

Saint James Catholic School

601 NW 131 St Miami, FL 33168

Parent Student Handbook 2017-2018



Fully Accredited by the Florida Catholic Conference

Monsignor Chanel Jeanty, Pastor

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Table of Contents	
Introduction	4
History and Philosophy	4
Philosophy	4
Mission Statement	5
Belief Statements	5
Admission Policy	5
Registration	5
School Hours	6
Spiritual Program	6
Academic Policies	7
Curriculum	7
Religious Education	7
Parents Web on Ren-Web	7
Homework	7
Grading Policies	8
Report Cards	8
Progress Reports	8
Grading Scale	8
Graduation	8
Promotion/Retention	9
Attendance	9
After School Care Program	10
School Cancellations	11
School Regulations	11
Visitors	11
Volunteers	11
Service Hours	11

Change of Address/Telephone Number	12
Search and Seizure Policy	12
Cell Phones and Electronic Devices	12
Lost and Found	12
Medication	12
Parental Cooperation	13
Dress Code	13
Harassment and Discrimination Policy	14
Drug and Alcohol Policy	14
Anti-Bullying Policy	16
Weapons Policy	16
Threats of Violence Policy	16
Public Display of Affection	18
Code of Student Conduct	17
Disciplinary Procedures	18
School Facilities	18
School Athletics, Organizations and Extracurricular Activities	22
Fundraising	22
School Sponsored Events	22
Field Trips	22
Participation in School Athletics or Organizations	22
Additional Policies	23
Student Records	23
Testifying in Divorce or Custody Proceedings	25
Use of Photos	26
Home and School Communication	26
Electronic Acknowledgments	27
Contact Information	27

Introduction

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

History and Philosophy

Welcome to St. James Catholic School. The school opened in 1953 and has served the people of God for over 60 years. The Adrian Dominican Sisters began and administered St. James until 1989. The school experienced periods of growth throughout the 60's and 70's. As the neighborhood surrounding St. James changed, so did the school. During the 80's St. James suffered a period of decline. The Sisters of St. Joseph of St. Augustine took over the administration of St. James in 1998. Due to the insightful vision of Monsignor Jean Pierre and the leadership provided by the Sisters of St. Joseph and the dedicated staff the school has experienced much growth in the past ten years. Enrollment has increased to over 400 students and major renovations and building have occurred. Throughout its long history, St. James has experienced periods of both growth and decline. With God's blessing we will continue laying a strong foundation for the students who spend their formative years at our school.

Philosophy

The words of Jesus "Let the children come to me..." (Luke 18:16) guide the mission of education at St. James Catholic School. Children from two years old through grade 8 are welcomed into a Catholic environment. Parents are esteemed as the primary educators of their children. The administration and faculty work in partnership with parents to promote the development of the whole person. The school fosters the spiritual, religious, social, physical, emotional and academic growth of the students. Convinced that Christianity applies to daily life, the Pastor, administration, faculty and staff seek to prepare students for Catholic Christian living at home and in a multi-cultural and multi-ethnic community.

The school appreciates the individual cultural heritage of each student and encourages students to value their own and others' unique cultural heritage. The school assists students in developing Christian values and attitudes while emphasizing students' responsibility to bring Christ to others

by being sensitive to their needs and by uniting the Christian community in prayer, work and love.

Mission

The mission of St. James Catholic School is to provide quality education rooted in the Gospel message and teachings of the Catholic Church. St. James Catholic School nurtures early childhood, elementary, and middle school students in a safe, healthy, and comfortable environment where they are encouraged to learn and succeed.

Vision

Our vision is to create a PK-8 Catholic school that is known and recognized as a community rooted in the Catholic faith, growing in knowledge and reaching out to others in service. Students are encouraged and guided spiritually and academically to develop and use their gifts for the good of others as faith-filled global citizens and community leaders.

Belief Statements

St. James Catholic School

- Believes that Catholic education is a fundamental part of the Church's mission to proclaim the gospel message.
- Believes in fostering the religious, academic, cultural and social growth of our students, where faith and values are integrated with learning and life.
- Believes that each student is a unique child of God and is capable of learning.
- Believes that teachers should use a variety of teaching methods to help each student achieve their greatest potential.
- Believes that all teachers and staff are responsible for promoting learning and success in a Christ-centered environment.
- Believes that mutual respect among and between students and staff creates an atmosphere that is wholesome and safe.
- Believes that structure and discipline are essential for the academic and spiritual formation of our students

Graduate at Graduation

Faith

- Be faithful followers of Christ by living the Gospel
- Live Catholic social teaching by respecting the rights of all God's children
- Value the gift of God's grace by living the sacraments

Knowledge

- Recognize and respect individuality and diversity
- Acquire the knowledge and ability to effectively solve problems
- Possess study skills that will enable them to be life-long learners
- Apply the proper use of technology to solve problems and to learn

Service

- Possess a willingness to serve God and the Church by sharing their time and talents with those in need
- Connect with the local and global community through charitable service
- Nurture the family atmosphere within the school and grow in the desire to protect and preserve values.

