners and code of politeness are required at all times.

Code of Conduct in the Playground

Playground activities are supervised by parents and teachers. The following regulations will be strictly enforced:

1. Good sportsmanship is to be displayed at all times. Games must be played according to established rules.
2. Dangerous games must not be played—teachers or parent supervisors may terminate any game which they deem to be dangerous.
3. Footballs, small hard balls, tennis balls, bats and hockey sticks are forbidden as is picking up and throwing stones. The school will supply all play equipment to be used. Equipment is to be shared.
4. Students may not leave the playground during recess.
5. All problems and injuries are to be reported to the teachers on duty, which will notify the nurse when necessary.
6. When the bell signals the end of playground time, students are to curtail activities immediately, return the equipment to the supervisors, and line up in designated areas to meet teachers.
7. All students are to be included in play activities.
8. Unless a Playground Supervisor through Partner for Excellence, parents should not be present in the playground during recess times without the awareness of the principal.

During inclement weather, students will have recess time in the classrooms under the supervision of the playground parents and teachers. Children are not allowed to run, skip, or jump in the rooms. They are not allowed to leave the homeroom to visit other rooms. Students may chat quietly, play games, or read.

Code of Conduct on the Bus

In order to insure the safety of bus riders, all students are advised of and must abide by the Bus Safety rules received. All students must remain seated on the bus, facing forward with seat belts buckled, at all times. Students may not leave the bus once boarded. Students must keep their voices modulated. Students are reminded that they are representative of this school. Their behavior at bus stops must reflect the behavior expectations of this school.

At no time is a student to put any body part out the window or throw any object from the bus. Homework is not to be done on the bus.

Students may not eat or drink on the bus. Students will lose bus privileges for a specified length of time if repeated infractions of good behavior are reported.

Books/Lockers/Desks and Chairs

Books are on loan to the children and must be cared for throughout the school year. All books must be covered at all times. No writing or drawing is permitted on book covers or texts. Books must be carried to and from school in a book-bag. If a book is lost or destroyed, payment must be made before final report cards will be given.

Lockers are provided for the 6th, 7th, and 8th grade students. Lockers may not be decorated internally or externally in any way.

Desks and chairs are to be treated carefully. At no time are they to be defaced or abused. Students will be required to replace any school property that has been damaged.

Discipline

Discipline at Saint James is not meant to be punitive; rather, it is meant to create an atmosphere of order where a child can develop self-discipline. An important part of education is acquiring the responsibility and maturity to become self-disciplined. An important part of personal growth includes accountability for one's actions and one's words (both spoken and written).

Order is essential to the management of any school. Ordinary discipline is the responsibility of each teacher and the basis of all discipline is mutual respect. Parents need to openly support the efforts of the teachers in this area. If a conflict occurs, the matter should be discussed privately between teacher and parent. If a child hears disparaging remarks about a teacher, it would be difficult for him/her to return to class and view that teacher with respect. Please call the office and make an appointment with the teacher if questions arise.

Parents may be asked to remove students from Saint James School if their conduct results in other children suffering, or a threat to their safety, or if their conduct is continually unacceptable and detrimental to the learning of others in the school community.

Detentions

The warranting of a detention for unsatisfactory behavior is a serious matter.

Detention slips must be signed by the parent after a discussion with the child concerning the misconduct. Parents are responsible for the child's presence at detention on the assigned detention afternoon indicated by the school. Parents are responsible for the child's transportation after the detention period. Excuses should not be submitted requesting deferred detention because of inconvenience. The child is aware of all school rules and expectations and is accountable for his/her infractions. Parents will be notified of the student's continued lack of cooperation. The child may be sent to Discipline Board if detentions warrant this action and parents will be asked to attend. The discipline code is further explained in the Diocesan Handbook Policy 6154. Parents and students should refer to "Saint James Constitution for Cooperation" regarding Behavior Warnings and detention for the middle grades.

Suspension

A child may be suspended for a serious violation of school policy. Length of suspension will be determined by the Principal. Such serious violations include but are not limited to fighting, stealing, defacing school property, cheating, gross disrespect toward another individual, leaving the school grounds without permission, bringing cigarettes/drugs/alcohol/weapons to school or any school activity or event.

