



Saint James School
Parent/Student Handbook
2011-2012

Letter from the Principal

Dear Parents and Students,

Welcome to Saint James School for a new school year! We are so happy that you have chosen our school to educate your child, academically and spiritually.

As we begin this year, we pray for our students, parents, and faculty. The students will be accepted into a second home and family. The parents will find a safe environment that reinforces the Christian values being taught at home. With the important role and responsibility of parents, the school and family will work together to give the children the best example of role models and tradition of excellence for a lifetime.

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

In the Parent/Student Handbook, the policies of Saint James School and the Archdiocese of Hartford, Office of Catholic Schools will be found for the school year 2011-2012. Please read this document carefully and review the policies with your children. The attached agreement, which states that you intend to abide by the policies in the handbook, needs to be signed, and returned to school.

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

Sincerely,
Patricia A. Kanute
Principal

Letter from the Pastor

Dear Saint James School Parents and Guardians,

We welcome your child to another year at Saint James School! I hope it will be happy and fruitful – and that your child will grow in wisdom and grace during these next ten months.

Saint James is an outstanding school – and has been named a 2010 Blue Ribbon School! That honor, which is accorded to a maximum of 50 private schools nationwide in a given year, recognizes educational excellence.

Saint James School is dedicated to growing young hearts and minds and to educating the whole child – spiritually, academically and socially. It offers a welcoming environment to a diverse and growing student population, and the children clearly understand that they are respected and appreciated.

We constantly see evidence of the value of a Saint James education in the reports we receive from East Catholic High School on the success of Saint James graduates. Children at Saint James benefit from up-to-date technology; we take pride in the fact that each of our grades K through 8 classrooms is equipped with a Smartboard – and we're working on getting this terrific tool for the Pre-Kindergarten as soon as we can.

Saint James is marked by a strong Catholic identity; children are constantly nurtured in their faith and they pray in class every day. Their excellent training and respect for the Blessed Sacrament are evident when they attend Mass during the school day: many adults have commented to me on the prayerful and attentive manner of youngsters in every grade.

I hope you share my pride in Saint James – and that your child will have an excellent 2011-2012 school year!

Devotedly in Christ,
Father Kevin P. Cavanaugh
Pastor

Address: Saint James School
73 Park Street
Manchester, CT 06040

Office Phone: 860-643-5088
Office Hours: M-F, 7:30 AM – 3:00 PM
Fax Number: 860-649-6462

Pre-K Phone: 860-649-1396
Ext. Day Phone: 860-646-7808

Mission Statement

Saint James School provides an environment in which parents and teachers collaborate in giving youth a complete Catholic education, striving to follow the teachings of Jesus Christ by fulfilling our Christian obligation toward family, church, and society. Inspired by the Sisters of Mercy, we continue to provide a quality learning community comprised of Pre-K through Grade 8 students. Our school is rooted in faith and academic excellence by recognizing, respecting and nurturing the unique gifts of our culturally diverse students, enabling them to reach their full potential.

History of Saint James School

Saint James School is rich in tradition while always keeping up with the times. The school opened its doors in 1922, and the first class graduated in 1927. With Manchester's sudden and rapid growth in the 1940s, the school expanded to accommodate two classes per grade level from Kindergarten through 8th grade.

With more families having two working parents, Saint James School opened an extended day program in 1989 to provide quality after-school care for its students. The following year, a full-day kindergarten option was offered to parents. Families may choose between this program and the traditional half-day program for their kindergarten-age child.

In 1993, Saint James Pre-Kindergarten program was born. It found its home in the newly renovated and beautiful convent building adjacent to the school. Surrounded by loving teachers and breathtaking stained glass, the newest students of Saint James School ranged in age from three to five years old and may now choose between two, three and five day programs

Saint James School is accredited by the New England Association of Schools and Colleges, Inc.

Vision Statement of the Archdiocese for Catholic Schools

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

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

Admission Requirements & Policy

Students wishing to apply for admission to Saint James School will be given an age-appropriate placement test to determine their readiness and ability to succeed at Saint James School. Additionally, the parent/guardian must arrange for a copy of the student's school records to be provided to the principal and administration for review, and sign an authorization allowing the principal or administration of Saint James School to contact the administrators and faculty of the student's former school(s). If there is an opening in the grade for which the student is applying, the decision to accept the student will be based on the results of the placement test, the review of transferred records, and discussion with the previous school administrator and faculty. The principal and pastor have sole discretion in determining the acceptance of any student into Saint James School.

