

ST. JAMES CATHOLIC SCHOOL

Student/Parent Handbook



**St. James Catholic School
715 North 57th Avenue West
Duluth, MN 55807
218-624-1511**

www.stjamesduluth.org

DIOCESAN POLICY

A **DIOCESAN POLICY** is a policy that must be implemented by all of the schools in the diocese. (Policies italicized in this document are to remain unchanged when creating the school handbook. These sections are direct Diocesan Policy or are directives of the Department of Schools). A school policy is created by the individual school. All school policies must align with established Diocesan Policies. School handbooks must remain in compliance with the most current Diocese of Duluth School Policies and Administrative Policies.

Cynthia Zook
Director of Schools
Diocese of Duluth
August 2007

PURPOSE OF THE HANDBOOK

This Handbook provides general policy and procedural guidelines. These policies and procedures are subject to additions, deletions, or changes from time to time, without notice or update. St. James Catholic School reserves the right to vary from these policies and procedures if, in its opinion, the circumstances so require.

This Handbook supercedes and revokes all prior policies, procedures, handbooks, and memoranda. This Handbook may not be amended or revoked without the express written approval of St. James Catholic School.

RECEIPT AND ACKNOWLEDGMENT OF THE SCHOOL HANDBOOK

This Handbook replaces any previous Handbooks. All previous Handbooks are hereby revoked.

The policies in this Handbook are to be considered as guidelines. St. James Catholic School, at its option, may change, delete, suspend, or discontinue any part or parts of the policies and benefits in this Handbook at any time without prior notice.

Should any provision of this Handbook be found to be unenforceable and invalid, such finding will not invalidate the entire Handbook, but rather only the subject provision.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Handbook.

- 1. I have received and read a copy of the School Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of St. James Catholic School at any time.*
- 2. I understand that my signature below indicates I have read and understood the above statements, and have received a copy of the Handbook.*

Dated: _____

Signature of Parent/Guardian

Signature of Student

Signature of Student

Signature of Student

Signature of Student

PRAYER FOR EXCELLENCE

We Are Challenged to be a faith-filled community, linked by love, respect, and dignity.

Lord, bless our school. May we always remember that you are present within us.

We Are Challenged to an awareness of the joy and sorrow in the world around us.

Lord, bless us that we may be able to spread peace and love.

We Are Challenged to open our minds to learn what your gospel and Church teaches.

Lord, bless us in our search for knowledge and truth.

We Are Challenged to open our hearts to see the beauty within each of your children.

Lord, bless our school family.
Help us to remain steadfast in our striving for excellence.

AMEN

St. James Catholic School Handbook
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INTRODUCTION TO THE SCHOOL

HISTORY

In August, 1894, a two story frame building located at 5528 Grand Avenue, three blocks from the church, was the site of the first St. James School. Although the original St. James School building was commodious and quite attractive, it was poorly built and therefore ill fitted to resist the freezing climate of a northern winter. Toward the end of August, four Benedictine Sisters from the Institute came to take charge. The months proved pleasant and 104 pupils registered for the various grades. The sisters started out with enthusiasm and were exhilarated in being part of the general progress of the town. However, the winter of 1894-1895 was unusually severe, and for three winter months the sisters and pupils suffered constantly from the cold.

Since the school proved too cold for both pupils and teachers, it was discontinued in June, 1895. From that time, two or three sisters came every Sunday to teach religion to the children until Rev. Daniel Lynch built a new school in 1913.

The new school was completed in August, 1914, and Sr. Beatrice Sauve served as the first Principal. The St. James School was considered the finest in the diocese next to the Cathedral Grade School on Second Avenue West and Fourth Street. It had eight classrooms, an office, a library, a meeting hall that also served as a recreation room, a boy's gymnasium, and a lunchroom. On the third floor there was a stage with adjacent dressing rooms and an auditorium with balconies equipped to seat a total of a thousand people. On the first day the enrollment was 450. The cost to the school amounted to \$50,000. Since the enrollment at the school had grown to 460 pupils by 1925, a school playground was built in 1926 on the two lots south of the school grounds. Between 1932 and 1933 the ground level of the school was remodeled at the cost of \$2,600.00. In 1946 the school curriculum was expanded to include a kindergarten and a ninth grade. The new Cathedral High School was built in Duluth in 1963, which included the dropping of the 9th Grade at St James. Grades 7 and 8 were dropped for the 1968-9 school year, as the cost of supporting the new Cathedral High School took its toll on our parish/school finances.

After 1963 enrollment began a gradual decline reaching a low point of 68 students in 1984. However, since 1988 enrollment has continued to climb and many improvements have taken place. The School became accredited by the Minnesota Non-public State Accrediting Association in 1990. In the fall of 1995 a preschool was opened. The playground was restructured in the summer of 1997 through the dedicated work of parents and parishioners. In 1999 a second pre-school session was added due to increased interest. The preschool was licensed in 2005. As of 2006, St. James offers both 3-day and 5-day kindergarten. We also offer two preschool options – 2 full days or 3 half days.

At the strong request of parents, the administration decided to re-establish grades 7 and 8 to the school, and these grades were added in 2001 and 2002 respectively. Grades 6-8 have been established as a middle school, which provides an expanded curriculum including Spanish Instruction and Life Skills Class (formerly known as Home Economics and Shop).

In 2004 an addition to the school and church was completed. It includes a gymnasium, gathering space, centralized offices, new kitchen, multi-purpose lunchroom, plus heating, ventilation and electrical upgrades at a cost of around \$2 million. Since that time, additional remodeling projects have taken place in the original school building, including a new science lab and media center, new floor coverings, offices, bathrooms, band practice rooms, and storage.

MISSION

Diocese of Duluth: Mission of Our Catholic Schools

Our Catholic schools exist to advance the religious education, formation and service ministries of the Catholic Church. We welcome children into loving Catholic faith communities where religious instruction and faith formation are integrated into all our programs.

We value each student as a special and cherished child of God. Our curriculum, classroom instruction and school activities challenge the children to achieve academic excellence, embrace and actively live the Gospel message and make a positive contribution to our Church and society.

The Catholic schools maximize the children's potential for future success. More importantly, we foster motivated life-long Christian disciples to lead and serve our parishes, communities and world.

Mission of St. James Catholic School:

St. James Catholic School, as an extension of the Church, exists to develop the full potential of all students and prepare them for their God-ordained purpose in the mission of Christ.

GOALS AND OBJECTIVES

- To fulfill the spiritual, academic, physical, social and emotional needs of each child.
- To prepare students to lead lives consistent with the Catholic faith.
- To provide an academic foundation for achieving success in future educational pursuits.
- To develop the knowledge, skills and virtues necessary to succeed in and contribute to the parish, neighborhood and world community in the name of Christ.
- To enrich the quality of each child's life in the present and the future, in preparation for all eternity.

RELIGIOUS EDUCATIONAL PROGRAM AND POLICIES

LITURGIES AND PRAYER

Our school exists to transmit the values, principles, teachings, and traditions of the Catholic Church. Therefore, all students in our school are required to participate actively in all religious activities and services.

Special efforts are made to teach the liturgical seasons and feasts of the Catholic Church, especially Advent and Lent.

A school liturgy, which is planned by students and teachers working with the parish priest, is celebrated each Wednesday morning. Paraliturgies are planned and celebrated both by individual classes and by the school as a whole. Parents/Guardians and the parish community are encouraged to attend and participate in all school religious celebrations.

RELIGIOUS ACTIVITIES

Prayer begins each day as students and teachers direct their minds and hearts to God and offer Him their daily activities. Students as well as other persons are encouraged to lead the opening prayers. Students may compose prayers, sing songs and lead the prayer of the day. Teachers help students by witnessing God in their lives by prayer, example and an awareness of God's presence during the day.

Religion class is held every day except Mass day, since the homily and scriptures are the instruction for the day. Teachers are expected to spend quality time on the preparation of the lessons, use their manuals as needed, and clearly present a love of their faith to the children.

Bible services, May Crowning, Stations of the Cross, celebration of religious feasts and praying the Rosary are planned by the faculty and the Catholic Identity Committee.

When Mass or liturgical celebrations are held for the whole school, students should be reminded of appropriate conduct. Respect for the Blessed Sacrament and the sacredness of the altar and sanctuary as well as the church being a place of prayer and worship should be carefully fostered.

The classroom environment should reflect Catholicity. A crucifix, statue or picture of Mary, a bulletin board depicting a message of religious significance and/or a prayer corner with the Bible enthroned in a meaningful, prominent manner are all ways to accomplish this. Holy Water is available from the pastor and may be kept in the prayer corner for student and staff use. Great care should be taken that all of the above are kept neat, clean and treated with the utmost respect and reverence.

RELIGIOUS EDUCATION – CURRICULUM

The Religious Education Program of our school develops in each student an attitude of prayer, respect for the sanctity of all life, and awareness of the presence of God in our world. The program fosters the knowledge and appreciation of the Gospel of Jesus Christ and the richness of Catholic teachings and traditions. The primary objective of the Religious Education Program is to bring the child closer to Jesus Christ through traditional and spontaneous prayer experiences, modeled attitudes and behaviors supportive of Church teaching and belief, daily religious instruction, Eucharistic liturgies, and paraliturgical services. Peace and justice issues, Catholic social teaching, mission awareness, and Christian/community service projects are an extension of the Religious Education Program.

All schools are expected to implement the Diocese of Duluth Curriculum Guidelines for Catechesis. The guidelines are available at each school and on the diocesan website: www.dioceseduluth.org.

SACRAMENTAL PROGRAMS

(Diocesan Policy)

Preparation for the reception of the Sacraments is the primary responsibility of the parents/guardians in cooperation with the parish director of religious education. Students in second grade receive information and insights about the Sacraments of Holy Eucharist and Reconciliation. The reception of these Sacraments is determined by the parents/guardians, the parish director of religious education, and the pastor of the family's home parish. First Penance and Communion preparation should be provided within the parish religious education program. Diocesan policies on the reception of First Penance and Communion can be found in the Diocese of Duluth Curriculum Guidelines for Catechesis. Stated guidelines for the reception of these Sacraments must be followed.

In the Diocese of Duluth, the Sacrament of Confirmation is received when students are in tenth, eleventh, or twelfth grade. Diocesan guidelines for the reception of this Sacrament must be followed. See the Diocese of Duluth Curriculum Guidelines for Catechesis for policies regarding the Sacrament of Confirmation.

EDUCATIONAL PROGRAM AND POLICIES

ACADEMIC PROGRESS

Throughout the school year, progress is evaluated on an on-going basis through assignments and projects, teacher observation, subject area testing, standardized test scores, and report cards. Communication with parents/guardians is on-going throughout the school year by means of progress reports, conduct referrals, mid-term reports, phone calls, e-mail and conferences.

The teachers keep parents/guardians informed of progress, achievements, and problems. If problems occur, the parents/guardians are notified and become part of the process of strategizing for a positive solution.

Also see sections in this handbook: Conferences; Report Cards/Progress Reports; and Communication to Parents/Guardians.

BOOKS

All books are to be stamped with the school stamp unless already done so by the local school district.

If books are kept in students' desks or lockers, student names must be entered in each book the first week of school. Books used infrequently and kept on a shelf must be signed out by students when taking them home. Books taken home for homework should be carried to and from school in some type of backpack or book bag.

If students damage or lose a book during the year, they will be fined or asked to replace the text. The above procedure applies to library and supplementary books as well as basic texts. Consult the office about replacement costs.

CULTURAL ARTS

A cultural arts program is offered to all students. This program provides the visual arts and music to enhance student appreciation in these areas.

CURRICULUM

See Diocese of Duluth School Policy: IVSCH.CUR.