Admission Policy

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

Registration

Students must meet the following age requirements.

Pre-K 3: 3 years old by September 1

Pre-K: 4 years old by September 1

Kindergarten: 5 years old by September 1.

First grade: 6 years by September 1.

Registration is complete when the school has received the completed registration form, health and immunization records, copies of birth and Baptismal certificates (if Catholic), most recent test scores and a final report card from the last school attended. At time of registration the registration fees are to be paid in full. Registration fee is non-refundable.

St. James Catholic School reserves the right to refuse admission to students for the following reasons: the school deems it cannot meet the child's educational needs; the school judges a student's conduct to be below the school's standards; the school has experienced difficulty collecting fees from the family; the school has experienced a lack of cooperation from the family concerning school policies or events.

School Hours

The school office is open from 7:15 a.m. to 3:30 p.m. when school is in session. Supervision by school staff begins at 7:15 a.m. St. James Catholic School is not responsible for students who arrive before 7:15 a.m. The west gate by I-95 is opened at 7:15 a.m.

School Administration and Office Personnel

Pastor: Monsignor Chanel Jeanty

Principal: Sr. Stephanie Flynn, SSJ

Campus Minister and Vice Principal: Sr. Kathleen Carr, SSJ

ESE, Media Curriculum Coordinator: Ms. Allison Wheatley

Dean of Students, Activities Director: Mrs. O. McCoy

Bookkeeper/Financial Aid: Ms Yolaine Boursiquot

Receptionist: Ms Gail Ospin

Spiritual Program

We believe that all education must lead to the development of a mature and personal relationship with Our Lord Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and the sacraments and community service. The program includes, but is not limited to, the following:

- At 7:40 a.m. each school day, there is a school-wide prayer and pledge of allegiance.
- Each class begins with a prayer or moment of spiritual reflection.
- School masses are held every Friday. All students in grades 1-8 are required to attend and participate in school masses. Pre-Kindergarten and K students will join the school community at Mass on special occasions.
- The Sacrament of Reconciliation is held at least two times per year.

- During the school year, various religious programs including Stations of the Cross, May Crowning, Respect Life Presentations, Family Life Programs, and special guest speakers from the community may supplement the religion program.

Academic Policies

Curriculum

St. James Catholic School curriculum is designed to provide integrated growth- spiritual, intellectual, mental, emotional and physical- within the Roman Catholic tradition. St. James provides a strong basic curriculum. A religious atmosphere is maintained and fostered throughout the school. There is an emphasis on language arts and mathematics. The curriculum follows the guidelines outlined by the Archdiocese of Miami.

Religious Education

Religion holds the most prominent place in the curriculum. The Catholic religion is taught in all grades. It is expected that all families are actively practicing their faith with their children. Prayer together is an important part of a family's daily life. Parents are the first teachers of their children. Children cannot learn the Faith in school and find that the beliefs are different at home. It is important that home and school work together in the religious education of the children. Catholic children and their parents are expected to attend Mass on Sundays. The 9:00 Mass on the first Sunday and third Sundays of every month are school family Masses at St. James. All students and parents are expected to attend.

Parents Web on Rediker

The Parent Portal on Rediker is a private and secure portal that will allow parents to view the academic progress of their children. Parents can access their children's grades, assignments, and school activities. Parents can also communicate with teachers and school staff online. For information and help in the registration process for Rediker please contact the school office.

Homework

Homework is an essential part of a good school program. Homework is assigned at the discretion of the teacher. It is given to reinforce and enrich what is taught in the classroom. All students in grades 1-8 receive a homework agenda from the school. This agenda helps students, parents and teachers keep track of assignment and projects. Parents are encouraged to check their child's homework agenda or Ren-Web daily. Students should have a quiet place that is free of distraction while doing homework. Television, radio, music, video games and telephone use should not be allowed during homework time.