The Saint James School Pre-Kindergarten begins the educational process of a child at Saint James School. Registration will be announced in January/February to the school community, the parish and the general public. Enrollment will be granted regardless of race, creed or color. Students who register by March 31st for the upcoming school year will be admitted to grades K-8 based on the following priorities:

1. Saint James School Pre-Kindergarten students
2. Siblings of Saint James School students
3. Parishioners of Saint James Parish
4. Registered Catholics from other parishes
5. All others in order of registration

Student Behavior

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

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

- respect and obey the authority of administrators, teachers, and staff members;
- be honest with and courteous to all members of the school community;
- use only appropriate language and actions towards one another;
- walk quietly and in an orderly manner in the building at all time;
- eat food only at designated times and places;
- follow the school dress code;
- deliver all school-related notices and letters to parents;
- remain on the school property until dismissed or given permission to leave. Following dismissal, students must be under the supervision of faculty or staff in order to remain on school property.
- be aware that they may be disciplined for conduct off school grounds if such conduct is disruptive of the educational process, violates a policy of the school, or negatively impacts the school.

In addition, students must not:

- bring white out to school;
 - sell items in school, on school grounds, or on the bus - this includes candy, personal items or fundraisers of any kind;
 - use electronic devices (cell phones, MP3 players, portable game systems, etc.) during the school day.
- If a student brings any of the above items to school or is selling any items, the items will be taken away and the student's parents will be notified.

Disciplinary Measures

All students are responsible for their actions and are expected to control their behavior so that learning can take place. All discipline will first be handled by the respective classroom teacher(s) before the Principal is involved.

Detention - Detention is held after school hours for Grades K-8. If a student is given a detention, a detention slip will be sent home to be signed, and the detention will be served on the next school day. Behaviors that warrant a detention include, but are not limited to, the following:

- Disrespectfulness
- Disruptive behavior
- Failure to obey school rules
- Disregard for dress code
- Cheating
- Plagiarism
- Forgery
- Spitting
- Biting
- Chewing gum
- Foul language
- Obscene gestures
- Throwing objects

Suspension - When a student is suspended, he/she is excluded from classes while he/she serves his/her suspension. Suspension may be "in school" or "out of school" as defined below:

In-School Suspension

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

Out-of-School Suspension

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

Both in-school and out-of-school suspensions automatically exclude a student from any and all extracurricular activities (i.e. sports, clubs, trips, dances, and special activities sponsored by the school or by the Home & School Association) for seven school days beginning with the day the suspension is issued to the student.

Expulsion - Expulsion is the immediate, permanent dismissal of a student from Saint James School. If a student is suspended two times and then commits an infraction that warrants a third suspension, the student will be in jeopardy of being expelled from Saint James School. Expulsion can also be the result of a single, serious infraction of school policy. The decision to expel a student is made by the Principal, in conjunction with the Pastor and any staff member involved with the situation. Parents will be required to meet with all parties involved before the Diocesan Superintendent is informed of the expulsion. Full payment of tuition is expected even if a student has been expelled.

Behaviors that Warrant Suspension or Expulsion – Behaviors that indicate willful disobedience, open and persistent defiance of proper authority, or that are harmful to the welfare, safety or morals of the student body, are cause for suspension or expulsion. Behaviors that warrant suspension or expulsion include, but are not limited to, the following:

- Fighting
- Possession or use of drugs/alcohol/tobacco products
- Possession of “facsimile drugs”, i.e., materials which look like controlled substances and are presented as such by the student
- Insubordination
- Leaving school grounds without permission
- Theft
- Bullying
- Misuse of computer
- Sexual harassment
- Use of stink bombs
- Physically threatening, harassing, or abusing students or staff
- Willful destruction or defacing of school property*
- Willful destruction or defacing of another’s property*
- Extortion
- Possession of a potentially harmful weapon or object that can be construed as a weapon (i.e. explosives, knives, blades, laser pointers, and firearms)
- Being involved in any incidents related to pornography
- Truancy
- Repeated offenses of infractions that warrant detention
- Inappropriate use of e-mails, blogs, text messages, or website postings

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

Bullying - All students have a right to learn in a safe environment, free from physical or verbal harassment. Effective July 1, 2002, the Connecticut State Legislature passed Public Act No. 02-119 concerning bullying behavior in schools. Bullying is prohibited in all Catholic schools of the Archdiocese. It will not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying is defined as any overt acts by a student or group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student. It includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name-calling, cruel rumors, false accusations, social isolation, and threatening looks, gestures or actions.

Students and parents who are aware of any act of bullying should report it to the school Principal for further investigation. Reports of such incidents may be written and anonymous. Any student who retaliates against another for reporting bullying will be subject to disciplinary consequences. Consequences for students who bully others shall depend on the results of the investigation and the severity of the incident or series of incidents. Consequences may include detention, parent conference, professional counseling, suspension or expulsion. In addition, the incident may be reported to law enforcement if appropriate.

Search - It is the right and responsibility of the administration to conduct a search of a student’s desk, locker, or personal belongings at any time, at its sole discretion, if there is reasonable cause for such a search.