The Catholic schools in the Diocese of Duluth have a written curriculum, which includes learner outcomes for all grade levels in all subjects. The curriculum guidelines are available at each school and on the diocesan website: www.dioceseduluth.org.

Curriculum is the plan for learning which identifies the student's interaction with content, materials, resources, other learners, and procedures for assessing the attainment of educational outcomes.

The curriculum reflects the mission and goals of the school community, needs of the learners, and positive educational practices that enable all students to be confident and competent learners and citizens.

The curriculum reflects an awareness and appreciation of the cultural diversity found in the local community, the state, the nation, and the world. It reflects current research on learning, learning styles, and the stages of human development.

Instruction is the process of delivering the school’s curriculum to students. Teachers help students learn and enable them to develop and meaningfully use concepts and skills. The teachers also foster the development of attitudes, understanding, and values by students. The teachers establish an environment, the accessibility to resources, and the facilitation of experiences that support all learners in constructing and exhibiting knowledge.

The curriculum has been developed through the guidelines of the Diocese of Duluth to meet or exceed all applicable requirements of the State of Minnesota. The textbooks and other learning materials are chosen to meet school and diocesan educational goals. The principal and faculty update and evaluate the curriculum regularly.

Teachers seek to meet the needs of individual students by implementing various learning experiences and teaching techniques in all curriculum areas. The school incorporates enrichment activities and individualized learning within these groups. Throughout the core curriculum, emphasis is placed on faith integration; creative thinking, writing and speaking proficiency; problem solving; and communication skills development.

Each area of our school's educational program is in the continual process of being integrated with the values, principles, teachings, and traditions of the Catholic Church. The educational program for St. James Catholic School follows:

PRESCHOOL

Religious Awareness	Language	Music	Technology
Learning About Self	Library	Spanish Vocabulary	Art
Readiness Skills	Physical Education (fine and gross motor skills)		

KINDERGARTEN

Religion	Physical Education	Technology	Art
Reading Readiness	Social Studies	Library	Music
Mathematics	Science	Spanish Vocabulary	Writing

GRADES 1-2

Religion	Spelling	Science	Art
Reading	Handwriting	Library	Music
Phonics	Mathematics	Technology	
English	Social Studies	Physical Education	

GRADES 3-5

Religion	Handwriting	Science	Art
Reading	Library	Technology	Music
English	Mathematics	Physical Education	Band
Spelling	Social Studies	Spanish Vocabulary	

GRADES 6-8

Religion	Foreign Language	Study Skills	Art
Reading	Mathematics	Library Skills	Music
English	Social Studies	Technology	Band
Spelling	Science	Physical Education	Sewing
Cooking	Woodshop	Algebra option in Grade 8	
		CPR/First Aid	

After school clubs are available for middle school students;
 Individual and group band lessons are available for grades 3-8;
 Choir is available for grades 3-8;
 Piano lessons are available for grades 1-8;

FAMILY LIFE AND HEALTH PROGRAM

See Diocese of Duluth School Policies: IVSCH.CUR Section A-3.

In compliance with modern Church teaching human development and family life education is taught at various grade levels. This content is designed to provide parents/guardians and teachers with resources, which offer children a guided, consistent, and faith-filled approach to these important issues. The approach is holistic, taking the total development of the child into consideration and highlighting Catholic values, attitudes, and moral principles.

FEDERAL FUNDING

St. James Catholic School participates in the government Federal Funding Grant Program.

According to the school's enrollment, federal funds are allocated for specific instructional purposes.

St. James Catholic School students receive Grant Aid in the following areas:

1. Per Pupil Aid: Textbooks & Instructional Materials
2. Title I: Reading and Math Remedial Instruction
3. Title II: Eisenhower Professional Development Funds (Teacher Training)
4. Title VI: Innovative Programs
5. Safe and Drug-Free Schools
6. Free and Reduced Lunch Program

FIELD TRIPS

See Diocese of Duluth School Policy: IVSCH.CUR Section B-6 and IVSCH.PER Section K.

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce students to community resources. Students are expected to participate in all field trips. Parents/guardians will be notified prior to any scheduled field trips.

All field trips must have an educational purpose and be approved by the principal prior to the event. A form for this purpose can be found in the school office. Field trips should reflect a meaningful experience related to the school curriculum. The educational purpose should be stated on the permission form. Any risks should be stated also (i.e. climbing rocks, near large body of water, etc.). Field trips such as amusement parks, visits to cabins for a fun day, attending sporting events, and viewing movies are discouraged. If other than school buses, the mode of transportation should be noted. *Volunteer drivers must follow diocesan guidelines (see Parish Administration Manual pages I.ORGAN.FSP for policy and forms). Sample forms are included in the Appendix.*

All children are required to be wearing seatbelts while being transported by car or van. Students may not be transported in 10-15 passenger vans. Students under 12 years old or less than 100 pounds may not ride in front seats with airbags. Children under the age of 4 may not be transported for field trips except by their own parent/guardian.

When a field trip is planned, a permission slip will be sent home. A parent/guardian is required to sign this form. The permission slip must be returned to the teacher before the child is permitted to take the trip. Insurance regulations of the diocese require parent/guardian authorization (signed permission form) EACH TIME the students participate in a field trip. A phone call from a parent/guardian is not an acceptable substitute for a signed permission form; however, a faxed form is acceptable. If for some extraordinary reason a student does not attend this educational experience with his or her class, he or she is still required to come to school for the full day. Work will be provided by the student's teacher/s.

The cost of most field trips is covered by the student activity fees. Exceptions to this include the fifth grade trip to the Environmental Learning Center and the eighth graduation trip.

The ratio of children to adult chaperones should be at least 10:1. All adult chaperones must have read and signed the *Diocese of Duluth Sexual Misconduct Policy and Code of Pastoral Conduct* and have had a background check prior to chaperoning any minors. See *Diocese of Duluth School Policy IVSCH.MIS.* and *Diocese of Duluth Parish Administrative Manual IIPER.MISS.*

Also see sections in this handbook: Parent/Guardian Volunteers; Volunteers in a Catholic School in the Diocese of Duluth.

A sample volunteer driver form, permission form, and Adult Hold Harmless form are included in the Appendix.

GRADUATION

Before any student may participate in graduation activities, all required work and testing must be completed and tuition and other fees paid in full. Promotion will not be granted until the above requirements are met.

It is the responsibility of the homeroom teacher of the graduating class, with the assistance of the principal, to plan and prepare the graduation exercises and Mass.

GUIDANCE/COUNSELING

The principal and the teachers strive to meet the needs of students in a positive, affirming, caring, and Christian manner. A Guidance Counselor is provided through the local school district for students in the middle school (6-8). Parents/Guardians may choose to seek professional counseling for their child if this seems appropriate. The public schools Special Services Team is available for further consultation.

HOMEWORK

Homework is an integral part of the learning process, as it encourages students to begin accepting responsibility for managing time and quality of work. Parents/guardians should encourage their children to develop good study skills while doing their homework. There are instructional consequences for not completing homework, which may include marking work as incomplete and sending it home for completion and parent/guardian signature. Incomplete homework will affect a student's grades. Parents/Guardians are encouraged to check for completion of work, although the primary responsibility for completing work is the child's. The expected amount of work per grade is about ten minutes per grade (i.e.: first grade - ten minutes, third grade - 30 minutes). Details concerning the homework routine for each grade level are communicated to parents/guardians through conferences, school newsletters, and parent/guardian orientation night.

See also sections in this handbook: Student Work Habits

HONOR ROLL AND MERIT ROLL

Our school recognizes the outstanding achievement, performance, Christian behavior, and effort of its students. Honor and merit rolls have been established for grades 3-8. Honor Roll recognizes students with an "A" (3.7 or higher) grade point average. Merit Roll recognizes students with a "B" (3.0 or higher) average.

Requirements:

1. The report card shall determine eligibility.
2. A student may not have D's or F's in any subject area.
3. The effort and personal development column of the report card must show satisfactory progress in each subject area.
4. The conduct column must show satisfactory behavior in all areas.

Eligibility:

1. All students in grades 3-8 are eligible.
2. Honor and merit roll policies are determined by the principal and teachers.
3. Grade Points are as follows:

A = 4.0	C+ = 2.33	D- = .68
A- = 3.68	C = 2.0	F = 0
B+ = 3.33	C- = 1.68	
B = 3.0	D+ = 1.33	
B- = 2.68	D = 1.0	

Assembly:

Students awarded honors will be recognized in the school newsletter and/or school assembly.

Awards

Students demonstrating outstanding and consistent Christian behavior and/or other achievements and honors are also recognized at the awards assembly each spring. The awards are:

The St. Thomas Aquinas Honor Award	The St. Edith Stein Merit Award
The St. Jerome Reading Award	The St. Cecilia Music Award
The St. Sebastian Award for Sportsmanship	The Fra Angelico Award for Art
The Sacred and Immaculate Heart Award for Christian Leadership	

MAKE-UP WORK

It is the student's obligation to procure and complete work missed during an absence. If homework is to be picked up, parents/guardians should inform teachers in the morning. Teachers will have assignments ready for pick-up after the regular school day.

Parents/guardians may call the school and request that the teachers detail missed work if the child has an extended illness.

MEDIA RESOURCES

The school library and media center are designed to provide a wide variety of educational materials that will enable students to grow in knowledge and to strengthen their interest and ability to read and think critically. Books and materials are selected to represent a diversity of views, topics, and expressions in order to encourage students to think critically and to learn to objectively evaluate ideas and concepts. Numerous selections are available to encourage students to develop their Catholic faith. The students are taught a variety of reference and library skills that are age appropriate to their level and ability. Skills are applied to classroom activities and integrated with various projects.

The school retains the right to library censorship.

Teachers may show videos in the classroom for educational purposes. Only movies with a "G" rating may be shown. Teachers must notify the principal whenever a movie is used in the classroom.

Teachers are encouraged to use the Media Library of the Diocese of Duluth. There are numerous videos available on a wide range of topics on religion and the Catholic faith for all grade levels. A Media Catalog is available for employee use in the staff workroom.

Audio-Visual Equipment and Materials

Overhead projectors, VCRs, DVD players and LCD projectors are available. Students are not allowed to carry or operate machines unless they are thoroughly familiar with their operation. New bulbs and needed repairs are requisitioned through the secretary. The need for repairs should be reported as soon as it is noticed.

Videos, music CDs and computer software are catalogued and available through the school library and computer lab. Each teacher is responsible for returning materials in a timely manner.

The school has an institutional public library card for teacher use. The card may be signed out in the school library. Each teacher is responsible for any fines accrued.

MUSIC

Students participate in music activities in the classroom and other school settings as part of the standard curriculum. Music is an integral part of weekly liturgies. Annual Christmas and Spring concerts provide an opportunity for students to perform for an audience.

MUSIC LESSONS--PRIVATE

Individual instruction is offered for band instruments, piano, and voice. The instructor determines the cost for individual instruction and instrument rental.

PHYSICAL EDUCATION/SPORTS

Each child is scheduled to take part in the physical education program. If, for a medical reason or physical limitation, a child cannot participate, the school must be made aware of this by a written note from the parent/guardian and doctor.

Although the school does not sponsor any sports teams, most St. James students participate in youth leagues in the community.

PROMOTION

See Diocese of Duluth School Policy: IVSCH.STU Section L.

Academic progress in meeting stated learner outcomes, maturity level, and attendance are the criteria used for promotion. Promotion from one grade to another is determined by academic progress in meeting stated learner outcomes, maturity level, and attendance.

Any inquires from a parent or student challenging a grade or non-promotion will be referred to the teacher involved. The teacher will then keep the principal informed of this matter.