Grading Policies

Report Cards

Report Cards are sent home every nine weeks (4 times per year). All students receive report cards. Parent/Teacher conferences may be scheduled at any time. Special conferences are arranged with parents if there is a lack of progress or academic concern. **Report Cards will be withheld if there are outstanding fees.**

Progress Reports

Progress Reports (grades 1-8) are e-mailed at the middle of the quarter. It is the responsibility of the parent to review the Progress Report. These reports are intended to keep parents informed of a student's progress in class. **Progress Reports will be withheld if there are outstanding fees.**

Grading Scale

Evaluation Code

Grades PK- Grade 2

- 1: Emerging in development of grade level standards
- 2: Developing grade level standards
- 3: Proficient in meeting grade level standards
- 4: Exceeding grade level standards

Grades 3-8

A	100-90
B	89-80
C	79-70
D	69-60
F	59

Honor Roll

Students in grades 3-8 may be on the Honor Roll.

Principal's List: 95 or above in all subjects

First Honors: 90 or above in all subjects

Second Honors: 80 or above in all subjects

Graduation

A passing average in all subjects is required for graduation. Eighth grade students must complete 20 service hours during the school year. A graduation fee is required of each student. All fees must be up to date in order for a student to take final exams and participate in graduation ceremonies.

Promotion

Promotion to the next grade presupposes that a student has mastered, at the appropriate level, the basic standards and subject matter at each grade, and that the student is ready to proceed to the next grade level.

A failing grade in reading, language arts, mathematics, social studies or science requires the successful completion of summer school for promotion. A failing grade in two or more subjects, when one subject is reading, language arts or math, may require that the student be retained in the same grade.

Physical Education

Physical education classes are mandatory for all students in grades K-8. If a student must be excused from Physical Education classes a statement from a physician is required. All students must wear the PE uniform for PE classes. Students in grades K-3 may wear the PE uniform to school on PE days. Students in grades 3-8 may wear the uniform under their uniform on PE days. **Students may wear plain black, white or grey sneakers with straps for PE.** On extremely cold days, (below 60 degrees), a plain navy blue or dark green sweat suit may be worn for PE classes by children in grades K-3.

Testing Program

A comprehensive testing program is an integral part of the educational program. Each spring the students in grades 2-8 participate in standardized testing required by the Archdiocese of Miami. Parents receive a copy of these test results and have opportunities for interpretation of the test results. This testing is only one of the many indicators used to measure student performance, potential and possible problem areas.

If a student is performing poorly in school, either in academics or behavior, the teacher and/or the principal may request that the child undergo an evaluation. When such a request is made, it is only after serious consideration of the student's needs; therefore, a parent's willingness to comply is very important. Refusal may result in the child being withdrawn from St. James Catholic School.

Attendance

School Hours: Punctual attendance is an important element of the educational program. Supervision by school staff begins at 7:15 a.m. St. James Catholic School is not responsible for students who arrive before 7:15 a.m. The west gate by I-95 is opened at 7:15 a.m. Students should enter the school through the west gate.

Arrival: School begins at 7:40 a.m. Students and teachers meet in the courtyard for Morning Prayer.

Classes begin at 7:55. **The west gate is locked at 7:55 a.m.** Students who arrive late must enter through the school office and receive a late pass. Any student who arrives after 8:10 **must be accompanied by a parent** to the office.

Once students have arrived on the school grounds, they are not permitted to leave the school grounds at any time during the school day unless they are picked up and signed out by a parent or guardian. Students who are dismissed early must be picked up at the school office after they have been signed out by a parent or guardian.

Dismissal: Dismissal of Pre-kindergarten and kindergarten students is at 2:45 p.m. All other students are dismissed at 2:55 pm. All students dismiss from the school courtyard. Drivers should park their cars and walk their children to the vehicle. Please follow the directions of those patrolling traffic. On rainy days, students should be picked up from their classrooms.

Illness: Students who are ill should not attend school. If a child will not be in school for the day, please notify the school office by 9:00 a.m. **When a student has been absent, a written excuse signed by the parent or guardian is required in order to return to school.** Students who are absent due to serious health problems or communicable disease must have a **doctor's note** stating that the child may return to school.

Make-up work: Students are responsible for all the work missed during an absence and must complete all missed assignments in a timely manner. Students may get their homework assignments from Ren-Web. Students may get any make up work upon their return to school. Work missed during an unexcused absence may not be made up. Excused absences include absences due to illness or family emergency.