Parents - Parents are held to the same standards as students with regard to respect for the Principal and teachers. Enrollment of a student in Saint James School implies a partnership between the school and the parent. If the partnership breaks down, parents can be required to withdraw the student from Saint James School.

Cafeteria and Recess Policies

Cafeteria Policies

- Proper etiquette should be used at all times in the cafeteria.
- Students have assigned seats in Grades 1-4 and assigned tables in Grades 5-8.
- Upon entering the cafeteria, students should go to their seats and wait to be called for the hot lunch line.
- Students buying hot lunch must order a hot lunch item in the morning and can take only what was ordered.
- Parents are not allowed to bring in special meals, such as McDonald's or Subway, for their children.
- Students should walk slowly, keep their hands to themselves, have quiet conversation, and use cafeteria supplies properly.
- If a student needs something, he/she should raise their hand and a lunch parent or staff member will assist them.
- Students must ask permission to use the restroom and must use the sign out sheet provided on the cart. Upon returning, the student should cross his/her name off the sign-out sheet.
- The peanut-free table is reserved for students with nut allergies. These students may request to have non-allergic students sit with them if there is space available.
- Students will not be allowed to return to their classroom for forgotten ice cream money.
- The cafeteria lights will be turned off five minutes before the end of each lunch period. Students must stop talking at this time and remain quiet until they are outside for recess.
- Each student is responsible for cleaning up his/her trash.
- Students will be dismissed table by table by the teacher on duty.

Lunch Schedule

- | | | |
|-------------------------|------------------|--------------------|
| • 11:20 AM – 11:40 AM | Grades 1,2 & 3 | Lunch in cafeteria |
| • 11:40 AM – 12:00 Noon | Grades 1,2 & 3 | Recess |
| • 11:45 AM – 12:05 PM | Grades 4 & 5 | Lunch in cafeteria |
| • 12:05 PM – 12:25 PM | Grades 4 & 5 | Recess |
| • 12:10 PM – 12:40 PM | Grades 6, 7, & 8 | Lunch in cafeteria |

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

Recess Policies

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

Field Trips

Students can expect to go on one or two field trips during the school year.

- A permission slip with information regarding the field trip such as, date, time, and location will be sent home to be signed by a parent and returned to the student's teacher.
- If necessary, teachers will assign a parent chaperone to each group of students. The number of chaperones and size of each group depends on the age of the students and the nature of the field trip. Chaperones will be given information regarding their responsibilities on the trip and are accountable to the classroom teacher.
- While on a field trip, students are expected to follow all applicable school rules.
- If a student has any health problems or medical needs that may be an issue during a field trip, the student's parent should consult with the School Nurse prior to the field trip.
- A student who has a documented history of behavior problems in class may not be allowed to participate in the field trip unless he/she is chaperoned by his/her parent.

Extra-Curricular Activities

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

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

- Once a commitment is made to a program, a student is expected to fulfill that commitment for the entire season or school year.
- If a student receives an "F" or an "Unsatisfactory" on his/her progress report or report card, he/she will be excluded from the activity for three weeks. If the student participates in a sport, he/she will be excluded from practices as well as games for three weeks. At the end of the three weeks, a re-evaluation will take place and a decision will be made as to whether or not the student may resume the activity.
- If a student is absent from school, he/she cannot participate in any school-related activity (practice, game, dance, etc.) after school that day.
- While participating in an extra-curricular activity, students are expected to follow all applicable school rules and demonstrate good sportsmanship. Any conduct violating these rules, or demonstrating poor sportsmanship, may be cause for immediate removal from a sport or extra-curricular activity.

Parent Responsibilities - The responsibilities of the parents of students participating in an extra-curricular activity are as follows:

- Parents are responsible for transportation to and from the activity as needed.
- Parents must ensure that students attend practices and games faithfully.
- A completed Sports Form must be submitted to the School Nurse before a student can participate in a sport.
- As stipulated in our General Liability Policy, students are not covered for medical expenses resulting from any injury received at school or during their participation in school-sponsored events away from the school premises. Any medical bills or injury claims should be referred to the family's health coverage that is in place for that student.

Bus Transportation Rules

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

- respect and obey the bus driver;
- find the next available seat without pushing;
- travel only on the assigned bus and get off at the assigned bus stop (Only assigned bus students may ride the bus.);
- remain in the seat, facing forward, and keep feet out of the aisles;

If there is a problem with a student, the bus company will notify the school and the school will notify the student and the student's parents. If there is a repeated offense, the student will be suspended from the bus for three school days. If there is a third offense, the student will be suspended from the bus for one month. A record of offenses and disposition of cases is kept in the school office by the Principal.

Dress Code

Students must follow the dress code, except on designated dress down days (see below). If a student violates the dress code, he/she will be given a dress code violation slip to be signed by a parent and returned to the student's teacher. If a student continues to violate the dress code, a detention will be issued.