REPORT CARDS/PROGRESS REPORTS

Student report cards are distributed 3 times each year. Mid-trimester reports are sent to parents/guardians of children in grades 3-8.

Parents or legal guardians are allowed to review the child's complete record in the presence of the principal upon proper notification. Report cards may be withheld until all books and materials are returned and all fees have been paid.

Sample Report Card and Progress Reports are available from the school office or individual teachers.

Also see sections in this handbook: Student Assessment/Grading.

RETENTION

See Diocese of Duluth School Policy: IVSCH.STU Section L.

Students who may be considered for retention may show minimal progress in two or more major academic subjects. The major subjects are as follows:

Grades K-3: Reading, Mathematics, and Language Arts

Grades 4-8: Reading, Mathematics, Language Arts, Social Studies, and Science

If a child is consistently absent or tardy, the administration has the right to consider retention for the following school year.

Any inquiries from a parent/guardian or student challenging non-promotion will be referred to the teacher involved, who will then notify the principal.

RETENTION PROCEDURES

See Diocese of Duluth School Policy IVSCH.STU, Section L.

To retain a student in the same grade for the next academic year, the following procedure is recommended:

By January 15: The teacher notifies the principal that the student is at risk of being retained.

By February 1: In writing, the principal notifies the parents/guardians that the student is being considered for retention. The principal and teacher meet with the parents/guardians to discuss the student's progress and academic and social challenges. Parents/guardians sign a statement acknowledging that they have been informed of the possibility of retention.

By April 15: The principal, teacher and parents/guardians meet to continue to discuss the student's progress and academic and social challenges. Parents/guardians sign a second statement acknowledging that a meeting was conducted to discuss the continued possibility of student retention.

After April 15: After notification in writing that the student will be retained in the same grade, the parents/guardians are provided the opportunity to review the decision process with the principal and teacher.

If a student is assigned in the next grade level because of parental/guardian wishes and over the objection of school professional staff, parents/guardians are required to sign a statement that the student is being moved to the next grade based on parental/guardian request and that the school recommended student retention.

All written communication regarding retention is maintained in the student's confidential file.

STUDENT ACTIVITY FEES

The Student activity fees are necessary to support the costs of field trips and classroom materials. These are \$40 per year, per student, with half due in September and the remainder due in January of each school year. All fees must be paid in full in order for students to participate in any classroom field trips after February 1st.

STUDENT ASSESSMENT/GRADING

The grading procedure varies from grade to grade and will be carefully explained to parent(s) at orientation night by each classroom teacher. Some teachers use a grading rubric that explains the criteria on which grades are based. When this is the case, a copy of the grading rubric will be provided to parents/guardians.

The following letter grade scale is used in grades 3-8.

A 93-100%	C 77-84%	F 69% and below
B 85-92%	D 70-76%	

Parents/Guardians are encouraged to discuss with the teacher any concerns or questions regarding student assessment and grading. Any inquiries from a parent/guardian or student regarding a student's grade/s will be referred to the teacher involved. A teacher is required to respond to parental/guardian concerns in a prompt and thorough manner.

Also see sections in this handbook: Report Cards/Progress Reports.

STUDENT WORK HABITS

The development of student work habits is an essential component of our academic program. Some of the skills include:

- Neatness of work
- Study habits
- Care of textbooks and learning materials
- Note-taking
- Homework completion
- Organizing the student desk/work area
- Keeping track of assignments (use of a daily planner/assignment book)
- Completing work on time

Homework Responsibilities of Teachers:

- Communicate to students and parents/guardians homework goals and expectations.
- Set clear and concise assignments concerning assigning, returning, and evaluating homework.
- Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
- Assign appropriate homework according to students' needs.

Homework Responsibilities of Students:

- Know and understand the purpose of the homework assignment.
- Copy assignments into assignment notebook or other such notebook, understand directions, and know what is required for completion of the assignment.
- Complete and return assignments.

- Understand when some assignments are to be completed independently, others as a team effort.
- Complete assignments neatly and do quality work.

Homework Responsibilities of Parents/Guardians:

- Maintain a positive attitude towards learning and the value of homework.
- Be aware of the homework policy and individual teacher requirements.
- Help your child find a study area that is quiet and relatively free of distractions.
- Be patient with your child and praise him/her for his/her efforts.
- Help the child by clarifying directions and helping them with explanations. **DO NOT DO THE HOMEWORK FOR THE CHILD.**
- Review the assignment to affirm completion and quality. Praise your child.
- Support the teacher and the child.

SUBSTANCE ABUSE PREVENTION PROGRAM

See Diocese of Duluth School Policies: IVSCH.CUR Section A-3.

Students in all grades receive instruction about the sanctity of life and the need to take care of the life that God has given us. Part of this instruction is teaching students about the dangers of drug and alcohol abuse, the proper use of prescription and over-the-counter drugs, negative peer pressure, how to say no and mean it, self-esteem, and wellness. These topics are presented to students in religion and science/health classes. When funding is available, the DARE program is

SUMMER SCHOOL

St. James students have two opportunities for summer instruction. Students who qualify for Title I services can continue to receive that service at no cost throughout the summer. Students who do not qualify for Title I services can receive summer tutoring at a cost. Summer tutoring is provided by licensed teachers.

TECHNOLOGY

See Diocese of Duluth School Policy: IVSCH.CUR Section C. Sample policies are available from the diocesan director of schools.

The purpose of the technology program is to familiarize students with the range of uses technology offers to students. Computer familiarity begins in preschool and is continued through each grade. Computers are used for academic projects and student publishing. Keyboarding, word processing and multi-media skills (e.g., Power Point) are developed at each grade level. Students also have access to computer assisted instructional materials. Students have the opportunity to use Internet for research and communication purposes. All Internet use is strictly supervised by teachers and adult classroom aides. Students, parents and staff are required to sign an Acceptable Use Policy regarding computer use, especially for Internet and email purposes. Computers are used by students in both the computer lab and classroom settings.

The school Technology Committee, which consists of parents and a staff representative, oversees the acquisition, maintenance and proper use of technology equipment in the building. The Technology Committee reports to the Home & School Association.

See also in this handbook: Acceptable Use Policy
A sample copy of the AUP is included in the Appendix.

TESTING

See Diocese of Duluth School Policy: IVSCH.CUR, Section A-6.

St. James Catholic School uses the Iowa Test of Basic Skills (ITBS) to help determine levels of achievement, aptitudes, and academic areas. Testing is required in the spring of each year in grades 3, 4, 5 and 6. Parents/Guardians receive the test results in a timely manner. The faculty encourages parents/guardians to discuss the results with them on an individual basis. The faculty analyzes test results to help structure the curriculum and to adapt instruction to better meet student needs.

If a student needs further professional testing to assess academic needs or perceived emotional/behavioral problems, he/she is recommended to the public school district for evaluation. Teachers, parents/guardians and the principal complete the necessary forms and attend the team conferences in order to best evaluate and create an individual education plan for the student.

TITLE 1

This federally funded remedial program is available on-site at St. James School. A Title I teacher provides remedial instruction in math, reading and language to qualified students in grades K-8. If you feel your child may qualify for this service, contact his/her classroom teacher.

WORLD LANGUAGES

An important aspect of the multicultural awareness needed by youth in our global society is the study of a language other than English. Spanish vocabulary development is offered in grades K through 5. Formal Spanish language instruction is offered for grades 6 through 8. This instruction includes the study of customs, geography and life style of other cultures. Students who complete Spanish in grades 6-8 are eligible for Spanish II at the high school level.

SCHOOL POLICIES

ABSENCES AND TARDINESS

See Diocese of Duluth School Policy IVSCH.STU Sections D and E regarding student attendance and absences and early dismissals. Also see in this handbook: Arrival Procedures – Students; Truancy.

In accordance with Minnesota law, parents/guardians are responsible for their child's attendance and punctuality. If a child is consistently absent or tardy, the administration has the right to consider retention for the following school year. Whenever a child is absent from school, the school office should be notified by phone on the day of the absence, or in advance if possible. In the case of prolonged absences (chicken pox, measles, etc.) the school must be notified.

Teachers record daily absence and tardiness and send it to the secretary's office by 9:30 each morning. Corrections should be sent to the office as needed. Each teacher should also keep a separate record of absences and tardies on a class attendance sheet. Monthly attendance sheets will be provided by the school office.

Permanent attendance records are kept in the school office for each student. Each teacher records the attendance at the end of each quarter on the permanent record. All entries should be in permanent black ink. All attendance records are considered permanent records and as such should be signed out with the secretary.

Days enrolled are different from days present. Days enrolled include all staff days that are not pupil attendance days. Days enrolled will vary each year. This information will be given to staff before the end of each school year.

Days Enrolled: This reflects all Monday through Friday days from the time a student enrolls at the school until the student leaves the school or the last day of school within a given school year. This includes all holidays, snow days, in-service days etc.

Days Present: This reflects the total number of days that the student is present in school. A child is never counted present on a holiday, snow day, in-service day, registration day, etc. This number should be about 170-175 days.

Unexcused Absences

Each school can determine what constitutes an unexcused absence. Some suggestions include:

- Vacations that have not been approved by the school -- For instance, you would count it as an excused absence if the family notified the school of their plans and efforts to make up the schoolwork have been outlined.
- Many health related absences without a doctor's notice -- For instance, if a child stayed home once a week on average because of headaches or stomach aches and no effort has been made to find the cause of the medical problem. After several of these instances, you would ask for a doctor's excuse.
- Babysitting
- Transportation problems
- Out of town company is visiting
- Tired

ACCEPTABLE USE POLICY

See Diocese of Duluth School Policy: IVSCH.CUR Section C which reads:

School staff may use computer resources at any time for school purposes. Use of St. James Catholic School's computer resources for personal reasons must take place outside of contracted school hours. Any use of St. James Catholic School's computer resources, including the e-mail and internet systems, by employees, volunteers, and students must be appropriate and must be in accordance with the Acceptable Use Policy. All employees, volunteers, and students in grades 3-8 must review the Acceptable Use Policy and sign a Receipt and Acknowledgment of the Acceptable Use Policy each year. Student use of computer resources must be supervised by a teacher or other designated adult at all times. See pages IV-47 through IV-50 for Acceptable Use Policy and form.

A sample copy of the AUP is included in the Appendix.

ADMISSION POLICIES

Diocesan Schools Policy IVSCH.STU Section A reads:

Since all school students enjoy the dignity of human beings, they have an "inalienable right to an education that is in keeping with their ultimate goal, their ability...and the culture and tradition of their country..." (Second Vatican Council: Declaration on Christian Education). Catholic educators have a responsibility to meet the needs of individual students as they attempt to develop their God-given gifts. Insofar as possible, schools should offer programs within their capabilities and resources which are flexible and appropriate, accommodating varying academic levels and individual learning styles in order to meet the needs of students.

St. James Catholic School is committed to providing equal opportunity in education for all students without regard to race, color, creed, national origin, sex, disability, status with regard to public assistance, membership or activity in a local commission, and any other status protected by applicable law. St. James Catholic School is also committed to prohibiting discrimination in education on the basis of race, color, creed, national origin, sex, disability, status with regard to public assistance, membership or activity in a local commission, and any other status protected by applicable law. St. James Catholic School's commitment applies to all aspects of education, including admission policies, scholarship and loan programs, athletic programs, and other school-administered programs.

The Catholic Schools in the Diocese of Duluth, in compliance with Gospel values and the teaching mission of the Church extend an invitation of admission to all students without regard to race, color, creed, national origin, sex, disability, status with regard to public assistance, membership or activity in a local commission. A disability, either temporary or permanent, is not a disqualification of admission providing that with reasonable accommodation the school can meet the needs of the student. Each school determines its suitability for meeting the extraordinary needs of students prior to formal admission of students with extraordinary needs.

