

***SAINT JAMES THE APOSTLE SCHOOL
PARENT / STUDENT HANDBOOK
2018-2019***



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**Accredited by Middle States Association of Colleges and Schools
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PURPOSE AND USE OF HANDBOOK

The Handbook exists to foster the efficient operation of St. James the Apostle School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents / guardians. This Handbook is intended to be a guide to Saint James the Apostle School's philosophy, policies and procedures. It represents standards and guidelines relating to school life. This Handbook clarifies rules as they apply to our students.

AMENDMENTS TO HANDBOOK

This Handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

MISSION STATEMENT

We, the faculty and staff of Saint James the Apostle School, Springfield, NJ, aware of the enormous responsibilities entrusted to us, welcome and embrace the opportunity to serve our children and young people within the framework of the teachings of the Gospels and Church, and in compliance with Archdiocesan Task Force recommendations.

PHILOSOPHY

Saint James the Apostle School in Springfield, New Jersey, offers students a Catholic Faith-based education which acknowledges each child's individual ability to achieve their fullest potential academically, socially, and spiritually. We teach students to view themselves as Christians and to live as Jesus taught us through the Gospel. Through daily religious instruction, the children encounter Christ and experience His presence in learning to make healthy decisions based on moral values. The communication of the message of Jesus Christ into every area of the child's curriculum is the ultimate goal of our school.

We encourage the children to become life-long learners. A goal of our academic program is to teach children the art of critical thinking thus enabling them to absorb knowledge through various venues. Working in cooperation with the families of our students, we teach by example and share in the development of the whole child. Limited class size enables the faculty and administrative staff the ability to interact with the entire school community in a nurturing manner.

The school strives to promote a quality education through the presentation of a wide range of subject areas taught in a manner that recognizes the intellectual development of each individual child at different ages. The teachers stimulate an enthusiasm for learning and encourage intellectual curiosity, while developing basic skills as well as an analytical way of thinking.

Peer relationships among students play an important part in their academic experiences. Our educators seek opportunities to provide students with cooperative learning experiences. It is our responsibility to foster healthy competition and encourage teamwork among students.

Teachers aim to understand the needs of individual students and offer support and guidance when needed. The teacher-parent / guardian relationship provides an integral role in the students' school experience. Parent / guardian involvement is vital in establishing the structure for our total educational philosophy. Recognizing parents and guardians as the primary educators, we maintain an open line of communication throughout the school year.

SCHOOL'S BELIEF STATEMENTS

We believe that:

- Catholic education promotes the spiritual and moral development of students and is an integral part of the Church's mission to proclaim the Gospel message of Jesus.
- Each child is to model Christ and serve others in the school, home, parish and greater community.
- Each child is to show respect for themselves and others and to make decisions based on moral values.
- The school, together with the parish, parents / guardians, and community, works to help the child realize academic, social, emotional, and spiritual achievements.
- Ongoing review and improvement of the curriculum is essential to improve student learning in our everyday changing world.
- Each child is unique and is to be recognized by the faculty for their individual abilities, self-worth, and dignity.
- Children should be encouraged to become life-long learners, using the skills developed throughout their formative years.
- We provide a safe and stimulating learning environment where cultural and religious diversity is welcomed.

NON-DISCRIMINATION POLICY

St. James the Apostle School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. St. James the Apostle School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ADMISSIONS

1) Call the school for an appointment.

2) Registration Day data required:

- a) Birth Certificate
- b) Health Records
- c) Report Card
- d) Testing Results
- e) Baptismal Record

3) New students entering Kindergarten to Grade 8 are required to take an admissions test.