When a student is suspended for a serious violation, the parent will be contacted and the student may be sent home immediately. A student on suspension (in school or out) may not participate in any school related activity during the day(s) of that suspension nor participate in the next school social activity. In the case of a most serious act, a student may not participate in extracurricular activities for a period of time determined by the Principal.

Disciplinary Probation

Disciplinary Probation is to be regarded as an extremely grave situation. Any student on Disciplinary Probation will be prohibited from participation in school activities including sports/class trips during the probationary period. Students receiving two suspensions in a year will be placed on disciplinary probation.

Expulsion

Expulsion is considered a most serious matter and would be used as a last resort and after much serious deliberation. "Expulsion of a student may occur for **extremely** grave infractions of school regulations; for continued undesirable conduct detrimental to the moral or physical safety of other students; for continued and seemingly malicious disobedience to, or disrespect for duly authorized authority." (Handbook of Policies and Practices, Diocese of Trenton).

TRANSPORTATION

Walkers

For their safety and protection, students who walk to and from school are required to cross where there is a crossing guard. Children should be encouraged to walk in groups and obey street crossing regulations. Students must be mindful that they are representatives of the Saint James School Community and that their conduct be reflective of the school's code of conduct at all times. Students are never to be crossed by parents in the middle of the block or in between parked buses.

Bus

Bus authorizations are handled by the local public school district in which the student resides. Applications are provided by the school and must be filled out each year. Applications are forwarded to the appropriate school district no later than May first. Any questions about bus schedules, location of bus stops, drivers, etc., should be directed to the transportation department of your public school district. Use of bus service is strongly encouraged if it is provided to the student.

Only authorized students may ride the bus. *CHILDREN **MAY NOT RIDE ON BUSES OTHER THAN THE ONE TO WHICH THEY ARE ASSIGNED*** (i.e.: one township may not ride the bus of another township). **PLEASE DO NOT REQUEST A CHANGE IN THIS AT ANY TIME, AS IT IS NOT PERMITTED UNDER THE LAW.**

- Students must remain seated, facing front, at all times while on the bus, regardless if the bus is in motion or not.
- Students must be respectful of the bus driver and follow all directives.
- Students may not do homework on the bus and must keep their voices modulated. Seat belts must be worn. Students may not eat or drink on the bus.

Parents must notify the school in writing whenever the child has alternate plans for transportation other than the normal daily procedures already established.

No cars are permitted to park or wait on Peters Place at any time during legal school days.

No cars are permitted to discharge or pick up students in the schoolyard.

No cars may discharge students in the "BUS LOADING" area.

Students are not to be discharged from cars on the opposite side of Peters Place.

No cars may discharge students at the STOP sign on Drummond Place.

Parents are requested to follow the school's traffic flow plan at all times to insure the safety of all children.

General Information

Child Abuse

New Jersey law requires any person who has “reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse to report the same promptly to the Division of Youth and Family Services by telephone or otherwise.” (N.J.S.A. 9:6-8, 10 et seq.)

Failure to report suspected child abuse is punishable as a disorderly person’s offense. (N.J.S.A. 9:68.14). Under the law, anyone who makes a report shall have immunity from any civil or criminal liability that he may have otherwise incurred. (N.J.S.A. 9:6-8.13).

Communications

Parents are kept abreast of policies, procedures, and other information on a regular basis via: Handbook, Yearly calendar, School House News (monthly update), WIN envelopes, the Royal Reporter, and the E-mail Notification System e-mail chain. Parents are urged to check the schools website: **mysaintjames.com** to be updated on activities, events, and opportunities.

Development Program

The goals of this program are the continued advancement of the school to insure its existence in the future. Marketing, recruiting, financial advisory as well as viability, vision, scholarship funding and funding for capital improvements are only some of the areas that spur the efforts of Development. This program continually seeks interested persons from within and outside the school community to join in this quest.

Emergency Management Plan

The purpose of this plan is to protect the lives and property of the students and staff of Saint James School during emergencies be it weather related or other circumstances. The plan provides for the chain of command as well as the actions to be followed in the event of emergencies within the school and outside the school. The plan provides actions to be taken to prepare, respond, and recover from the effects of an emergency. This plan takes an all hazards approach to emergency management.