St. James Catholic School in compliance with Gospel values and the teaching mission of the Catholic Church, invites all students to apply for admission. St. James Catholic School may give admission preference to students that are members of the

supporting parish(es). Students who are not members of the supporting parish(es) are welcome to apply for admission, but they must understand that Catholic schools form part of the teaching mission of the Catholic Church, which involves the active transmission of the values, principles, teachings, and traditions of Catholicism.

ADMISSION REQUIREMENTS

See Diocese of Duluth School Policy IVSCH.STU Section B for diocesan guidelines on student admission.

To enter the pre-school program, the child must be the appropriate age by September 1 (any other date must be stated as policy).

At the time of registration, parents/guardians must present the following:

- a. The child's baptismal certificate (if Catholic)
- b. The child's immunization record
- c. The child's latest report card and standardized test scores (grades 2-8)
- d. Completed registration form, including signed policy agreement
- e. Required fees (non-refundable)
- f. Two letters of recommendation (grades 2-8)
- g. The child's First Communion Certificate and/or First Penance Certificate (grades 3-8, if Catholic)

ADMISSION POLICIES

The Catholic schools in the Diocese of Duluth, in compliance with Gospel values and the teaching mission of the Church, extend an invitation of admission to students regardless of their race, color, national and ethnic origin, gender, status with regard to public assistance, or disability. A disability, either temporary or permanent, is not a disqualification of admission **provided** that with reasonable accommodation the school can meet the needs of the student. Each school determines its suitability for meeting the extraordinary needs of students prior to formal admission of students with extraordinary needs.

The schools in the diocese have the right to give admission preference to students that are members of the supporting parish(es). Students that are not members of the supporting parish(es) are welcome to submit applications for admission, with the understanding that Catholic schools form part of the teaching mission of the Catholic Church. This mission involves the active transmission of the values, principles, teachings and traditions of Catholicism.

Admission to a Catholic school is contingent upon having met all financial obligations at a previous school.

REQUIREMENTS FOR ADMISSION

1. To enter the pre-school program, the child must be 4 years old by September 1st.
2. To enter the Kindergarten program, the child must be 5 years old by September 1. Early admission to Kindergarten is rarely granted, and only if the child meets the Early Entrance Guidelines followed by the local school district.
3. At the time of registration, parents must present the following:
 - The child's baptismal certificate (if Catholic)

- The child's immunization record
- The child's latest report card and standardized test scores
- Completed registration form, including signed policy agreement
- Required fees (non-refundable)
- The school may request two letters of recommendation (grades 2-8)

ARRIVAL PROCEDURES – STUDENTS

Students who arrive between 8:40 and 8:55 should go to the gym where they are supervised by a teacher.

Students that arrive at school before 8:40 will be sent to Latch Key and be billed \$3.00.

Students who arrive at school after the opening time *must* come to the office to notify the secretary. This will be recorded on the child's legal attendance record as a tardy.

See also the following sections in this handbook: Absences and Tardiness

ATTIRE - STUDENTS

Diocese of Duluth School Policy IVSCH.STU Section O states:

Each local Catholic school may establish appropriate dress codes, school uniform policies and any other policies, which affect the dress and conduct of students.

St. James Catholic School has a formal uniform policy for students in grades K-8. This uniform policy is consistent with the uniform policies of all the Duluth Catholic schools and is supported by the diocese.

A detailed copy of the uniform guidelines is included in the Appendix.

BEHAVIOR CODE AND DISCIPLINE POLICY

A Catholic school is a Christian community that thrives on love, respect, and appreciation for the dignity of all people. A firm commitment toward individual responsibility for these core values is necessary for all students in our school community. It is expected that students will obey stated school rules and regulations as well as modeled rules of courtesy and appropriate behavior. It is important that students develop and demonstrate an understanding and respect for the values reflected in the *Prayer for Excellence* and the school's mission, goals and objectives.

Student Responsibilities

1. To show, by demonstrated actions, awareness and acceptance of the core values of the school.
2. To show respect for administration, clergy, teachers, employees, other students, and the school facility.
3. To obey the rules, regulations, and procedures established by the school and parish.
4. To be present and punctual daily.
5. To show satisfactory academic progress in class work, including the completion of assigned work and projects as directed.
6. To participate appropriately at liturgies, prayerful activities, school assemblies, school-related activities outside of the school facility, etc.
7. To practice courtesy, good manners, and kindness as expected of a student in our school.
8. To demonstrate by personal example an understanding of the principles of peace and social justice.

Acceptance of community benefits also entails acceptance of the responsibilities that come with community membership. These responsibilities include:

Spiritual Responsibilities

- A willingness to participate in the richness of the school's spiritual life;
- A desire to learn more about God and God's Church;
- A willingness to learn and practice the principles of peace and justice to which the Church is committed;
- A respect for life and the dignity of all human beings.

Academic Responsibilities

- A willingness to learn and follow directions;
- A willingness to participate in classroom activities;
- An obligation to complete, to the best of the student's ability, all assigned work on time.

Social Responsibilities

- Adherence to stated school rules and behavior codes;
- Peaceful conflict resolution;
- Appreciation of and care for the property of others;
- A willingness to participate in the school's social life.

Disciplinary Code

There are four basic categories of disciplinary action. These include:

- Detention/Teacher determined consequences
- Administrative Referral/Conference
- Suspension
- Expulsion

The principal is the final recourse in all disciplinary actions and may waive any disciplinary rule at his/her discretion.

Detention/Teacher Determined Consequences

See Diocese of Duluth School Policy: IVSCH.STU Section N for diocesan discipline, suspension and expulsion guidelines.

If a student must remain after class for violating the discipline code, or do anything beyond receiving a warning for the offense, the student and their parents/guardians must know in advance the type of offense that warrants this consequence.

The types of behavior that may warrant a detention/teacher-determined consequence include, but are not limited to, the following:

- a. disrespect for administration, faculty, and employees.
- b. using profane, abusive, or obscene language.
- c. disrespect toward other students.

- d. disruptive behavior in the school facility or during school related activities.
- e. repetition of minor offenses with no sign of improvement.
- f. incomplete homework or assignments.

The disciplinary procedures for detention/teacher-determined consequence are as follows:

When a student is given a detention or a teacher/determined consequence, a notice will be sent to the principal and to the parents/guardians of the student. The notice will state the reason for the consequence and the date and time for the student to serve/fulfill the consequence. The parent/guardian must sign the notice and return it to school the following day. In the event of cancellation of the consequence, the parents/guardians of the student will be notified.

If a detention is the consequence, the parents/guardians of the student involved will be responsible for the student's transportation home from the school.

Administrative Referral/Conference

The principal will arrange a conference with the parents/guardians, the student, and the teacher or any other involved parties, at which time the extent of disciplinary action will be determined.

The types of student behavior that may warrant an administrative warning include, but are not limited to, the following:

- a. stealing, cheating, lying.
- b. vandalism of school property or the personal property of others.
- c. leaving school grounds without permission.
- d. verbal assault or harassment of students.
- e. refusal to cooperate with school rules, regulations, and values.
- f. refusal to serve detention or teacher-determined consequence.
- g. threatening or intimidating a student with physical harm.
- h. fighting.
- g. repeated detentions or teacher-determined consequences.

The disciplinary procedures for administrative warnings are as follows:

- a. The principal will contact the parents/guardians and arrange a conference at the earliest convenient time. This conference will include the principal, the parents/guardians, the student, and the teacher or other parties if appropriate.
- b. Following the conference, the principal will notify the parents/guardians of the disciplinary action to be taken.
- c. A written report of the incident will be kept in the principal's office (not in the student's permanent record file).

Suspension

See Diocese of Duluth School Policy: IVSCH.STU Section N for diocesan discipline, suspension and expulsion guidelines.

A student who commits a serious infraction of school rules and values may not be allowed to attend class for a specific number of days determined by the administration. This may involve in-school as well as at-home suspension.

The types of behavior that may warrant suspension include, but are not limited to, the following:

- a. blatant disrespect for employees and/or students.
- b. fighting (after administrative warning).
- c. willful destruction of school property (this must be a repeated offense after an administrative warning or so serious that an immediate suspension is warranted).
- d. truancy.
- e. possession of dangerous objects.
- f. extortion.
- g. serious offenses of school rules or values or repeated serious offenses.

The disciplinary procedures for suspension are as follows:

- a. Parents/guardians are notified immediately after the infraction has occurred and a conference is held with all parties involved.
- b. A suspension paper is signed by the parents/guardians, the student, and the administrator. This is kept on file in the principal's office (not in the student's permanent record file).
- c. All class work and homework missed during the suspension must be completed within 10 days following the end of the suspension.
- d. When the student returns to the school following a suspension, he/she must be accompanied by a parent or guardian and report to the principal's office.

Expulsion

See Diocese of Duluth School Policy: IVSCH.STU Section N for diocesan discipline, suspension and expulsion guidelines.

A Catholic school community is maintained by belief in and adherence to a core of shared faith values. If a student demonstrates behavior that is destructive to the maintenance of these values, that student puts the entire community in jeopardy. If the stability offered by school rules and the positive modeled behavior of adults and students in the community cannot effect significant behavioral change, the disruptive student cannot be allowed to remain in the school community. This may be the basis for expulsion in the Catholic schools of the Diocese of Duluth.

The types of behavior that may warrant expulsion include, but are not limited to, the following:

- a. use, possession, or sale of illegal substances on the school grounds or at any school-related function or activity.
- b. use or possession of weapons or dangerous objects.
- c. physical assault on any member of the school community.
- d. robbery or theft.
- e. arson.
- f. repeated suspensions.

The disciplinary procedure for expulsion is as follows:

Parents/guardians are notified and a conference is held immediately with the principal and any other persons deemed appropriate by the principal.

BIRTHDAY PARTY INVITATIONS

Unless the student's entire class is being invited to a birthday party, invitations are not to be distributed at school. A school directory will be available from the office for a small printing fee.

COMMUNICATION TO PARENTS/GUARDIANS

See Diocese of Duluth School Policy IVSCH.STU Section M for diocesan guidelines for reporting to parent(s)/guardians(s).

The all-important matter of good public relations is served when quality notices or communications are sent home. All notices sent to parents/guardians should reflect neatness, accuracy, and quality. Each classroom teacher sends home a weekly newsletter to parents/guardians that includes classroom events, topics studied, and other pertinent information. A finished copy of all newsletters and other home communication must be submitted to the principal before they are sent home.

COMPLAINT PROCESS FOR STUDENTS AND PARENTS/GUARDIANS

Effective problem resolution is a major element of a positive and growth-oriented school environment. If problems arise for students or for parents/guardians in the school setting, the following procedures are established to aid in successful resolution:

1. Most problems involving students and their parents/guardians occur in the classroom. Thus, the first step in problem resolution is a scheduled dialogue/conference with the classroom teacher(s). If an informal dialogue is held with a student or parent/guardian, the teacher need only make a notation that this event occurred. If the situation is serious enough to warrant a formal conference with parents/guardians, a written record of the conference should be created. This written record should state the reasons for the conference and also state the plan for resolution. A written record of progress, alteration of the plan, and/or additional scheduled dialogues and conferences should all be included with the original statement of complaint.
2. If informal dialogues or formal conferences have not successfully resolved the problem, the principal needs to be involved. Principal involvement requires a scheduled appointment and evidence (the written record from all related conferences) of good faith efforts to resolve the problem on the classroom level. As educational leader of the school, the principal will use school/diocesan policy and the core values of the school community as the guides for problem resolution. A written record of student/parent/guardian/teacher/principal conferences needs to be added to what has already been documented.
3. If the problem is not resolved after documented good faith efforts by the principal working with all others involved, the complainant may request a hearing from the pastor. The pastor need grant this hearing only if evidence exists that school personnel have not acted in good faith or in the best interests of the child, family, or school. If the pastor grants a hearing, a written record of the hearing must accompany all previous documentation. The pastor's decision is final. The only exception to this is a violation of law or a situation that endangers the child or the school. If a legal or dangerous situation exists, the director of schools for the Diocese of Duluth may be contacted. Working in conjunction with all parties involved, a resolution will be affected according to stated policy and gospel values.