Uniform Company Information

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

Lands' End: (catalogs with Saint James dress code items specified are available in the school office)
Phone: 1-800-469-2222, 24 hours/day, 7 days/week
On-Line: www.landsend.com/school School Code: 900117540
Sears: on-line ordering with help of cashier, order delivered to home with no shipping fees

Dennis Uniforms: (pamphlet w/store hours, directions, and uniform items available in the school office)

Store Location: 650 Wolcott St, Waterbury, CT 06705

Phone: (203)597-9246 or 1-800-854-6951

On-Line: www.dennisuniform.com School Code: WB00SJ

Dennis also visits the school several times a year to take orders.

Grades K – 5

Girls

- Plaid skort

Skort is required for class pictures at the end of Sept. and may be required for Mass

- Navy or yellow polo shirt w/logo – long or short sleeved (shirt must be tucked in)
- Optional navy v-neck sweater w/logo or navy cardigan sweater w/logo
- Navy tights, navy knee socks, or white socks (socks must cover ankles) tights or knee socks are required November through April
- Black or brown leather dress tie shoes, Mary-Jane style buckle shoes; no slip-ons, loafers, or topsiders/docksiders

FALL/SPRING OPTION (September, October, May, June):

- Khaki shorts w/ brown or black belt (belt is optional for Grades K-2)
- #### WINTER OPTION (November – April):
- Khaki pants w/brown or black belt (belt is optional for Grades K-2)
 - Navy, white, or khaki socks (socks must cover ankles)

Boys

- Khaki pants w/brown or black belt (belt is optional for Grades K-2)

pants are required for class pictures at the end of Sept.

- Navy or yellow polo shirt w/logo – long or short sleeved (shirt must be tucked in)
- Optional navy v-neck sweater w/logo
- Navy, white, or khaki socks (socks must cover ankles)
- Black or brown leather dress tie shoes; no slip-ons, loafers, or topsiders/docksiders

FALL/SPRING OPTION (September, October, May, June):

- Khaki shorts w/brown or black belt (belt is optional for Grades K-2)
- #### Gym Uniform Girls & Boys (worn to school on gym day):
- Navy shorts (logo optional)
 - White t-shirt w/logo
 - Navy sweatpants and sweatshirt (logo optional) sweatpants must be worn November through April
 - Sneakers

Grades 6-8

Girls

- Plaid skirt - skirt is required for class pictures at the end of Sept. and may be required for Mass
- Yellow or blue oxford w/logo – long or short sleeved (shirt must be tucked in)
- Optional navy v-neck sweater w/logo or navy cardigan sweater w/logo
- Navy tights, navy knee socks, or white socks (socks must cover ankles) tights or knee socks are required November through April
- Black or brown leather dress tie shoes; no slip-ons, loafers, or topsiders/docksidiers

FALL/SPRING OPTION (September, October, May, June):

- Khaki shorts w/brown or black belt
 - Navy or yellow polo shirt w/logo – short sleeved (tucked in)
- ### WINTER OPTION (November – April):
- Khaki pants w/brown or black belt (Khaki Socks are allowed)
 - Yellow or blue oxford w/logo– long or short sleeved (tucked in)
 - Optional navy v-neck sweater w/logo or navy cardigan sweater w/logo

Additional Guidelines & Guidelines for Dress Down Days

- No make-up, nail polish, or artificial nails are allowed.
- The following jewelry is allowed: one watch, one ring, one thin chain necklace with or without a cross.
- Girls are allowed one pair of post earrings worn in the earlobes.
- Boys are not allowed to wear earrings.
- Other body-piercings are not allowed.
- Hair must be neat, clean, and well cut.
- Boys' hair must not touch their shirt collar and must not cover their ears or eyebrows. Boys must be clean-shaven.
- Hair must not be dyed, highlighted, or bleached.

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

- Clothing must not have indecent writing or pictures; inappropriate slogans or advertisements (including, but not limited to, drug or alcohol advertisements); or sexually suggestive or satanic ornaments/writing.
- Revealing clothing (including short shorts, halter tops, half shirts, tank tops, and see-through tops) is not allowed.

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

Boys

- Khaki pants w/brown or black belt
- pants are required for class pictures at the end of Sept.
- White or blue oxford w/logo – long or short sleeved (tucked in)
- Necktie of choice
- Optional navy blazer or optional navy v-neck sweater w/logo
- Navy, white, or khaki socks (socks must cover ankles)
- Black or brown leather dress tie shoes; no slip-ons, loafers, or topsiders/docksidiers

FALL/SPRING OPTION (September, October, May, June):

- Khaki shorts w/brown or black belt
- Navy or yellow polo shirt w/logo – short sleeved

Gym Uniform Girls & Boys (worn to school on gym day):

- Navy shorts (logo optional)
- White t-shirt w/logo
- Navy sweatpants and sweatshirt (logo optional)
- sweatpants must be worn November through April
- Sneakers

- Hairpieces, extensions, weaves, cornrows, designs cut into hair, and outlandish hairstyles are not allowed.
- Tattoos, writing on the skin, and carving of the skin are not allowed.
- Hairspray, body spray, make-up, and nail polish are not allowed in school.
- Sweatshirts may be worn in school on gym days only.
- Pants must not sag below the waist.
- Undergarments must not be visible above, below, or through the clothing.