➤ Immunization Requirements:

PreK- Entrants

- ✓ Must have a minimum of four doses of DPT
- ✓ Must have a minimum of three doses of Polio
- ✓ MMR (Measles, Mumps, Rubella) on or after the first birthday
- ✓ Three Hib doses with one dose on or after the first birthday
- ✓ One dose of Varivax (Chicken Pox) on or after the first birthday
- ✓ At least one dose of Pneumococcal on or after the first birthday
- ✓ An annual dose of Influenza Vaccine between Sept. 1 and Dec. 31

Kindergarten Entrants

- ✓ Must have a minimum of four doses of DPT with one dose on or after the 4th birthday
- ✓ Must have a minimum of three doses of Polio with one dose on or after the 4th birthday
- ✓ A second dose of Measles, usually given in a second MMR
- ✓ One dose of Varivax on or after the first birthday

Sixth Grade Entrants

- ✓ Need one dose of T-dap (Tetanus, Diphtheria, Pertusis) given no earlier than the 10th birthday
- ✓ One dose of Meningococcal Vaccine on their 11th birthday

Tb testing is required for those entering a school system in N.J. for the first time if born in a high Tb incidence country.

➤ **Transfer In**

In addition to all of the above information, a transfer card and a most recent report card and standardized test scores from the previous school are required. Students transferring to Saint James the Apostle School must bring a transfer slip with them before they will be admitted. Final approval for acceptance is up to the Principal. It is the policy of the Archdiocese of Newark not to admit any student to Grade 8 unless they are moving into the parish from another parish. Acceptance is only official upon receipt of transcripts and proof of paid tuition at the other school.

Student registration will occur once records are complete and the tuition contract is signed. All important and binding financial information is included in the tuition contract papers.

AN APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED!

➤ **Transfer Out**

Parents of students transferring out of our school must notify the school office in writing of the date the child is leaving and the school to which the educational records are to be sent. Transfer slips will only be issued if the financial responsibilities have been met. An exit interview will be conducted to understand the reason for the transfer.

ATTENDANCE

➤ Absences

A parent / guardian must call the school no later than 9:00 AM to report a student's absence. If a call has not been received by 9:00 AM, the school Office Administrator will make a reasonable effort to reach a parent / guardian to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When a child returns to school, she / he must present to the teacher a written excuse from a parent / guardian stating the student's name with the dates and reason for the absence. An absence of three or more consecutive days requires a doctor's note. Additionally, after 15 days of absence it will be necessary for you to provide a doctor's written excuse to return to school.

Excused absences are at the discretion of the Principal of the school. Effective October 1, 2018, the following absences will be excused: High School Visits, religious holidays, and family emergencies. No other absences will be excused.

➤ Lateness

Students in Grades K-8 should be in the school building by 7:55 AM. The start of the day begins with the 8:00 AM bell. Teachers along with their class begin the day with prayers and flag salute. Any child not with their class during prayer is considered late and must report to the office for a late slip. Lunchtime detention will be issued to those students who are frequently tardy.

Excessive tardiness will impact the Personal Development (Grades 4-8) and Social Development (Grades 1-3) sections of the report cards. Students who are late four (4) times in a marking period will receive an "I" in the "Obey school rules". If continued lateness persists, students will receive a "U" and students in Grades 4-8 will be ineligible for Honor Roll.

Late bus arrivals are excused.

If extraordinary circumstances warrant lateness, please write a note to explain the problem, though an excused tardiness may not be granted.

Excessive absenteeism and tardiness hampers the learning process for the child. Regular attendance is both required and necessary. Skills are taught in progression with each day's work building on lessons taught previously. Absent children cannot be taught. Parents / guardians are advised and encouraged to monitor attendance. It is well to note that attendance records are frequently requested to establish the stability of individuals applying to High Schools.

➤ **Accident / Illness**

Any student sent home with a fever **MUST** be “fever FREE” and without the use of fever reducing medications for a 24-hour period before returning to school.

Any student returning to school with crutches or other medical devices will need a note from the doctor. The note will include permission for the student to return to school, restrictions, and instructions for care while in the school environment.

➤ **Absence from Physical Education**

A note from the doctor will be necessary for gym excuses due to extended illness or injury.

➤ **Absence from School and Participation in After School Activities:**

If a student is absent from school because of illness or disciplinary action, she/he will not be permitted to take part in extra-curricular activities that afternoon or evening. If a student is absent for a reason other than illness or disciplinary action, the School reserves the right to make an individual judgment regarding same day extra-curricular and athletic participation.

➤ **Family Vacation**

When planning vacations, we respectfully request that you honor the school calendar. We strongly believe that it is essential for your child to be in attendance every day and only be excused when there is an illness or extenuating circumstances. If there should be an occasion that necessitates a family trip, the teaching staff and administration recommend that you engage your child in the following ways to maintain your child’s reading, writing and basic computation skills.