It is important for everyone in the school community to remember that all school personnel are bound by a strict ethical and legal code of confidentiality. Student problems will only be discussed with the parents/guardians and teachers of the student.

CONFERENCES

Conferences are an excellent form of communication regarding student progress. Parent/teacher conferences are scheduled twice during the school year. Parent(s) are required to attend regular conferences and any other conference requested by a teacher or the principal. Parent(s) may request a conference with teachers or the principal at other times. Parent(s) or legal guardian(s) are allowed to review the child's complete record in the presence of the principal upon proper notification.

The conference schedule is determined at a meeting with all teachers present. Conference slips are sent from the school office. If a parent/guardian is unable to keep his or her assigned conference time, the teacher should reschedule a mutually convenient time within one week of the original conference.

CONFIDENTIALITY

Teachers must make it clear to students that they will keep their confidences unless health, life or safety is involved; teachers shall report such confidences to the appropriate parties. Teachers must set the same rules for confidentiality for journals as for conversations. Teachers should read what students write.

CRIMINAL BACKGROUND CHECKS

All adults who have significant interaction with minors in an institution within the Diocese of Duluth are required to consent to a Criminal Background Check.

DIRECTORY INFORMATION

Name, mailing address, and home phone number are considered directory information and may be released to other families within our school community unless an individual family chooses to "opt out" and not have their information made available. A school directory will be available from the office for a small fee to cover the cost of printing.

DISMISSAL PROCEDURES

Preschool students must be picked up at the classroom by a parent/guardian or other designated adult. Parents of K-8 students are asked to wait in the Gathering Space until 3:55 to avoid distractions for students at the end of the class day.

Students in grades K-5 are dismissed according to the following:

- 3:55 Bell rings and students prepare for dismissal.
- 3:55 Walkers meet patrol students at the front entrance.
Bus students line up in classrooms.
Students being picked up by parents/guardians or other adults may be excused at this time, but the parent/guardian/adult must come to the classroom door.
- 4:00 As each bus arrives, the number is announced and students are dismissed in order of grade level.

Students in grades 6-8 are dismissed at 3:55 p.m. Those who walk, ride or use public transportation must leave the building at this time. Those who ride yellow busses may wait on the front landing for the bus number to be called.

Also see sections in this handbook: Leaving School Premises – Students; School Hours – Students, Traffic Patterns.

EMERGENCY DRILLS

The school conducts fire and tornado drills following the directives of the local fire department. Students are to be instructed that this is one time when we ask for total silence while moving in and

out of the building. Teachers make arrangements for closing all doors, windows, and turning off lights.

Emergency and fire drill procedures are posted in each room in the school. Teachers should follow their class leaving the building. **TEACHERS SHOULD TAKE CLASS ATTENDANCE SHEETS AND EMERGENCY BINDER WITH THEM. WHEN ALL HAVE ARRIVED AT THE DESIGNATED SPOT, ATTENDANCE WILL BE TAKEN.**

St. James also conducts five lockdown drills per school year, in keeping with state requirements for schools.

See Diocese of Duluth School Policy: IVSCH.EME Sections B and C, which reads in part:

See the Diocese of Duluth Emergency/Disaster Preparedness: A Planning Guide for Schools (March 2000).

The required number of fire drills shall be held throughout the school year. All personnel in the school shall participate in these drills.

Periodic natural disaster drills should be held, especially during the tornado and severe storm weather season.

See the Diocese of Duluth Emergency/Disaster Preparedness: A Planning Guide for Schools (March 2000) for procedures for other emergencies such as bomb threats, intruder, etc.

EMERGENCY INFORMATION

Every family must have an emergency form on record in the school office. If any information should change during the course of the school year, the school office must be notified immediately.

Parents/guardians are to notify the teacher and school office if the method of student transportation changes during the year.

Sample emergency form and transportation form are included in the Appendix.

EXTENDED SCHOOL PROGRAM

See Diocese of Duluth School Policy IVSCH.CUR Section B-7 regarding attendance centers.

St. James Catholic School provides many extended school programs for students. Detailed information about these programs can be obtained through the school office. Programs include

1. Morning and Afternoon Latchkey (grades PreK-8)
2. After School Tutoring
3. Middle School Study Group
4. Middle School Yearbook

INCLEMENT WEATHER

Diocese of Duluth School Policy: IVSCH.EME Section D on inclement weather states:

1. *See the Diocese of Duluth Emergency/Disaster Preparedness: A Planning Guide for Schools (March 2000).*
2. *The parent(s)/guardian(s) should be advised of the procedures and methods which will be followed in case school is to be canceled prior to the beginning of classes and/or emergency early dismissals. (see next page)*

In the event of poor and/or dangerous weather conditions, the school usually follows the local public school district decision on closings, late arrivals, and early dismissals. School closings are announced on the local radio stations and parents/guardians are urged to listen to the radio and/or use parental concern and caution as the guides for sending children to school in inclement weather. If our school decides to stay open when the public schools close, the decision to remain open will be broadcast on the radio.

LEAVING THE SCHOOL PREMISES - STUDENTS

If a child leaves school early for any reason, a note or phone call must be received in advance stating the nature of the early dismissal. Parents/guardian must meet the child at the school office or in the classroom for the release of the student. For the safety of the student, anyone who is not a parent or legal guardian may NOT take the child from school UNLESS he/she has written permission from the custodial parents or guardian.

LOST AND FOUND

The school is not responsible for personal articles brought to school. Articles found in the building or on the playground are placed in an area designated as Lost and Found. These articles are on display at various times throughout the year. All personal items should be marked with the child's name so that when found they could be returned to the owner.

LUNCH PROGRAM

St. James Catholic School offers a hot lunch program five days a week and students may order hot lunch on a monthly basis. The school participates in the National School Lunch program, which provides free and reduced rate lunches to students who qualify. Applications for the free/reduced lunch program are available in the school office.

The lunch program runs an "Offer vs. Serve," which means foods are offered from five different food groups (meat, vegetable, fruit, bread, and milk), and the student has the option of taking at least three of these five items.

Children are encouraged to bring healthy snacks for morning or afternoon break, such as fruit, cheese, peanut butter crackers, etc.

SCHOOL LUNCH DISCRIMINATION POLICY

In accordance with Federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

POLICY REGARDING LOST OR MISUSED MEAL TICKETS

Because St. James Catholic School participates in the National School Lunch Program, we are required to maintain a policy for lost or misused meal tickets. Students who abuse, or repeatedly lose, their meal ticket will be subject to parent notification and possible disciplinary action. Parents will be required to submit payment for all meals which have been served to their child at the rate designated for the current school year. All students/families ordering additional meal portions (ie. extra pizza slices) will be required to make payment for the additional serving portions. Meals are normally ordered on a monthly basis, but other arrangements can be made through the school office.

LUNCH/RECESS

Lunch/recess procedures are as follows:

Teachers should send lunch and milk money to the school secretary upon receiving it. Lunch tickets are distributed for students who receive hot lunch. A list of students who receive milk is available in the lunchroom for the lunchroom supervisor.

Each teacher brings the class to the lunchroom or playground. The teacher must not leave the students until he/she ensures that the lunchroom or playground supervisor is in attendance. Students must use the playground door only to enter or leave the building during lunch/recess.

All supervisory personnel and the teachers have a list of playground and lunchtime regulations to be followed by all students. The classroom teachers and the principal advise the students of these rules and regulations. Supervisory regulations and the interactions between supervising adults and students are governed by the dictates for health and safety, common courtesy, and the core values of the school community.

Recess - Cold Weather Guidelines

Students are expected to go outside at noon recess under most weather conditions. In the winter, children should dress warmly and wear boots, snow pants, warm jackets, hats and mittens. Each school has systems to ensure children are dressed properly for outdoor play.

The principal and school staff will monitor outdoor conditions at 0 degrees and below to determine if students need to remain indoors because of cold air temperatures and/or wind speeds. Schools will not send children outdoors if the wind chill is -18 or less.

Schools are equipped with weather radios that inform staff of National Weather Service alerts:

- Cautionary (Wind chills of -18 to -20 degrees)
- Advisory (Wind chill of -25 degrees or below)
- Or Warning (Wind chill of -35 degrees or below)

In addition, current conditions can be checked on the Internet at www.weather.com or at the National Weather Service website www.crh.noaa.gov/dlh]

MONEY

See Diocese of Duluth School Policy: IVSCH.FIN Section K for diocesan guidelines regarding cash accounts.

All monies are channeled through the classroom/subject area teacher to the school office. Payments of any kind should be placed in a sealed envelope marked with the child's name, grade, and purpose for the money.

NURSE'S OFFICE

See Diocese of Duluth School Policy: IVSCH.STU Sections Q, S and T for diocesan guidelines regarding medications, immunizations and health records.

A school nurse is responsible for conducting health programs throughout the school year. Parents/Guardians are informed prior to each program.

Any child with a temperature above 100 degrees or who has obvious signs of illness must be sent home. If a child becomes ill during the school day, the nurse or school personnel will notify the

parents/guardians. It is the responsibility of the parents/guardians to make arrangements to have the child picked up immediately. Students must remain home until fully recovered.

Medications, **both prescription and over-the-counter**, may be given during the school day **only with written permission from the parents/guardian and the child's doctor** with specific instructions on use. Forms are available and must be requested from the nurse or other designated persons. No medications, including over-the-counter medications, cough drops or ointments, are allowed in the student's possession. They must stay in the nurse's office or another designated area.

Medications Procedures included in the Appendix.

PARENT/GUARDIAN VOLUNTEERS

See Diocese of Duluth School Policy: IVSCH.PER Section K regarding volunteer assistance.

Parent/Guardian volunteers assist teachers during school or at home. Through the Home and School Association, parent/guardian volunteers help with various school activities.

All parent/guardian volunteers must know and practice the school guidelines for positive interactions with students. This is essential to maintain the core values of the school community. Adults working with children in the school, including volunteers who have significant interaction with minor children, must read and sign a statement of understanding of the diocesan Diocese of Duluth Sexual Misconduct Policy and Code of Pastoral Conduct and comply with a criminal background check. Youth Protection Training is also to be completed by each staff member or volunteer. This is a diocesan requirement to protect the children in our schools. See Diocese of Duluth School Policy IVSCH.MIS for more information on the diocesan Sexual Misconduct and Harassment Policy.

Also see sections in this handbook: Identification Badges; Sexual Misconduct Policy - Diocese of Duluth; Volunteers in a Catholic School in the Diocese of Duluth.

PARENTS OF STUDENTS IN A CATHOLIC SCHOOL IN THE DIOCESE OF DULUTH

The Church has always recognized parents as the first and principal teachers of their children. In recognition of this role, the Catholic schools of the Diocese of Duluth offer an educational partnership to the parents of enrolled students. This partnership actively involves the parents in the education of their children.

A partnership, however, places expectations on both partners. These expectations need to be clearly understood if the partnership is to work for the benefit of the child.

SCHOOL EXPECTATIONS

The parent has the right to expect the school to:

- Maintain a school-wide environment conducive to and reflective of the values, principles, teachings and traditions of the Catholic Church.
- Maintain open and extensive communication about student academic progress, social development, physical development, behavior, perceived problems, and the need for special attention to gifts and talents.
- Treat all community members with the respect and dignity accorded to all human beings.