Excused absences: Students may be excused up to a maximum of **nine days per semester**, or a total of **eighteen days per school year**. If a student is absent in excess of twenty days in one school year, the student will be retained in the same grade for the following year.

Bus Service: St. James Catholic School does not provide bus service for students. Student transportation is the responsibility of the parent or guardian.

Walkers: Students who walk home from school must have **written permission** to do so from a parent or guardian. This will be kept on file in the school office.

After School Care Program

After School Care is an extension of the school day. It begins fifteen minutes after school is dismissed and extends until 5:45 p.m. The fee is \$5.00 per hour or any part of an hour. If a student is not picked up by 3:05 p.m., they are placed in **AfterCare** for their safety and protection. **No student may remain outside of AfterCare unsupervised.** Students in AfterCare are expected to abide by all school rules. When a child is picked up from AfterCare, the **parent or guardian must sign them out.**

An additional \$20.00 late fee for every fifteen minutes will be charged for any student who is picked up after 5:45 p.m.

School Cancellations

When emergency conditions, such as severe weather, have been declared within Dade County, we will follow the lead of Dade County Public Schools and the Archdiocese of Miami. Parents are to monitor the local news broadcasts for bulletins regarding school closures from Dade County Public Schools, the Archdiocese of Miami, and/or St. James Catholic School. If possible, a phone call will be made and a message will be posted on the school answering machine. Check for updated information.

School Regulations

Visitors

All visitors to the school must enter the school through the school office and receive a pass. Visitors to the school are not permitted to disrupt the educational process. Visitors are not allowed to visit classrooms during the school day.

Volunteers

All parents are invited to become involved in school. Parental involvement consists in being visible by attending meetings and assisting wherever possible. Involved parents contribute to their children's academic success by showing interest in the school and the child's activities.

In order to insure the children's safety all visitors/volunteers must be fingerprinted through the Archdiocese of Miami. Volunteers need to be Virtus trained. Contact the school office for details.

Service Hours

Each family is encouraged to give at least ten service hours during the school year. There are many ways for parents to share their time and talent with the school. Some possible ways to give service hours are the following: All school volunteers must be fingerprinted and Virtus trained.

- Carnival planning and assistance
- Attendance at Home and School meetings
- Sharing artistic or musical abilities
- Cafeteria assistance
- Gardening, painting, cleaning...
- Classroom assistance (requires prior notification of the teacher and fingerprinting; parent may not assist in their own child's classroom.)
- Field trips
- Coaching assistance
- Selling chocolate
- Sending in requested items for various drives

When you are helping out at school, you must sign in and out in the school office.

Change of Address/Telephone Number

Please keep your information updated. We must be able to reach a parent or guardian in case of emergency. It is very important that we have correct phone numbers and addresses on file. Please update your contact information on Ren-Web and notify the school office.

Search and Seizure Policy

The principal and his/her designee has access to any lockers, handbags, book bags, desks, cars or any other object that is brought onto the campus of the school, and may remove any object which is illegal or contrary to school policy.

Cell Phones and Electronic Devices

Cell phones, electronic games, any device for listening to music, any device for looking at videos, CD's, DVD's, toys, games, and any inappropriate reading material, pictures, images, videos are not allowed in the possession of students. Prohibited items may be confiscated.

Lost and Found

Parents are requested to write the child's name on uniforms, sweaters, jackets, lunch boxes, book bags and any other item brought to school. In the event that a child misplaces an item, please check with the classroom teacher and the lost and found in the school office.

Medication

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.
4. While the school will monitor a student taking the medication, the school will not remind students to come and take their medication.

Parental Cooperation

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to dis-enroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

Dress Code

Students are to be in complete uniform every day. If, for a serious reason, a student must be out of uniform, the student must bring a note from home signed by a parent or guardian that explains the unusual circumstance.

School and PE uniforms maybe purchased from Continental Uniforms. Information regarding the place of uniform purchase may be obtained at the school office.

St. James Catholic School does not encourage preoccupation with personal appearance and wants to help the students maintain their spiritual and academic focus. Therefore, the following **are prohibited**:

For Girls: nail polish, acrylic nails, make up, dangling earrings, ankle bracelets, tattoos, excessive jewelry, rubber bands worn as bracelets, or any other inappropriate articles are prohibited. Girls wear simple hair styles. Hair fads such as unnatural colors, **excessive** extensions, or distracting styles, as determined by the administration, are prohibited. **Girls may wear** one simple necklace, one watch, one ring, one pair of earrings, and/or one bracelet.