- Read on a regular basis
- Write a creative writing piece
- Keep a vacation log or journal
- Practice math facts and spelling list

Please do not request assignments in advance or additional assignments from the teacher since many of the activities generated in the classroom require teacher direction. Such instruction, when necessary, will be provided when the student returns to school.

ARRIVALS & DISMISSALS

- Students must be dropped off in the designated areas where teachers are present for supervision. Arrival time is 7:45 AM to 7:55 AM.
- Children may only be picked up in the designated area where the teachers are supervising. Drivers should remain in their car in order to maintain a steady flow of traffic. Dismissal time is 2:35 PM on regular school days and 12:00 PM on 4-hour days.
- Any student on school property between 7:00 AM and 7:45 AM must report to Before Care in the Media Center.
- When dismissal is concluded, the remaining students will be taken to After Care. There will be a fee imposed for this service.
- There is no After Care on 12:00 PM dismissal days prior to holidays. For the safety of your child, please follow the directives of the teachers on duty.

ASBESTOS MANGEMENT PLAN

The School's Asbestos Management Plan is on file in the School office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

BEFORE / AFTER CARE PROGRAM

Our Before / After Care is offered with you, the working parent in mind. The program is designed to fit your needs, as well as your child's.

The program is available to all Saint James children PreK through Grade 8.

TIME: 7:00 AM - 8:00 AM and 2:30 PM - 6:00 PM

SCHEDULE: Attendance
Snack
Homework
Indoor / Outdoor activities

PAYMENT: First day of each school week

REGISTRATION FORMS ARE AVAILABLE ON OUR WEBSITE.

BUS TRANSPORTATION

Bus transportation and/or reimbursement are provided by the local Boards of Education. The school distributes forms to parents prior to the end of the school year for processing by the local Boards of Education. These forms must be returned to the school office for service or reimbursement. The school does not take responsibility for forms not returned to the school office. Bus schedules are sent out to the parents before the opening of the school year and reimbursements are distributed twice a year by the local Boards of Education. [It is important that forms are returned in a timely manner to allow local Boards of Education to develop a comprehensive bus route.](#)

Safety on the school bus is not solely the responsibility of the school administrator and the bus driver. Safety is a matter of teamwork and requires the constant support and attention of the students and the parents.

➤ **Parent Responsibility**

- Help the driver maintain the schedule by making sure students are on time.
- Do not ask the driver to stop at places other than the regular bus stop.
- Assume responsibility in training your child to cooperate with school officials.
- Consider the driver as a member of the school system who is entitled to the respect and courtesy due all school personnel.
- Accompany young students to the bus stop each morning and meet the bus in the afternoon for the purpose of supervising conduct and for safety reasons.
- Cooperate with school officials in discharging discipline requirements in support of the school's safety program.

➤ **Student Responsibility**

- All students must ride their assigned bus to and from school. Students cannot ride another bus with a friend.
- Be on time at the designated bus stop.
- It is very important to remember that the driver is in charge. Like the teacher in the classroom, the Bus driver is the adult in charge and has rules that need to be followed for the student's safety. The driver has the same authority as a teacher in a classroom and must be respected as such.
- Upon entering the bus find a seat immediately in assigned area.
- Remain seated facing forward and reasonably quiet. No student shall stand or move from seat to seat during the trip.
- The driver reserves the right to refuse any item on the bus that they see as a safety risk to the children.
- Eating and drinking are not allowed on the bus.
- No windows or doors will be opened or closed except with the permission of the driver.
- No student shall put any item or any part of his or her body out the window.
- All items must be kept in the student's book bag.
- Do not use cell phones for any reason other than to call a parent or guardian.
- Taking pictures or video recording on the bus is strictly prohibited.
- Students are not to tease, bully, scuffle, trip, hit, or use their hands, feet or body in any other objectionable manner.
- Loud, boisterous or profane language or indecent conduct will not be tolerated.
- Students will remain seated until the bus has come to a complete stop before disembarking.
- Check around you for your belongings before getting off the bus.
- Keep 10 feet from bus once you get off and when crossing in front of the bus.
- Never walk next to or behind the bus. Never stand in the roadway while waiting.
- Always look for before crossing streets.