- Waistbands must not sag below the waist. Pants legs must not drag on the floor.
- High heels, platform shoes, flip-flops, and shoes with no backs are not allowed.
- Clothing must not be torn, ragged, or have holes.

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

Schedule

School Calendar - Saint James School follows the Manchester Public School calendar with regard to the first day of school and school vacations. However, there are some differences with regard to days off and four-hour days, so please consult the Saint James School calendar.

Arrival - Students must arrive at school between 7:30 AM and 7:55 AM. Students should not be in the schoolyard before 7:30 AM because the school does not provide supervision before that time. When students arrive at school, they should enter through the breezeway between the school and gym. Weather permitting, the students will line up, stand, and wait for the 7:55 AM bell in the inner courtyard, at which time their teacher will lead the class into the school. There should be no running or game playing before school. Parents must leave their children at the sidewalk to walk into the school on their own. If a student arrives after 7:55 AM, he/she must report to the office before proceeding to his/her classroom and he/she will be marked late. If a student is marked "late" with no reasonable excuse, he/she will receive a detention.

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

Dismissal - Students in full-day Kindergarten through Grade 8 are dismissed at 2:05 PM on regular school days. On 4-hour days, they are dismissed at 12:05 PM. Bus students are walked to the bus lines by teachers. Walkers, those students who are picked up by their parents, are led to the Saint James Church Parking lot by staff members and Grade 8 students. Parents must be parked in the Saint James Church parking lot by 2:10 PM to wait for their children. For the safety of the students, teachers cannot allow students to be taken from a walker or bus line. Half-day Kindergarten students are dismissed at 10:45 AM from the breezeway. Parents should park their car and wait for their child at the breezeway door. On 4-hour days, half-day Kindergarten students are dismissed at 10:05 AM.

Late Arrival/Early Dismissal for Appointments - If a student has an early morning appointment and will be arriving late for school, a parent must call the school office in the morning and let the secretary know. Upon arriving at school, a parent must accompany the student to the School Office to sign him/her in. If a student must be dismissed early from school for an appointment, a note stating the reason and time for dismissal must be sent with the student on the day of the appointment. The student will wait in the school office to be signed out by a parent.

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

Additional Parking Notes - Do not park between the "No Parking Anytime" signs on Park Street, in the side lot on Church Street, or in the teachers' parking lot in front of the breezeway and gym.

Delayed Openings, Snow Days and Early Dismissals - Saint James School is informed by the Manchester Public School system when there will be a delayed opening, snow day, or early dismissal. The announcement, "Manchester Public Schools", is made on radio stations WTIC 1080AM & WTIC 96.5FM, TV stations WVIT (NBC "Channel 30") and WFSB (CBS "Channel 3"), and websites www.wtic.com, www.nbcconnecticut.com, and www.wfsb.com. Please sign up for email or text notification at either www.nbcconnecticut.com or www.wfsb.com. If a delayed opening is announced, continue to check for updates in case a later announcement cancels school.

In the event of a 90-minute delayed opening of school, the following schedules will be in effect:

- Half-day K students will attend school from 9:30 AM to 12:00 Noon

- Full-day K - Grade 8 students will attend school from 9:30 AM to 2:05 PM

In the event of an early dismissal, the school will operate on a 4-hour day schedule. The extended day program is cancelled on early dismissal days, and all students must be picked up from extended day no later than 1:00 PM. It is the responsibility of parents to make arrangements for their children and to be sure that the children are aware of the arrangements. If the weather forecast indicates that an early dismissal is possible, parents should discuss the plan for an early dismissal in the morning before school. The school is unable to call parents to inform them of an early dismissal.

Academics

The Saint James School curriculum meets the requirements of Connecticut State Law and follows the curriculum guidelines published by the Office of Catholic Schools.

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

Grades 6-8 Homework Policy: As part of each subject's grade, it is the student's responsibility to list homework assignments in an assignment book daily and to complete all homework assignments on time. If an assignment is not handed in on time or not done completely, the student will have the opportunity to complete the missing assignment(s) at recess, in study hall, or after school. All students are accountable to complete missing work to get accurate grades that reflect their ability and help them reach a level of success.

Parent's Signature on Tests and Quizzes – Tests and quizzes are often sent home to be signed by a parent. The parent's signature indicates that the parent has seen the test grade or quiz grade, not that he/she approves of the grade.