For Boys: earrings, rubber bands worn as bracelets, excessive jewelry, tattoos, or any other inappropriate articles are prohibited. Boys wear their hair cut short. Hair fads such as Mohawks, designs, or unnatural color, as determined by the administration, are prohibited. **Boys may wear** one necklace, one ring, one watch and/or one bracelet.

Cold Weather Outerwear: A navy blue uniform sweater or the navy blue uniform jacket may be worn during cold weather. Students in grades K-3 may wear a uniform solid navy blue or green sweat suit to PE on exceptionally cold days (below 60 degrees).

A plain white t-shirt may be worn under the uniform shirt. No other color t-shirt may be worn under the uniform blouse/shirt except the PE shirt on PE days.

Shoes: Students in grades K-8 wear black school shoes with plain white, black, or navy socks. Shoes may not require laces. PE shoes are black, white or grey sneakers that do not require laces. **In grades K-3,** students may wear PE shoes on PE days only.

Harassment and Discrimination Policy

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

Drug and Alcohol Policy

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem.

A school may conduct random searches as set forth in this handbook.

I. Anti-Bullying Policy

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

a. Bullying is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

a. This policy prohibits bullying that occurs either:

- i. on school premises before, during, or after school hours;
- ii. on any bus or vehicle as part of any school activity; or
- iii. during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of

privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

Bullying/Harassment Investigation Disclosures

While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

Weapons Policy

Weapons are not permitted anywhere on school grounds. Anyone who brings a weapon on school grounds, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

Threats of Violence Policy

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- a. Immediate suspension from the school;
- b. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
- c. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school;

- d. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

Public Display of Affection

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

Code of Student Conduct

Discipline underlies the whole educational structure of St. James Catholic School. Our primary approach to discipline is positive. We seek to motivate students towards self-discipline and responsibility for their words and actions. Students are expected to behave according to Christian morals. Respect for God, persons, self and property is the primary rule at our school. When conflicts arise students are expected to resolve them in a peaceful manner.

The interest of the school extends beyond the school day. That is, home and school must reinforce one another in philosophy and values. Students are reminded that disrespect, unacceptable behavior and nonconformity to school rules will not be tolerated. It is the policy of Saint James Catholic School to notify and involve parents in disciplinary action.

Honesty: Students are expected to act and speak with honesty and integrity at all times. A serious honesty violation such as stealing, cheating, plagiarism and/or lying will result in disciplinary action. Such disciplinary action may include, but is not limited to, detention, suspension, parent conference, or expulsion.

Language: Students are expected to communicate, verbally, non-verbally and in written form, with respect to all other persons. Inappropriate language may result in disciplinary action which may include, but is not limited to: demerit, detention, suspension, parent conference, expulsion.

Disciplinary Procedures

Student Conduct: Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

Consequences: Conduct violations may result in various consequences. Each classroom has a discipline plan that outlines various consequences. These consequences may include, but are not limited to: demerits, personal interview with student, teacher warning, loss of privileges, detention, parent conference, Principal's intervention, conduct report, suspension and expulsion.

Suspension/Expulsion: The Principal, in consultation with the Pastor, retains the right to suspend or expel a student when an action warrants this procedure. A student may be suspended, placed on probation, or expelled if their conduct is destructive or harmful to persons or property, or for speech that is contrary to Christian morals or values. Disrespect to any person is one such example. Continued disruption of the environment; a repeated pattern of misconduct by a student; lack of cooperation from a family in dealing with school matters; threatening behavior, harassment, bullying or other inappropriate conduct are other causes for expulsion.

Disciplinary Policies as Guidelines: The disciplinary policies and procedures set forth in this handbook provide guidelines that the school may, in its discretion, employ in regulating student conduct. They do not however limit the school's right to freely and fully exercise any and all disciplinary measures, with or without prior notice or warning, including expulsion from school in the sole discretion of the school administration.

School Facilities

Computer Use

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
 - a. Use only assigned accounts and passwords;
 - b. Do not share assigned accounts or passwords with others;

- c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources;
- a. Observe all network security practices;
 - b. Report security risks or violations to the school principal;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others;
- a. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.
4. Respect the principles of the Catholic school;
- a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomforting materials to the school principal;
 - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
 - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
 - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;
 - g. Do not send spam, chain letters or other mass unsolicited mailings;

- h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to

any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

Guidance Office

The school guidance counselor is available to work with students, teachers and parents as needed. Teachers may refer students to the guidance counselor when they deem it necessary. Parents may request guidance services for their children.