- Be receptive to parental input and advice regarding a child’s academic, social, or emotional progress. Parent input is valuable and valued, and the school is willing to work with parents to accommodate specific needs.
- Provide educational opportunities suitable for the academic, social, physical, and faith development of all enrolled children. If the school is unable to provide these opportunities, the parent(s) must be notified and, if possible, directed to a source where these opportunities are available.
- Offer help to parents who wish to be more involved in their children’s education. This help may be offered in the form of educational seminars and workshops, printed information, speakers offering insights on parenting and its role in education, appropriate literature or other resources, etc.

PARENT EXPECTATIONS

The school has the right to expect parents to:

- Support the faith and academic development efforts of the school. Working together, the school and the home can create a unified approach to faith and educational development.
- Communicate with the school about their needs and the needs of their children. This communication is vital to the maintenance of the partnership between the school and the home. Individual conferences, the reading of printed material sent to the home, Home and School meetings, parent education nights, etc., are all valuable forms of school-to-home communication.
- Treat school personnel, students and other school faith community members with the respect accorded to all human beings.
- Be receptive to the advice of the school’s professional educators.
- Honor the school commitments agreed upon at the time of enrollment. These commitments are in the form of tuition payment, volunteer hours, fundraising, attendance at conferences and meetings, etc.
- Understand and appreciate the school’s commitment to offering the benefits of Catholic education to a diverse grouping of students. Catholic schools prepare children to cope effectively with the realities of life. The strength that come from development of faith, life skills, thinking ability and community all contribute to this process.

PLAGIARISM POLICY

Definition

Plagiarism is the passing off of the thoughts or works of another as one's own. Plagiarism involves giving the impression that a person has thought, written or produced something that has, in fact, been borrowed from another.

There are two basic forms of plagiarism:

1. Using someone else's work as your own, without citing the source. This includes direct copying, rephrasing, and summarizing, as well as taking someone else's idea and putting it in different words.
2. Not indicating directly quoted passages or ideas even while citing the work as a general source.

Penalties

Each case shall be treated on its merits. Minor first infringements may be corrected by counseling or by the imposition of a penalty, as appropriate. Depending on the circumstances, the penalty imposed may include a warning, resubmission, loss of marks, failure on a particular task or in a subject, or a charge of misconduct to be dealt with by the principal.

Where a penalty is imposed, the parents/guardian will be notified and a written note will be placed in the student's file. Before imposing a penalty for plagiarism, the student's file should be checked to determine whether the offence is a first or subsequent offence. For a subsequent offence, the penalty should be more severe.

SCHOOL HOURS - STUDENTS

The full-day preschool class meets on Mondays, Wednesdays and Fridays, from 9:00 to 3:45. If there is a sufficient number of requests, a session which meets on Tuesdays and Thursdays may be added. Full day kindergarten is available in both 3-day and 5-day options. Kindergarten through grade five meet from 9:10 to 3:55, and grades six through eight from 9:05 until 3:55. Non-bussed students should not arrive before 8:40 unless special arrangements have been made with principal. School hours are subject to change depending on bus transportation. On Early Release days, students are dismissed two-hours early, that is at 1:55 p.m. There is no Latch-Key on Early Release days due to staff in-service obligations.

Specific arrangements must be made for drop-off and/or pick-up of students outside of the designated times. If parents/guardians are participating in the extended school program (clubs, latch-key, etc.) parents/guardians must comply with the rules established by the program for dropping off and picking up children.

If St. James Catholic School decides to stay open when the public schools are closed, all parents will be responsible for transportation of students to and from school. Parents will be given advanced notice of such an event.

Also see sections in this handbook: Absences and Tardiness; Arrival Procedures; Dismissal Procedures.

SCHOOL VISITS

See Diocese of Duluth School Policy IVSCH.STU Section M-2 regarding parent/guardian access to the student.

If at any time parents/guardians wish to speak with a teacher, the parent/guardian must schedule an appointment and inform the school office when entering the school. This is a safety procedure to allow the school to know when visitors are in the school building and the purpose of the visit. Visits to classrooms are not permitted during school hours unless previous arrangements have been made through the school office and with the individual teacher.

Also see sections in this handbook: Complaint Process for Students and Parents/Guardians; Conferences.

SEARCH AND SEIZURE

If the principal, or one officially designated by the principal, has information that a student has in his/her possession items that are harmful or constitute a criminal offense in the State of Minnesota, the principal or the designee reserves the right to search the student's personal possessions on the school premises in the presence of a third party (another adult). Every effort will be made to maintain as much respect and dignity for the person as the situation allows.

STUDENT RECORDS - INSPECTION AND RELEASE

See Diocese of Duluth School Policy IVSCH.STU Section J and K for diocesan policy on permanent student records.

Parents or legal guardians may ask the principal to review the contents of any records collected and maintained on their child. These records may mean any of the following:

- 1. Data identifying the child by any quantifying or qualifying characteristics*
- 2. Summary of completed/attempted academic progress, including grades, standardized test scores, portfolios, and other assessment forms*
- 3. Dates of school attendance*
- 4. Scores of intelligence, psychological, or aptitude tests*
- 5. Interest inventory results*
- 6. Health data*
- 7. Family background information*
- 8. Written observations of counselors and teachers*
- 9. Verified reports of behavioral problems*

Located on the cover of each student file: name of person reviewing file, date the file is reviewed, and reason the file was reviewed.

No student records may leave the school building. Records should be obtained from and returned to the secretary on the same day.

Student teachers/observers may view records of a student if the parent/guardian and principal give signed permission slips authorizing the study. These slips will remain in the child's permanent record.

Also see sections in this handbook: Teacher Records.

SUPERVISION OF STUDENTS

Ensuring the safety of students is of crucial importance at all times. The teacher or his/her designee is responsible for the supervision of students throughout the school day. If a teacher must leave the students, care must be taken for the supervision of students in his/her absence. In an emergency situation, a call to the office for assistance or to notify a neighboring teacher for the need of assistance would be appropriate. Special consideration must be made to the particular circumstances. The younger the children, mentally and chronologically, the greater standard of care should be taken.

Students are not to be left in the classroom alone while other students are outside, in the gym, etc. On the playground, adult supervisors need to have an overview of where children are playing at all times. They are responsible for the safety of students at all times. Injuries are to be reported to the school office immediately. The secretary or principal administers First Aid and contacts the parents/guardians. The supervising teacher or adult must complete the accident report.

Students should not be put outside the classroom in the hallway for disciplinary reasons or to make up work. Students should be sent to another teacher, the principal or secretary's office, or to the library to finish their work.

A copy of the Student Accident Report can be found in the Appendix.

TELEPHONE

A telephone is available in each classroom, primarily for use by the teacher. Students may not use the classroom or office phone without permission by the classroom teacher. Children are not to call parents to bring forgotten lunches, books, projects, permission slips, etc. The purpose of this policy is to develop responsible habits on the part of our students.

When a parent or other adult calls for a teacher during class time, the call will not be transferred to the classroom except in the case of an emergency. Instead, the caller will be transferred to voicemail or the school secretary will take a written message.

Cell Phones: Students

Student cell phones are discouraged. In the case that a child does have a cell phone, it must remain turned off and kept in the student's backpack or locker during the school day.

TEXTBOOK FUNDS FOR NON-PUBLIC SCHOOLS

Our school participates in the government Chapter II Block Grant Program. This program allows the school to purchase special educational materials.

Our school participates in various funding programs. An allotment of funds is available each year on a per student basis. Funds are used to purchase textbooks and learning materials for each child. The parent/guardian must sign approval forms at the beginning of the school year for the school to obtain these funds. These funds have provided a significant amount of learning materials and inservice training for our school.

A sample copy of the Educational Materials form is included in the Appendix.

TRAFFIC PATTERN

Bus students and students who walk to school should enter and leave the school by the 57th Avenue doors.

Students who are driven to school or picked up should use the main entrance from the parking lot. Only the main entrance doors remain unlocked during the school day.

Also see sections in this handbook: Arrival Procedures – Employees; Arrival Procedures – Students; Dismissal Procedures.

TRANSFER STUDENT PROBATION

All incoming transfer students are given a 2-month probation period. If the student fails to comply with the school philosophy/core values, code of behavior, or academic expectations, the parents will be asked to withdraw their child from the school. This will occur at a formal conference with the parents after directed help from the teacher(s), parent(s) and principal. It is a privilege to attend a Catholic school, but the school's adherence to specific standards and values may not create the school setting compatible with some students.

Also see sections in this handbook: Code of Behavior and Discipline Policy.

TRANSPORTATION TO SCHOOL

Minnesota Statutes 2002, Sections 123B.84 through 123B.87 and 123B.92, subdivision 9 provides that school districts must provide equal transportation treatment to resident nonpublic school students. These laws are known as the "Equal Treatment Laws" or the "Fair Busing Bill."

Minnesota Rule, Chapter 3520 requires that a school district meet at least once a year with nonpublic school representatives to discuss attendance areas, safety, economics, conveniences and availability of space for the pupils. Although the final authority on attendance areas, starting time, etc., rests with the public school board, an annual meeting would help to avoid any subsequent disputes.

The bussing boundary for St. James School includes all of the Duluth area west of Mesaba Avenue and south of Hwys 53 & 194. Students are eligible to ride the bus if they live within the Duluth school district and meet the following criteria:

Kindergarten:	live .5 or more miles from the school
Grades 1-2:	live .7 or more miles from the school
Grades 3-6:	live 1 or more miles from the school
Grades 7-8:	live 2 or more miles from the school

Students who live less than the required riding distance from the school, or students who live outside of the established school boundaries, are not bussed to our school. In such cases, parents are responsible for providing transportation to and from school.

The school office will provide bussing information and, if necessary, submit bussing concerns to the appropriate authorities. Students are expected to act appropriately when riding the bus. Appropriate behavior includes following the published rules given to students by the bussing authorities.

BUS SAFETY TRAINING

Minnesota Statutes 2002, Section 123B.90, subdivision 2(b) requires that each nonpublic school provide all nonpublic school pupils enrolled in grades kindergarten through 10 who are transported by school bus at public expense and attend school within the district's boundaries with age-appropriate school bus safety training. The training must be result-oriented and must consist of both classroom instruction and practical training using a school bus (evacuation drills).

Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

1. transportation by school bus is a privilege and not a right;
2. district policies for student conduct and school bus safety;
3. appropriate conduct while on the school bus;
4. the danger zones surrounding a school bus;
5. procedures for safely boarding and leaving a school bus;
6. procedures for safe street or road crossing; and
7. school bus evacuation.

A public school district is no longer required to furnish a school bus to a nonpublic school so that nonpublic students using district-provided transportation services can practice evacuation drills.

All students in grades kindergarten through 6th grade enrolled during the first or second week of school must demonstrate knowledge and understanding of the competencies on school bus safety training by the end of the third week of school. Students in grades seven through ten enrolled during the first or second week of school must demonstrate knowledge and understanding of the competencies by the end of the sixth week of school if they have not received school bus training in kindergarten through 6th grade. All students in kindergarten through 10th grade who enroll after the second week of school receive school bus safety training or school bus safety instructional materials

within four weeks of the first day of attendance if they have not received training in their previous school districts.

All students in kindergarten through 3rd grade are to receive school bus safety training TWICE during the school year.

The nonpublic school principal or administrator must annually certify to the school transportation safety director or superintendent of the district in which the nonpublic school is located that all students transported by school bus at public expense have received training. A school district may deny transportation to nonpublic school students if the nonpublic school fails to provide school bus safety training.