Make-up Work – If a student is absent for two consecutive days due to illness, a parent may call the school to ask that the teacher prepare make-up work to be picked up in the office after 1:30PM. If a family takes a vacation which does not coincide with the school calendar, teachers do not have the responsibility of preparing class work ahead of time for the student.

Standardized Tests – In March, Saint James School administers the following standardized tests:

- Grade 3 – Iowa Tests of Basic Skills (Core Battery)
- Grades 4 & 6 – Iowa Tests of Basic Skills (Complete Battery)
- Grades 5 & 7 – Iowa Tests of Basic Skills (Core Battery) and Cognitive Abilities Tests

Each student's standardized test results are sent home to be reviewed by his/her parents.

Progress Reports and Report Cards - Interim progress reports are issued quarterly in October, December, February, and May. The purpose of these reports is to inform parents of any difficulties their child is having so that steps can be taken to improve the child's performance. Parents may request additional evaluation notices, if necessary. Report cards for Grades 1 through 8 are issued quarterly in November, January, April, and June. Kindergarten students will not receive a report card for the first quarter. However, the Kindergarten teachers will discuss each student's progress with his/her parents during the Parent-Teacher conferences in November. Kindergarten students will receive report cards for each of the last three quarters.

Grading System

Kindergarten

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

Grades 1-3

- E** Exceeds grade level expectations
- G** Grade level expectations
- M** Minimum grade level expectations
- N** Needs improvement
- O** Outstanding
- S** Satisfactory
- U** Unsatisfactory

Grades 4 – 8

- Letter grades correspond to the following avgs.:
- | | | | | | |
|-----------|--------------|----------|----------------|----------------|-------|
| A+ | 98-100 | A | 94-97 | A- | 90-93 |
| B+ | 87-89 | B | 83-86 | B- | 80-82 |
| C+ | 77-79 | C | 73-76 | C- | 70-72 |
| D | 65-69 | F | Below 65 | Failing | |
| S | Satisfactory | U | Unsatisfactory | | |

Honor Roll Requirements (Grades 5-8)

- High Honors: All "A's" in academic subjects, with no "U's", and no suspensions for the quarter
- General Honors: "A's" and "B's" in academic subjects, with no "U's", and no suspensions for the quarter

Academic Probation – A student will be placed on academic probation upon unsatisfactory completion of grade requirements. A student may be requested to withdraw for serious academic reasons if the school is unable to meet the student’s needs. Progress reports shall be given to the parents and student to help in placement, student’s needs, and the instructional program.

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

Promotion - If a student in Grades 4-7 receives a final grade of “F” in 3 or more major subjects (Religion, Reading, English, Science, Social Studies/History, and Mathematics), he/she will not be promoted to the next grade level.

If a student in Grade 8 receives a final grade of “F” in 3 or more major subjects (Religion, Reading, English, Science, Social Studies/History, and Mathematics), the school administration reserves the right to withhold the student’s diploma, and the student will not graduate from Saint James School.

Sacramental Program - Catholic students shall be encouraged to practice their faith and particularly to receive the Sacrament of Penance and Holy Eucharist.

These sacraments are first received in second grade, and the Sacrament of Penance is ordinarily provided to the students once during the school year. Mass is celebrated on Holy Days of Obligation, and the school assemblies to pray the Rosary monthly.

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

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

Extended Day Program

The Saint James School extended day program provides before-school and after-school care for students in Grades K-6. The program operates on all days that school is in session, beginning with the first day of school and ending with the last day of school. On regular school days, the program will be available from 2:00 PM to 5:30 PM. On four-hour days, the program will be available from 12:00 PM to 5:30 PM. The extended day program is also available before school from 6:15 AM to 7:30 AM. At 7:30 AM, the students are dismissed to the teachers on duty for morning arrival. If there is an early dismissal due to inclement weather, the extended day program will be cancelled, and all students must be picked up from extended day no later than 1:00 PM.

Description of Program - The extended day program will be conducted in the school cafeteria and will include the following:

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

Students attending the extended day program should bring play clothes to be worn after school. According to State law, the extended day program does not require additional licensing because it is under the direction of the school administration and constitutes an extension of the regular school day. However, the program will make every effort to carry out the requirements of after-school care programs licensed by the State. The extended day program staff consists of a director and as many assistants as needed in order to provide one staff member per ten students. Financial information and registration forms for the extended day program are available in the school office.

Communication & Records

Parent-Teacher Conferences – Conferences are required in November after report cards for the first marking period have been distributed. Additional conferences can be requested by either the parents or the teacher at any other time during the year.

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

Contacting Students - Phone messages to the students from their parents during school time should be limited to emergencies. If a student forgets an item that he/she needs for school, parents may bring the item to the school office. Parents should not bring the item to the student's classroom.

School Notices – Frequently, notices will be sent home with students, and students are responsible for giving the notices to their parents. This is an important part of keeping parents informed of school-related issues, and parents should ask their children for any such notices every school day.