- Students will not be released from the bus without the presence of a parent, guardian or appropriate adult caregiver at the bus stop. If a parent, guardian or appropriate adult caregiver is not at the bus stop, the student will be brought back to Saint James the Apostle School and entered into the After Care program. An AfterCare proctor will contact the student's family.

Bus transportation is determined by Union Township. Should Union Township close schools for inclement weather or emergencies, bus service to Saint James the Apostle School will not be available.

CHANGE OF ADDRESS / PHONE NUMBER

Inform the homeroom teacher and School Office in writing if you have a change of address or telephone number. If an emergency arises, the school must be able to contact a parent / guardian immediately.

SUSPECTED CHILD ABUSE OR NEGLECT

"New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services."

CLOSING (Emergency)

Whenever school is to be closed due to inclement weather or emergencies, parents will be contacted with our voice message from *ParentREACH*, a school notification emergency system. School closing information will also be recorded on the school phone and the following locations: FOX 5, WNBC – TV, WCBS - TV and News 12 - TV.

COURT ORDERS REGARDING CUSTODY OF CHILDREN

If there is a Court Order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide Saint James the Apostle School with any official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information, which may be useful to Saint James in fulfilling its obligations.

CURRICULUM

In accordance with the Department of Education of the Archdiocese of Newark and the State of New Jersey, the following courses of study are offered:

- Religious Education
- Language Arts
- Mathematics
- Reading
- Science
- Social Studies
- Spanish
- Visual and Performing Arts
- Drug Education
- Computer Education
- Health and Physical Education
- Guidance

DISCIPLINE - ASSERTIVE

Saint James the Apostle School is dedicated to establishing the best possible environment for teaching and learning in school. We have adopted a behavior management program to achieve an ideal school climate. Our policy is based on Lee Canter's Assertive Discipline program which is composed of three major components: rules for behavior, consequences for students who choose not to follow the rules, and positive reinforcement for students who do follow the rules.

We believe that positive reinforcement changes behavior. Therefore, we utilize the "I CAUGHT YOU BEING GOOD PROGRAM". Whenever a student is caught being thoughtful, kind or helpful to another student or adult a coupon is presented to the child. In grades Pre K through grade four, the child receives a gold slip. In grades five through eight, the student receives a "Way to Go" coupon. Ten coupons merit a certificate and a trip to the Principal's treasure chest.

➤ **Discipline Policy**

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Saint James the Apostle School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well being of others. Home and School will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms:

misconduct referrals or warnings; punishment assignments; denial of privileges; detention; in-school suspension; out-of-school suspension; or expulsion.

Actions, which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the School will not be tolerated. Such actions or other severe violations of School rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a Principal / Parent / Student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive Home-School efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the School.

School policies and regulations are to maintain good order, to promote and to support an atmosphere, in which one can learn self-discipline, help the student become a law-abiding member of the community and foster a respect for the rights of others.

The administration and staff at Saint James the Apostle School will make every effort to promote an atmosphere of non-violence. We invite parents to work in partnership with us in guiding and directing students toward standards of good conduct. It is, therefore, expected that parents / guardians support and work with the school in preventive and corrective disciplinary measures regarding their children.

➤ **Student Discipline Code #0416 states:**

Since the Catholic school is a unique educational institution, the spirit of Christlike charity, respect for authority and mutual cooperation are essential to the learning situation. The Catholic school, a Community of Faith, encourages the proper atmosphere conducive to learning not only academic skills but the Christian virtues as well.

Thus, we have developed a demerit system for the proper order of the school.

➤ **Major Demerits:**

- disrespectful, discourteous, defiant behavior
- inappropriate language
- leaving the grounds without permission
- fighting
- bullying
- antagonizing classmates by word or action
- destruction or defacing of school / parish property
- disruptive and uncooperative conducts

*Any student who violates any one of the above infractions will receive 5 demerits.