Fire Drills

In compliance with the New Jersey State Law regarding fire regulations, fire drills are held periodically throughout the year. Students are trained to move quickly and quietly to their designated locations. Fire equipment is inspected in accordance with state law requirements. A strict code of behavior is upheld during Fire Drills. *Absolute silence is required of all students.*

Glossary

- ARF Accountability Referral Free**—Designated day that 6th, 7th, and 8th grade students may enjoy a dress down day for being Accountability Referral Free (see Constitution).
- BSA Broad Street Auditorium**—A part of Red Bank Catholic High School. Entrance is on Broad Street.
- BWF Behavior Warning Free**—Designated day 6th, 7th, and 8th grade students may enjoy a dress down day for being Behavior Warning Free (see Constitution)
- Dress Down Day**—Students are exempt from wearing uniforms. They may wear sneakers, jeans, sweats, appropriate tee shirts.
- Dress Up Day**—Students are exempt from wearing uniforms. Dress down clothing may not be worn. Slacks, skirts, sweaters, school type shoes may be worn.
- PRE Parent Review Envelope**—Grades 3 to 8. It contains all graded papers. The envelope is to be signed and returned the next day.

- WIN Weekly Information News Envelopes**—Each week the youngest child will receive this envelope containing PTA news and flyers. The envelope is to be signed and returned the next day.
- ENS E-mail Notification System**-School information sent electronically to parents personal e-mail.

Lunch Program

All students in grades 2 through 8 must eat in the cafeteria. Grade 1 joins the student body in January. Until that time, they eat their lunch in their classroom. Hot lunches are available for students in grades 2-8 who wish to buy them. Hot lunch menus are distributed monthly. Cold lunches and beverages (milk juices, water) are also available. Kindergarten and 1st grade children do not purchase their lunch in school. Kindergarten students eat lunch in their classrooms. All students are permitted to bring a light nutritious snack to school each day. A mid-morning break is provided for each grade level.

Missions

Children are made aware of the spiritual and material needs of the foreign missions and are given the opportunity to join the National Childhood Association. The students pay a fee of \$2.50 annually. Mission collections are made in the classrooms and are mailed to the Diocesan Office for distribution.

Money Collections

Whenever it is necessary to send money to school, please send it in an envelope stating on the outside the child's name, grade, purpose for the money, and the amount. No money is to be collected by parents, teachers, or students without the consent of the Principal. Other than lunch money, please do not send cash to school unless it is specifically indicated. All checks should be made out to Saint James School unless otherwise indicated.

Parties

Parties are limited to Halloween and Christmas. Valentines Day celebration will be at snack time. Birthdays may be commemorated at snack time for grades 1 through 5. Please advise the teachers at least one day in advance if you plan to send in a small birthday treat. Please do not distribute birthday invitations (or invitation celebrations of any kind) to class members during school hours or on school property. Parents are asked to be conscious of the feelings of those children not invited to a party. Gifts are not to be exchanged in school as well. Children's birthdays will be announced over the public address system daily.

Partners for Excellence

Each parent receives a Partners for Excellence contract from the P.T.A. If the conditions of the contract are not met, a P.T.A. activity fee will be assessed.

Photo Release

Occasionally, Saint James School will use photographs taken of your child for marketing purposes. If you prefer that your child's photo not be used in any marketing activities, that request will be honored as per you instructions indicated on the Photo Release Form.

Pictures

Individual school pictures are taken in the fall of the year. There is no obligation for purchase. Class pictures are taken in the springtime. Class pictures cannot be purchased separately from the individual portrait package. Sports Team pictures are taken during the year as well as club and activity pictures. Students are to bring their team uniform to school for those athletic group pictures. Students may not have cameras or take pictures in school without the permission of the principal.

Royals

A part of PTA, this group is comprised of fathers, grandfathers, uncles, or any other significant male adult in the student's life. Meeting monthly, they plan family activities and outings throughout the school year.

Safety Patrol

There is an organized Safety Patrol in our school, which is comprised of responsible and dependable students. The Safety Patrol members are responsible for the safety of the students inside the school building, at various locations on the streets, and on the buses. The Safety Patrol sees to the safe arrival of students on the buses. Safety Patrol is required to report any misconduct on the bus to the principal.