Invitations & Student Directory – Students may not distribute invitations in school. A student directory is distributed each year. Parents are given the option of not having their child(ren)'s name(s), address, phone number, or family email address published in this directory.

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

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

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

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

Security and Safety

Visitors - Any person visiting the school while classes are in session must enter through the front doors and report to the school office to sign in and obtain a visitor badge. This includes parents, volunteers, salespersons, workmen, or other visitors that are in the building during school hours.

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

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

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

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

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

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

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

Lockdown – Lockdown drills are practiced periodically. The Principal announces the drill, and students proceed to the designated area of their classroom to sit quietly on the floor out of sight. The classroom teacher remains in that area with the class until the Principal announces the drill is over.

Code Red - If a Code Red is issued and the governor directs the dismissal of schools, the following guidelines will be followed:

- All school doors will be locked, and a lockdown will be in effect for the entire school.
- After consultation with the town emergency services, a decision will be made as to whether or not bus students will be sent home on their usual bus. If they are, it is the parents' responsibility to meet their children at their designated bus stop. Also, students who are usually picked up by their parents will be walked to the church parking lot as usual.
- If town emergency officials determine that the students should remain at school until they are picked up by a parent (or designated representative as indicated on the Family Database Form), these procedures will be followed:
 - The school parking lots will be closed to all vehicle traffic, and parents will be required to park on Otis Street or Park Street.
 - Parents shall report to the gym and present photo ID to school staff at the gym door in order to pick up their children.
 - Once inside the gym, parents should proceed to the appropriate table based on the student's last name in order to sign out their child(ren).
 - Staff will escort students from their classrooms to the gym to be dismissed.

Students will be informed of the Code Red decision based on each teacher's knowledge of their students' cognitive and emotional levels of understanding.

Health

Physicals – Every student entering Kindergarten or Grade 7 must submit a completed State of Connecticut Department of Education Health Assessment Record (two-sided blue form) verifying that the student has received a physical within 18 months of the current school year. This form must be mailed to, or given to, the School Nurse prior to the first day of school. In addition, all health records and documentation of immunization for new students entering grades other than Kindergarten or Grade 7, must be in the Nurse's office prior to the student's first day of school.

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

- A Medication Form, filled out by the student's physician, must be on file with the School Nurse. Blank forms are available in the school office.
- An adult must deliver the medication, properly labeled, to the School Nurse.
- The School Nurse (or, in her absence, the Principal or a teacher) will administer the medication according to the prescription.

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

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

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

- Call the School Office before 9:00 AM on each day of absence and report the reason for the absence.
- When the student returns to school, send a note stating the date(s) of absence and reason for the absence.

If a student is unable to participate in Physical Education for any reason, a written note from the student's physician must be submitted to the School Nurse in order for the student to be excused from Physical Education classes.

Please note: If a student is absent, he/she is not allowed to attend any school-related activity after school that day.

Attendance - Excused absences (provided all missed work is satisfactorily completed) are limited to the following:

- Medical reasons, identified in a written note from either the parent or the student's physician
- Suspension from school
- Death in the family

Excessive unexcused absences may keep a student from being promoted to the next grade. The parents of students with poor attendance or excessive tardiness will be requested to attend a conference with the teacher, the social worker, administrators, and the Youth Service Department. According to the mandates of Connecticut State Law, a student may be referred to Juvenile Court if he/she has four unexcused absences within a month or ten unexcused absences within the school year.

Please note: Students must be in school for the equivalent of a legal school day, which is 4 hours, to receive credit for attendance on that day.

State Mandated Health Screenings – The following screenings are administered during the school year.

- Hearing Screening: Grades K-3 & 5-8
- Vision Screening: Grades K-6
- Postural Screening: Grades 5-8

Parents will be notified of any screening failures and will be required to follow-up with their child's physician for further evaluation.

Health Requirements for Participation in Sports – In order to participate in an extracurricular sport, including cheerleading, a Sports Form, with a physician's signature stating that a student is able to participate, must be sent to the school office before practices begin. Sports Forms are available in the school office or on the school website.

Child Abuse and Neglect – The identification and prevention of child abuse and neglect is of the utmost priority in our school. All school personnel will abide by state law and Archdiocesan policy in regard to this subject.