➤ **Minor Demerits:**

- incomplete / no homework
- incomplete / no class work
- unprepared for class
- lateness for school or class
- antagonistic toward class routine
- disregard to school dress code regulations

*Any student who violates any one of the above infractions will receive 1 demerit.

Paper demerit slips will no longer be used. Parents will be notified by email by the classroom teacher issuing the demerit.

➤ **Expulsion Code #0416.20**

Ordinarily, expulsion should be employed only when all other means of discipline, including suspension, have been used and proven ineffectual.

However, if, in the sole determination of the school, a student's conduct or activity reflects such grave discredit on the school or otherwise presents a definite impediment to the welfare and progress of the school community, the student may be expelled without the school's having taken prior disciplinary measures.

Only the principal has the authority to expel, a student. After notice of the offense and the opportunity to respond have taken place as stated in #0416.10, the principal must notify the Office of the Superintendent of Schools before a student is expelled. In a parish school, the pastor should also be notified of the intent to expel.

A record documenting the events leading to expulsion must be on file and available, if requested by appropriate authorized persons. At the time of expulsion, the student may be given the option to withdraw. All demerits apply to school / parish buildings and grounds at all times:

The culmination of these slips will result in the following:

➤ **10 Demerits**

- ✓ "I" improvement needed in personal development on report card
- ✓ Conduct referral to be sent by faculty / staff member to parent / guardian
- ✓ Telephone call by faculty / staff member to parent / guardian

➤ **20 Demerits**

- ✓ "I" improvement needed in personal development on report card
- ✓ Conduct referral to be sent by faculty / staff member to parent / guardian
- ✓ Conference with faculty / staff member and parent / guardian

➤ **30 Demerits**

- ✓ "U" improvement needed in personal development on report card
- ✓ Disciplinary referral issued by principal in consultation with faculty / staff members involved
- ✓ Suspension
- ✓ Conference (to be attended by faculty / staff members, parent / guardian and administrator)

➤ **Suspension Code #0416.10**

When serious disciplinary action such as suspension is deemed necessary, a definite procedure should be followed. A published school policy must indicate the offense as subject to suspension, and the student and the parents must be informed of the violation of school policy and given an opportunity to respond.

THREE SUSPENSIONS will result in an automatic expulsion.

DRESS CODE FOR STUDENTS

Girls Winter Uniform

GRADES K - 4

Navy plaid jumper w/emblem **MUST** be worn on **Full Dress Uniform Days**
Khaki slacks – optional
White blouse (Peter Pan collar) **MUST** be worn on **Full Dress Uniform Days**
White turtleneck may be worn on cold days
Navy St. James long sleeve golf shirt w/embroidery (with khaki slacks only)
Navy V-neck cardigan sweater w/emblem **MUST** be worn on **Full Dress Uniform Days**
Navy knee socks, (navy leotards may be worn on cold days)
Black or brown rubber sole, comfortable **DRESS** shoes / max. 1 inch heel

GRADES 5 - 8

Navy plaid kilt **MUST** be worn on **Full Dress Uniform Days**
Khaki slacks – optional
White oxford button blouse **MUST** be worn on **Full Dress Uniform Days**
White turtleneck may be worn on cold days
Navy St. James long sleeve golf shirt w/embroidery
Long sleeve navy V-neck pullover sweater **MUST** be worn on **Full Dress Uniform Days**
Navy knee socks (navy leotards may be worn on cold days)
Black or brown rubber sole, comfortable **DRESS** shoes / max. 1 inch heel

Girls Summer Uniform

GRADES K- 4 Up until Oct. 15th and starting again on April 15th

Khaki walking shorts, slacks, or plaid jumper
Navy St. James golf shirt w/embroidery
Navy knee socks
Black or brown rubber sole comfortable shoes/ max. 1 inch heel

GRADES 5 - 8 Up until Oct. 15th and starting again on April 15th

Khaki walking shorts, slacks, or kilt
White or navy St. James golf shirt w/embroidery
Navy knee socks
Black or brown rubber sole comfortable shoes / max. 1 inch heel

GYM UNIFORM (GRADES K - 8)

Navy St. James sweatshirt and sweatpants w/logo may be worn on cold days
Gray St. James gym shirt and navy mesh shorts w/logo
Sneakers / white socks

HAIR (GRADES K - 8)

Students are expected to maintain an appropriate hairstyle.