The nonpublic school administrators should contact the school district in which they are located to obtain a copy of the district's transportation policy. This policy should explain what behaviors are unacceptable and what may result in students losing their bus riding privileges. A student with a disability may not be denied bus-riding privileges because the student is unable to understand the competencies.

Students are expected to act appropriately as students of our school when riding the bus. Appropriate behavior includes following the published rules given to students by the busing authorities.

TRUANCY

These procedures do not address tardiness. However, tardiness is considered part of the truancy issue. Therefore, when reporting absences, tardiness should be documented and reported. If tardiness becomes a separate issue, please contact the Director of Schools for further direction on the issue of tardiness.

Also see in this handbook: Absences and Tardies.

Younger than 12 years old

1. When a student has had in excess of 3 part or whole days of unexcused absence, the parent/guardian will be informed by letter that the student is considered a continuing truant student. See sample letter in appendix.
2. If a student continues to have unexcused absences beyond three days even after the letter has been sent home, a conference should be called by the school with the parents/guardians, teacher, and principal in attendance.
3. After 7 or more unexcused absences, the situation must be reported to social services initial intervention. (After 7 or more unexcused absences, this may be considered educational neglect.)
4. Document all oral and written communication the school has had with the parents/guardians regarding the truancy issue.
5. Follow the directives by social services initial intervention.

Older than 12 years old

1. When a student has had in excess of 3 part or whole days of unexcused absence, the parent/guardian will be informed by letter that the student is considered a continuing truant student. See sample letter in appendix.
2. If a student continues to have unexcused absences beyond three days even after the letter has been sent home, a conference should be called by the school with the parents/guardians, teacher, and principal in attendance.

3. After 7 or more unexcused absences, the truancy should be reported to an Inner Agency Review Team (in South St. Louis County this is Dawn Shykes at Lutheran Social Services 726-4847. In other areas, contact your county social services department or the County Attorney to find out how to be connected to a review team.) This team meets regularly. They will request some basic information about the truanancies and parental/guardian and student information. The team sends a notice to the parents/guardians notifying them that they have received the referral. The school principal will attend a review board meeting to discuss the situation. The parents/guardians and students are not invited to this meeting. A plan is developed at this meeting for the family to correct the truancy problems. The team informs the family of the plan. This plan may include mediation or a court referral.

Sample letters to parents/guardians regarding truancy are included in Appendix.

TUITION ASSISTANCE

See Diocese of Duluth School Policy IVSCH.FIN Section E.

The positive benefits of Catholic education should not be denied to Catholic students because of the cost of tuition. Tuition aid programs are available to families in need of these services. Information is available from the principal.

Also see sections in this handbook: Tuition Policy.

TUITION POLICY

See Diocesan Schools Policy IVSCH.FIN Section E.

- Tuition, registration, instructional and other fees will be determined on a yearly basis.
- Tuition must be paid monthly, or in two or four payments, or in advance.
- The diocesan Catholic schools, including St. James, utilize the Smart Tuition system for tuition payments and tuition aid analysis.
- Special tuition arrangements may be made in consultation with the principal and pastor.
- Tuition payments are due on the 5th, 10th, or 20th of each month, selected annually upon families' enrollment with Smart Tuition.
- Material/Activity fees are due by the 15th day of September and then again the 15th day of January.

Also see sections in this handbook: Tuition Assistance.

VISITS BY POLICE, SOCIAL WORKERS, CHILD PROTECTIVE ADVOCATES, GUARDIAN AD LITUM, ETC.

Visits by police, social workers, child protective advocates, and guardians ad litum must be arranged through the school principal. The principal must see proper identification and will request information about the nature of the visit. The principal will notify parents/guardians of the visit if he/she believes it is a necessary protection of the student's rights.

VOLUNTEER EXPECTATIONS

You are invited to volunteer your time and talent to the school family to help out as requested. While there is no upward limit on how many hours you may volunteer, we expect a minimum number of hours per family as outlined below.

- Families who have children in grades 1-8 are expected to volunteer a minimum of 20 hours per school year.

- Families who have a child in Kindergarten are expected to volunteer a minimum of 10 hours per school year.
- Jr. Kindergarten families are exempt from a required number of volunteer hours but are always encouraged and welcomed to participate.

A list of volunteer opportunities is sent home each September. All staff and volunteers are required to participate in Youth Protection Training as prescribed by Diocesan policy.

WITHDRAWALS

See Diocese of Duluth School Policy IVSCH.STU Section F for guidelines for student withdrawal.

Whenever a pupil is transferring to another school the following steps must be followed:

1. Make an appointment with the principal and/or inform the principal of the transfer.
2. Return all textbooks, library books, equipment, etc., belonging to the school.
3. Pay all outstanding debts (tuition payments, library fines, etc.).
4. Sign the release of records form.

Records will be forwarded directly to the next school after a written request from that school has been received by the school office.

ORGANIZATIONS

HOME AND SCHOOL ASSOCIATION

The school's home and school association is comprised of parents/guardians, faculty, and staff. The Home and School Association executive board meets on a monthly basis. General meetings are scheduled throughout the year.

The association serves the school by coordinating parent/guardian communication, volunteer programs, public relations, special activities for students, working on fund raising events, and social events for community building.

A copy of the Home and School Association Bylaws is included in the Appendix.

THE PASTORAL COUNCIL

The Catholic school is part of the teaching ministry of its supporting parish(es). As such, the school must be effectively integrated into the life and activities of the parish. The Home and School Association and the Pastoral Council are agencies that can help accomplish this.

The pastoral council helps to set the vision of the parish and, as part of the process, establishes goals for the parish, creates committees to realize these goals, and coordinates the many ministries of the parish. In these broad areas of responsibility, the pastoral council has significant impact on the Catholic school. This is especially true for the integration of school goals into the broader goals of the parish.

The school has a responsibility to keep the pastoral council informed about the goals, successes, programs, problems, plans, etc. of the school. The pastor, principal, and ACCE chairperson decide on how this is to be accomplished. The quality of communication between the school and the pastoral council is directly related to the extent of integration of the school into the life of the parish.

STUDENT ACTIVITY BOARD

The primary purposes of the student council are to promote responsibility among all students, provide an appropriate forum for student input, plan middle school activities and service projects, and to encourage development of school spirit and leadership. The student activity board is comprised of students in grades 6-8 and one teacher or parent advisor.

RELATIONSHIPS BEYOND THE SCHOOL FAITH COMMUNITY

See Diocese of Duluth School Policies IVSCH.REL for diocesan policy on Catholic school relationships with the diocesan Office of Word, local and state government agencies, national and state associations.

The Catholic school does not function in isolation from the rest of the parish, the diocese, or the civic community that surrounds it. These relationships should be proactive, productive, and positive, since each has the capacity to deepen and extend the integral goals of the school.

The most significant relationships beyond those of the immediate school faith community are those with the:

- Civic community;
- Diocese of Duluth;
- Local public schools;
- State of Minnesota and the Minnesota Department of Education;
- State, regional, and national Catholic organizations (i.e. NCEA, MCEA, MNSAA, etc.).

CIVIC COMMUNITY

The Catholic school should be visible enough to serve as a source of pride for the local civic community. The school, in return, should help students acquire a sense of pride in the uniqueness of their locality. This reciprocity of appreciation can have significant and positive results.

Every town has a wealth of available history, artistry, and information in its structures, natural surroundings, wildlife, and citizenry. The involvement of the school with the community will make the school more vitally connected to the community, which certainly helps to make the school a more visible and positive local entity. Community resources can enrich the curriculum and engender a sense of civic pride in students.

Some resources that can be explored include:

- the surroundings -- students should know the geography, flora and fauna of their home location;
- the elderly -- as living historians and story tellers;
- local artists and artisans;
- local government offices;
- the variety of economic enterprises in the locality;
- museums, historic homes and buildings, historical societies;
- local colleges;
- the ethnic heritage of the area (including costumes, language, dance, food, customs and holidays, etc.);
- local libraries.

DIOCESE OF DULUTH

The Code of Canon Law states:

“Catholic religious formation and education, which are imparted in any schools whatsoever. . .are subject to the authority of the Church. . .and it is the responsibility of the diocesan bishop to regulate such education and be vigilant over it.” (Canon 804)

“The diocesan bishop has the right of vigilance over and visitation of the Catholic schools located in his territory. . .he is likewise competent to issue prescriptions dealing with the general regulation of Catholic schools. . .the directors of Catholic schools, under the vigilance of the local ordinary, are to see to it that the instruction given in them is at least as academically distinguished as that given in the other schools of the region.” (Canon 806).

These canons clearly state the regulatory authority of the bishop over the Catholic schools in the diocese. The size of the diocese (22,000 square miles), the number of schools (12), and the enormous demands on the time and person of the bishop make it necessary to delegate responsibility in this area to officials in the Department of Education with the expertise needed to help the schools meet diocesan expectations of educational quality and active transmission of the values, principles, teachings, and traditions of the Catholic Church.

The Department of Education is a subsection of the Office of Word. It is composed of the Department of Schools, the Department of Catechesis, the Department of Youth and Young Adult Ministry and Media Department. These four diocesan departments work together to create a vision of education that encompasses the entire human life span. The official that works most closely with the schools is the Director of Schools. The relationship of the Director of Schools to the schools is described in the position description of the Director of Schools in the diocesan Schools Policy IVSCH.AdM Section A. 3.

LOCAL PUBLIC SCHOOLS

All of the Catholic schools in the Diocese of Duluth currently serve as "feeder schools" for the state-supported public high schools and, in most instances, for the state-supported middle schools. This situation demands the most productive relations possible between the systems since, in essence, we share students.

There are services and benefits to which all students in Minnesota are entitled, regardless of where they attend school. It is very important that the teachers in our schools know about these services so that our students can take advantage of them. This section of the handbook should list the services provided to students in Catholic schools by the local school district. The listing should include the names, telephone numbers, and addresses of the personnel in the district responsible for providing the service. It would be very helpful to include any available procedural information about how to apply for these services.

Some of the common services provided are:

- Special Education services for learning disabilities, speech, emotional/behavior disorders, and occupational therapy.
- special services in the form of Title One instruction and materials;
- health, vision, nursing services and counseling services;
- transportation to and from school.

Many schools in the diocese take advantage of public school services and benefits such as:

- shared teacher and principal in-services;
- use of the district's curriculum lab;
- shared resources;
- extra-curricular and co-curricular activities.

Information about these services is available from the school office.

STATE OF MINNESOTA

The Minnesota Department of Education (MDE) provides the teacher licenses and licensure requirements for all schools in the state. Teachers in a Catholic school in the Diocese of Duluth are degreed and/or have equivalency.

The MDE issues directives about every aspect of education, from transportation, to athletics, to curriculum. These directives, while not always mandated for Catholic schools, are used as a guide for aligning the curriculum with that of the state-supported schools with whom we share students. See MDE website: <http://education.state.mn.us>.

The Director of Catholic Schools represents the Catholic schools in our diocese on the state level.

The Directors of Schools of the six dioceses in Minnesota meet several times during the year to coordinate legislative efforts and work together with other nonpublic school organizations to affect the development of Catholic and nonpublic education across the state.

The state provides a number of mandated services to Catholic schools. These services include:

- partial funding for textbooks (nonreligious);
- some grant money;
- information services, both in printed form and in personal contact through the MDE.

It is important that the services to which the school is entitled are listed so that every service available will be used to the benefit of our students.

STATE, REGIONAL, AND NATIONAL ORGANIZATIONS

The Minnesota Non-Public School Accrediting Agency (MNSAA) accredits many non-state supported schools of Minnesota. This agency provides the framework from which the schools produce the self-study that determines accreditation. See the MNSAA website at www.mnsaa.org.