Tuition

Grades K - 8

	Registered Catholics	Non-Registered Catholics And Non-Catholics
One Student	\$ 3,850	One Student \$ 4,750
Two Students	\$ 7,250	Two Students \$ 9,250
Three or More	\$ 10,750	Three or More \$ 13,550
		Half-Day Kindergarten \$3,175

Pre-Kindergarten

Class	Days	Tuition
Three-Years-Old	Tuesday/Thursday	\$ 1,575
Four-Years-Old	Monday/Wednesday/Friday	\$ 2,000
Four-Years-Old	Monday – Friday, AM only	\$ 2,550
Four-Years-Old	Full Day, Monday – Friday	\$ 3,600

Payment Options - All families are required to pay their tuition through FACTS Tuition Management. At the time of registration, a \$100 registration fee per family is paid directly to Saint James School. This is a non-refundable fee; however, it will be applied towards tuition. FACTS will bill each family, and the tuition balance will be paid directly to FACTS. The three payment schedules are:

- Full tuition payment in July 2011
- Two tuition payments in July 2011 and Dec 2011
- Ten monthly tuition payments beginning in July 2011 and ending in April 2012

Tuition Obligations

- Families must remain current with their tuition payments. Students cannot be registered for the upcoming school year if tuition payments are not current.
- **ALL** tuition must be paid through FACTS Tuition Management. Saint James School will not accept any direct payments. Please note that if a family anticipates having difficulty in paying tuition, they should request a Tuition Assistance Application. All Tuition Assistance Applications are due no later than April 15th.
- FACTS will charge each family a onetime fee each academic year for the Two Payment and Ten Payment plans.
- In no event can a payment schedule be extended beyond May 2012. If a payment is missed or a payment is not honored by the financial institution, a replacement payment is due IMMEDIATELY. Missed payments cannot change the payment schedule.
- Grade 8 students whose tuition obligations are not satisfied in full will not be permitted to participate in the Grade 8 Graduation Ceremony.
- A family's tuition obligation includes any fee or charge that Saint James School incurs directly or indirectly as a result of a payment being late and/or dishonored by a financial institution. A family is required to fully reimburse Saint James School for any and all such fees or charges regardless of any NSF or service charge that is charged to the family by FACTS.

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

Withdrawal Date	Tuition Obligation
Prior to first day of school	Family Registration Fee
Prior to January 1 st	Family Registration Fee + 50% of tuition
January 1 st – end of School Year	Family Registration Fee +full tuition is due
If student is expelled	Family Registration Fee + full tuition is due

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

Saint James School Administration, Faculty, and Staff 2011-2012

Administration

Principal Patricia Kanute
Vice Principal, K-8 Patricia Curry

Faculty – Grades K-5

Pre-K Director Sandra Valentine
Pre-K Teacher Mary Villano
Pre-K Maggie Blasius
Paraprofessionals Danielle Phelan
 Patty Gregory
 Lisa Gangloff
Kindergarten 1 Josephine Vassallo
Kindergarten 2 Leslie Belsito
Grade 1 Room 1 Janice Cunningham
Grade 1 Room 2 Patricia Curry
Grade 2 Room 3 Bridget Zorger
Grade 2 Room 4 Karen Kulinski
Grade 3 Room 7 Katherine Composeo
Grade 3 Room 8 Laura St. Jean
Grade 4 Room 5 Chrisie Cruz
Grade 4 Room 6 Diane DiBenedetto
Grade 5 Room 9 Denise Wojtyna
Grade 5 Room 10

Faculty – Grades 6-8

Grade 6 Room 11 Maritza Nixon
 Spanish – Gr. 6-8
Grade 6 Room 12 Jo Ann McQuaid
 Math – Gr. 6
 Science – Gr. 6
 English – Gr. 6
Grade 7 Room 13 Melissa Wolpert
 Reading – Gr. 6
 English – Gr. 7
 Math – Gr. 7-2, 7-3
Grade 7 Room 14 Laureen Plourd
 Social Studies – Gr. 6
 History/Geography – Gr. 7, 8
Grade 8 Room 15 Maureen Strand
 Science – Gr. 7, 8
 Reading – Gr. 8
Grade 8 Room 16 Joan Gordon
 Religion – Gr. 7, 8
 English – Gr. 8
 Math – Grades 7 & 8
 Kathleen Reilly
 Carol Oleasz
 Religion – Grade 6
 Reading – Grade 7
 Math – Grade 6

Faculty – Specials

Phys. Ed. Instructor Christopher Green
Teachers’ Paraprofessionals
 K-1 Jackie Green
 K-2 Cary Panciera
Grades 1 – 4
 Daria Doll
 Mary Jane Plante
Computer Teacher Kimberly McNamara
Art Teacher – Gr. K-6 Catherine Thrall
Art Teacher – Gr. 7-8 Kara Sabatella
Band Instructor James Corcoran
Music Teacher Caitlyn Meyers
Spanish Teacher Maritza Nixon

Staff

Librarian	Barbara Alexander	School Secretary	Eileen DeSignore
School Nurse	Janis Vignati	Extended Day Director	Jean Burdick
Social Worker	Cate Jennings	Maintenance	George Ives
Speech Clinician	TBD	Lunch Monitor	Michelle Richards
Bookkeeper	Carol O’Neill	Crossing Guard	Kim Thompson

Parent Signature Page

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

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

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

Please complete and return to the school.