Strategic Plan

The mission of the strategic planning process and the strategic planning team is to:

- Identify three to four areas of opportunity for improvement;
- Formulate measurable goals for addressing those improvement opportunities;
- Create specific action plans for achieving those goals; and
- Implement a system for monitoring, measuring and reporting our progress made toward realizing our goals.

Student Appointment

One day a week, each teacher is available until 2:45 p.m. for teaching reinforcement. The teacher must be informed in writing that the student will remain for extra help.

Technology

Students are not permitted to have walk/disc man, ipods, game boys, or any kind of digital or mechanical items on their person at any time while in school including the bus ride to and from school. If discovered, the item will be confiscated and must be retrieved by a parent.

Students are not permitted to use the school computers for any personal use (E-mail, etc.) other than research or word processing assignments.

Telephone

The office telephone is for business use only. Office phones may be used by students only for emergencies with permission. They may not call home for gym clothes, books, etc., which they have forgotten. Parents are not to telephone messages to their children during the school day. All post school arrangements must be planned prior to the school day's commencement.

Students are not permitted to have beepers or cell phones in their backpacks or on their person while in school. If a student requires a cell phone for after school activities, the phone must be checked in the Business Office in the morning and retrieved at the end of the school day. If the student does not comply and the phone is discovered, it will be confiscated and must be retrieved by a parent.

Students are to place cell phones in the backpack immediately upon receipt. Cell phones are not to be used on the bus with the exception of an emergency.

All students must register their phones with the Business Office. All phones must be labeled with student's name.

Tuition

Tuition for Saint James Elementary School is administered by the F.A.C.T.S. Tuition Management Company and is paid in twelve monthly payments. The rates of tuition for the next school year are announced prior to registration. Parents are expected to cooperate in meeting their financial responsibilities by paying tuition at the designated times. All parents are required to sign the tuition contract. This contract is legal and binding.

A re-registration fee is required of all families annually.

Students will not receive a report card or participate in graduation ceremonies if monetary obligations are not paid up to date.

Because tuition reflects only a portion of the cost of the education of each student, parents are asked/expected to support the fundraisers sponsored by Saint James Elementary School and the P.T.A.

Visitors

Visitors to the school, except at times of public functions, must report to the business office before entering the corridors. No parent may go to a classroom. Parents may not deliver items to classes. This policy prevents disruption to teachers and students during class time. All visitors are to enter Saint James School via the front door. Students are not permitted to bring guests or visitors due to lack of space in the classrooms.

Saint James School provides a secure and safe environment for its students. Visitors may only gain entry through the buzzer system at the front door. All front door activities are screen monitored from the Business Office. Visitors must report to the Business Office immediately, sign in, and receive a visitor's pass if necessary. All external doors are electronically locked prohibiting entrance to the school. All doors can be exited at any time. All personnel wear ID tags.

Volunteers

The education of your child involves a cooperative effort between home and school. Parents are urged to contribute suggestions and viewpoints concerning the educational needs of their child. The most efficient means to carry out this privilege is to become active members in the Parent/Teacher Association. Membership is open to all parents and guardians of students in the school and other people interested in Catholic Education. P.T.A. dues are included in your registration and re-registration fee.

You, the parents and students of Saint James Elementary School, are the heart and soul and spirit, which gives us a reason to be here. Many parents and members of our parish community generously give of their time to our students. There is a place in our school community for everyone. Please contact the president of the P.T.A. to discuss the type of assistance you would enjoy giving. **VOLUNTEERS ARE NEEDED.** For the safety of our students, all volunteers and visitors must wear designated badges when working in the school building.

There is no exposed asbestos in Saint James Elementary School. There is an asbestos management plan available in the office. Mr. Frederick Valentino is our asbestos manager.

The material set forth in this handbook may be amended by the Principal or Pastor at any time. There are many other regulations that may not be explicitly addressed but are implicit within the context of the school in its role of "In Loco Parentis" (in the place of the parent). Parents will be given prompt notice of any major changes. The policies put forth in this document are in compliance with the Diocesan Handbook of Policies, which is available for reference upon request.