The Minnesota Catholic Conference (MCC) represents the six dioceses of Minnesota. The MCC provides legislative updates, legal information, the contract form used in the schools, and an opportunity for Catholic schools to dialogue and share on a state level. See the MCC website at www.mncc.org.

The National Catholic Education Association (NCEA) provides a national network for Catholic educators. The NCEA keeps the schools informed about issues, publishes many useful materials covering virtually every aspect of the Catholic school, and integrates academic education with the values, principles, teachings, and traditions of the faith. The NCEA sponsors the national celebration of Catholic Schools Week and, beginning on Easter, the NCEA Convention, which is a national gathering of Catholic educators. See the NCEA website at www.ncea.org.

The United States Conference of Catholic Bishops (USCCB) is the national organization of the state Catholic Conferences and takes the activities of the state organizations to the national level. See the USCCB website at www.usccb.org.

APPENDIX

All appendix items can be found on the following pages.

**PARENT/LEGAL GUARDIAN PERMISSION SLIP
AND INDEMNITY AGREEMENT**

12/1/98

Your son/daughter, ward, _____ is eligible to participate in a school/parish sponsored activity that requires permission. This activity will take place under the guidance and supervision of employees/volunteers from _____ (parish/school).

A brief description of the activity is as follows:

TYPE OF ACTIVITY: _____

DESCRIPTION OF ACTIVITY: _____

DATE AND TIME OF ACTIVITY: _____

METHOD OF TRANSPORTATION (IF APPLICABLE): _____

STUDENT COST (IF APPLICABLE): _____

I consent to the participation of my child/ward in the above named activity. In consideration for my child/ward's participation, I agree to reimburse and indemnify the above named parish/school (understood to include the Diocese of Duluth) for all reasonable legal and court fees incurred by parish/school in defending a lawsuit that I or my child/ward may bring against the parish/school which relates to the above named activity if the parish/school is found not legally liable by the courts and prevails in the lawsuit. If the parish/school is found liable for the injuries sustained by child/ward, this paragraph will not apply.

I certify that I have an understanding of this agreement and the risks and hazards associated with the activity described above that my child/ward will be participating in. I further understand that I had the opportunity to fully discuss this agreement with a representative of the parish/school to clarify any concerns or questions about the activity or this agreement that I may have had.

Parent/Legal Guardian Signature

Date

Address

Home Phone

Work Phone

EMERGENCY MEDICAL TREATMENT: In the event of an emergency, I give permission to transport my child/ward to a hospital for emergency medical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name and relationship

Phone Number

Medical Insurance Company

Policy Number

Please furnish medical information about your child/ward which may be pertinent to his or her participation in the above identified activity: _____

PLEASE RETURN TO: _____ **BY:** _____

Please keep this form on file at the parish or school for four years.

I-40

ADULT HOLD HARMLESS AGREEMENT

PARTICIPANT: _____

PARISH: _____

DATE(S) OF ACTIVITY: _____

ACTIVITY: _____

The above named PARTICIPANT agrees to defend, protect, and indemnify and hold harmless the above named PARISH and the Diocese of Duluth against and from all claims arising from the negligence or fault of the above named PARTICIPANT or any of their agents, family members, officers, volunteer helpers, partners, organizational members or associates in connection with the above named ACTIVITY at the above named PARISH.

Additionally, the above named PARTICIPANT agrees to protect, defend, hold harmless and fully indemnify the above named PARISH and the Diocese of Duluth for any claim or cause of action whatsoever arising out of the above mentioned ACTIVITY which took place during the above identified DATE(S) OF ACTIVITY that is brought against the parish by the above named PARTICIPANT or their employees, agents, partners, family members, organizational members and associates, whether such claim arises from the alleged negligence of individuals, companies, or their agents who are not a party to this contract.

SIGNATURE OF PARTICIPANT: _____

TITLE: _____

DATE: _____

Please keep this form on file at the parish or school for four years.

121101

ST. JAMES CATHOLIC SCHOOL
Acceptable Use Policy for the Use of Computers and Telecommunications

The purpose of this Acceptable Use Policy (Policy) is to provide guidance regarding the appropriate or acceptable use of the computer resources of St. James Catholic School and to assist St. James Catholic School in protecting the security of its computer resources.

St. James Catholic School provides computer resources for users affiliated with St. James Catholic School. Computer resources includes, but is not limited to, host computers, file servers, application servers, communication servers, mail servers, web servers, workstations, stand-alone computers, software, data files, and all internal and external computer and communications networks, including internet and electronic mail (e-mail) systems that may be accessed directly or indirectly from the St. James Catholic School computer network. Users include, but are not limited to, St. James Catholic School students, faculty, employees, staff, and volunteers.

All users must behave ethically and legally in using St. James Catholic School computer resources. All users must comply with this Policy in using St. James Catholic School computer resources. If any user violates this Policy, he or she will be subject to discipline, up to and including termination, and may be subject to civil or criminal legal action.

Appropriate or acceptable use of St. James Catholic School computer resources includes:

- *Accessing the internet to conduct research or to retrieve information from libraries or other educational websites to enrich and expand St. James Catholic School curriculum.*
- *Participating in a listserv and/or newsgroups to gain access to information regarding local, state, national, and world events.*
- *Utilizing e-mail to facilitate distance-learning projects.*

Inappropriate or unacceptable use of St. James Catholic School computer resources include, but are not limited to:

- *Creating, sending, receiving, accessing, or storing messages, pictures, or files which are fraudulent, illegal, pornographic, obscene, sexually suggestive, sexist, racist, discriminatory, harassing, or insulting.*
- *Using computer resources to conduct illegal activities.*
- *Using computer resources in a manner that interferes with the user's employment or other obligations to St. James Catholic School.*
- *Using computer resources in a manner that interferes with St. James Catholic School operation of its computer resources.*
- *Using computer resources in a manner that interferes with the rights of others, including accessing, reading, deleting, copying, or modifying the files or e-mail messages of others or using another's name, e-mail address, or workstation to send e-mail messages or access the internet.*
- *Using computer resources for personal monetary gain, commercial purposes, advertising, or political lobbying outside the scope of the user's employment or other obligations to St. James Catholic School.*
- *Using software that is designed to destroy data, provide unauthorized access to St. James Catholic School computer or telecommunications systems, or disrupt computer or telecommunications equipment in any way.*
- *Creating, propagating and/or using computer viruses.*

- *Loading software that is not approved by St. James Catholic School.*
- *Making illegal copies of licensed software.*
- *Destroying software or hardware or attempting to exceed or modify the parameters of St. James Catholic School's computer or telecommunications systems.*
- *Transmitting copyrighted materials without the written permission of the author or creator in violation of United States copyright law.*
- *Transmitting materials that are protected by United States trade secret law.*

Any e-mail message created, sent, received, or stored with St. James Catholic School e-mail system is the property of St. James Catholic School. Therefore, users do not have an express or implied personal privacy right in any matter created, sent, received, or stored with St. James Catholic School e-mail system. Although St. James Catholic School does not intend to routinely monitor e-mail communications, it may monitor the e-mail system and access messages or information stored on the system to maintain the integrity and efficiency of the system, prevent and discourage unauthorized access and system misuse, retrieve business-related information, investigate reports of misconduct or misuse, reroute or dispose of undeliverable mail, or respond to lawful requests for information, including requests from law enforcement agencies. The existence of passwords or message delete functions do not restrict or eliminate St. James Catholic School's ability or right to access e-mail messages or information stored on St. James Catholic School e-mail system. St. James Catholic School cannot guarantee the privacy or confidentiality of e-mail messages. Any information that is confidential as a matter of law should not be communicated over e-mail. No e-mail message may be sent anonymously.

Users do not have an express or implied personal privacy right in any information created, sent, received, or accessed with St. James Catholic School internet system. Although St. James Catholic School does not intend to routinely monitor internet use, it may do so to maintain the integrity and efficiency of the system, prevent and discourage unauthorized access and system misuse, retrieve business-related information, or investigate reports of misconduct or misuse. The existence of passwords does not restrict or eliminate St. James Catholic School's ability or right to monitor internet use.

Any information contained on a computer hard drive or computer disk owned by St. James Catholic School is the property of St. James Catholic School. Therefore, users do not have an express or implied personal privacy right in any computer hard drive or disk owned by St. James Catholic School. The existence of passwords or file delete functions do not restrict or eliminate St. James Catholic School's ability or right to access information contained on a computer hard drive or disk owned by St. James Catholic School..

If any user receives inappropriate material from another user or observes another user engaging in inappropriate or unacceptable use of St. James Catholic School computer resources, he or she must contact the Principal immediately.

Any violation of this Policy will result in the revocation of privileges to use St. James Catholic School computer resources. In addition, any violation of this Policy will result in disciplinary action, up to and including termination of employment. Any violation of this policy may also result in civil or criminal legal action. Monetary remuneration will be sought for any damage necessitating the repair and/or replacement of any computer resources equipment.

ST. JAMES CATHOLIC SCHOOL
Receipt and Acknowledgment of the Acceptable Use Policy
for the Use of Computers and Telecommunications

Faculty/Staff/Volunteer Form

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Acceptable Use Policy (Policy) of St. James Catholic School.

- 1. I have received and read a copy of the Policy, and I understand the Policy.*
- 2. I agree to comply with the Policy in using St. James Catholic School computer resources. I understand that if I violate the Policy, I will be subject to discipline, up to and including termination of employment, and may also be subject to civil or criminal legal action.*
- 3. I understand that I have no personal privacy right or expectation of privacy in any matter created, sent, received, or stored with St. James Catholic School e-mail or internet system or any computer hard drive or computer disk owned by St. James Catholic School. I acknowledge that, by using St. James Catholic School computer resources, I am consenting to St. James Catholic School monitoring of my use of those resources.*
- 4. I agree to defend, indemnify and hold harmless the Diocese of Duluth and St. James Catholic School from any claim or loss resulting from any infraction by me of this Policy or any applicable law.*

User's Signature _____

Date _____

Name of User(print) _____

Job Title or Position _____

Street Address _____

City/State/Zip Code _____

Home Phone _____ *Work Phone* _____

Truancy Letter #1

To: Name of family
From: Principal's name
Re: Child's name attendance

Dear Parent/Guardian name:

At St. James Catholic School we are always concerned about a child's progress. One way to monitor success at school relates to the child's attendance record. Therefore, I am writing to inform you of the school's concern for child's name numerous absences or tardy days. I am requesting to meet with you to discuss how this problem can be resolved. Please call the school to arrange a convenient time in which we can discuss this matter.

_____ has been absent for a total of:

_____ Excused absences
_____ Unexcused absences
_____ Tardy times

I look forward to hearing from you soon.

Sincerely,

Principal name
St. James Catholic School

Truancy Letter #2

To: Name of family
From: Principal's name
Re: Child's name attendance

Dear **Parent/Guardian name:**

At **St. James Catholic School** we closely monitor attendance. Our attendance Team met recently and your child's name was surfaced regarding the high number of absences that she/he has had this school year. She/he has been absent for a total of:

_____ Excused Absences
_____ Unexcused Absences
_____ Tardy times

This adds up to a total of _____ times that she/he has missed the start of her/his school day, and a total of _____ times that she/he has missed school altogether.

Although she/he is listed as having a majority of these times as Excused Absences, it still is a concern when a child begins to struggle with their academics. Presently she/he is having difficulties with:

_____.

After bringing the attendance issue to the parent's/guardian's attention, and absences continue, we seek outside help to resolve the problem. This is the **second** letter addressing the attendance problem with you. At this time, we will contact _____ to begin resolving **Child's name-----** attendance problems.

Attached you will find copies