Library

Saint James Catholic School library is available for use by students on a daily basis. Students in grades 1-8 visit the library weekly. Students are encouraged to check out books. Students are responsible for the care and return of all materials checked out in their name. If materials are damaged or lost the student will be charged a fine or replacement cost. Late fines will be assessed to insure that materials are returned in a timely manner.

Asbestos

Federal regulations require that St. James Catholic School inform its families that the school complies with all testing and monitoring of asbestos on its premises. There is no current asbestos contamination at the school.

School Athletics, Organizations and Extracurricular Activities

Fundraising

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

School Sponsored Events

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school.

Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school. Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

Classroom Parties

Simple birthday parties for students in Pre-K and K may be celebrated in school. Parents need to request permission from the teacher for the party at least two days in advance. Only cupcakes and juice are allowed; no other food or gift bags are permitted. Parents are to provide all the necessary food and paper goods. Holiday parties are allowed on all grade levels with permission from the administration. Teachers are responsible for the planning and organizing the party with the students and parents.

Field Trips

Field trips are for the purpose of educational enrichment. Every student participating must have permission slip signed by the parent or guardian. All students are expected to attend class field trips. The cost for the trip is paid by the parent or guardian. Overnight trips or trips that require a long distance to travel (outside of Dade or Broward counties) are not permitted.

Participation in School Athletics or Organizations

The school recognizes the following sports, activities and clubs:

Mission Club

Safety Patrol

Student Council	Step Team
Dances	Volleyball
Basketball	Homework Help

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.**

The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

Additional Policies

Student Records

Registration is complete when a student's file is complete. All students must have a registration form, Health and Immunization records, previous school records, if applicable, copy of original birth certificate, and a copy of original Baptismal certificate, if Catholic on file in the school office.

Immunizations

The Archdiocese requires, that prior to enrollment or attendance in grades Kindergarten and above, each student presents or has on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for

either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

Emergency Contact Information: Please keep contact information up to date. The Emergency Contact Information Form is included in the registration packet. It must be complete and accurate.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal [or appropriate school official] identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted

as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Financial Obligations

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or dis-enroll the student if any financial obligations are not met.

Tuition and fees: Tuition is a yearly fee payable over a ten month period. The first tuition payment is due by August 15 and the last payment is due by May 10. Parents who receive payments from outside scholarship agencies are responsible for applications and paperwork connected with the scholarship or funding program. Payments are to be received and endorsed in a timely manner. Tuition will not be refunded if a student is suspended, expelled or withdrawn during the school year.

Late Payments: Payments are late after the tenth of each month (with the exception of August). A late fee of \$20.00 will be charged for late payments.

Returned Checks: If a check is returned by the bank, the family will be charged a returned check fee of \$25.00. The family may also be required to pay in cash for the rest of the school year.

School Insurance: The Archdiocese of Miami mandates in-school insurance coverage for all students. Therefore, each student is covered with At School Accident Insurance. The premium for this insurance is included in the educational materials fee. Twenty-four hour coverage is optional and parents must pay an additional amount if they choose such coverage. Applications for twenty-four hour coverage are available in the school office.

Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

Testifying in Divorce or Custody Proceedings

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

Use of Photos

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent who does not wish his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

Home and School Communication

Communication between home and school is essential to each student's success and well being. St. James Catholic School communicates with its families in the following ways:

- The Parent/Student Handbook of school policies and information is given to each family.
- Parents are encouraged to register for Ren-Web to keep updated about school assignments, activities and student progress.
- Home and School meetings are held periodically throughout the school year.
- The Wednesday Bulletin is sent home with each child every Wednesday.
- Parent-Teacher Conferences are held as necessary. Parents and/or teachers may request a conference. Teachers may not meet with parents when they are supervising students.

Electronic Acknowledgments

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking “submit” or “accept” on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.

Contact Information

School Office phone numbers: 305 681 3822; 305 681-1704

School Fax number: 305 681-6435

After Care phone number: 305 403-0626

St. James Parish Office number: 305 681-7428

St. James Early Learning Center number: 305 403-0626

St. James School e-mail address: admin@stjamesmiami.net; srstephanie@stjamesmiami.net

St. James Catholic School

Parent-Student Handbook Acknowledgement Form

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

(Print Parent/Legal Guardian Name)

(Date)

(Signature Parent/Legal Guardian)

(Print Student Name)

(Grade)

(Print Student Name)

(Grade)

(Print Student Name)

(Grade)