Hair must be out of eyes.

[No oversized hair accessories.](#)

No streaking or dying of hair is permitted.

EARRINGS (GRADES K - 8)

Small studs / one pair **ONLY**

NAIL POLISH (GRADES K - 8)

Nail polish and make-up are not permitted.

Boys Winter Uniform

GRADES K – 4

Khaki slacks - MUST be worn on **Full Dress Uniform** Days
White oxford button shirt - MUST be worn on **Full Dress Uniform** Days
Navy St. James long sleeve golf shirt w/embroidery
White turtleneck shirt may be worn on cold days
Navy V-neck vest or cardigan sweater MUST be worn on **Full Dress Uniform** Days
Navy / plaid tie
Black or brown belt
Navy or khaki socks
Black or brown rubber sole comfortable **DRESS** shoes

GRADES 5 - 8

Khaki slacks - MUST be worn on **Full Dress Uniform** Days
White oxford button shirt- MUST be worn on **Full Dress Uniform** Days
Navy St. James long sleeve golf shirt w/embroidery
White turtleneck may be worn on cold days
Long sleeve navy V-neck pullover sweater MUST be worn on **Full Dress Uniform** Days
Navy / gray / yellow striped tie
Black or brown belt
Navy or khaki socks
Black or brown rubber sole comfortable **DRESS** shoes

Boys Summer Uniform

GRADES K - 8 Up until Oct. 15th and starting again on Apr. 15th

Khaki walking shorts or slacks
Navy St. James Golf Shirt w/embroidery
Navy or khaki socks
Black or brown rubber sole comfortable shoes

GYM UNIFORM (GRADES K - 8)

Navy St. James sweatshirt and sweatpants w/logo may be worn on cold days
Gray St. James gym shirt and navy mesh shorts w/logo
Sneakers / white socks

HAIR (GRADES K - 8)

Students are expected to maintain an appropriate hairstyle – NO spiking of hair
Hair must be out of eyes and above shirt collar
No shaven designs, uneven heights or lengths, streaking or dying of hair is permitted.

EARRINGS (GRADES K - 8)

No earrings

All Uniforms must be purchased from:

FlynnO'Hara

1-800-441-4122

www.flynnohara.com

There is more than one Saint James so please be sure you are purchasing the correct uniform.

DOCTOR APPOINTMENTS

Unless there is an emergency, doctor and dentist appointments should be made outside of school hours. In case of necessity, the student should bring a note signed by the parent or guardian stating the reason and the time of the appointment. The note should be given to the classroom teacher first thing in the morning. The teacher will then forward the note to the Principal, who will sign the note if permission is given. Parents or an authorized person must report to the office to meet with the student in order to properly sign the student out. No student may leave the building at any time without a parent or guardian. The student must report to the school office when he or she returns to school.

ELECTRONIC DEVICES

The following are **NOT** allowed to be visible from 7:00 AM – 2:30 PM in the building, without the teacher's permission. ALL cell phones are to be registered with the school office. These items will be confiscated and returned only to a parent or guardian, along with a detention if used improperly: **CELL PHONES, GAMING DEVICES, HEADPHONES,**

The following items are **NOT** permitted at all: **E-READERS, CAMERAS, VIDEO CAMERAS, LASER POINTERS, WATCHES with internet, texting or recording capability.**

EMERGENCY FORMS

Great care should be taken to complete emergency forms thoroughly and accurately at the beginning of each school year. If contacts or phone numbers/addresses change, the parent must notify the school office immediately. Failure to include or change emergency numbers could result in a very unfortunate situation should an emergency arise involving your child.

HEAD LICE POLICY

St. James the Apostle School conforms to the policies of the Springfield School District, Union County Health Department and the State of New Jersey in regards to head lice. Cooperation between school and families is imperative to halt the spread of head lice.

➤ Screening Procedure

At the elementary level, when a school nurse identifies a case of lice/nits, all classmates will be screened. Children involved in the original screening may be re-screened in 1 week. If no new cases are found in the second screening, a final screening will be conducted in another 1-2 weeks. If new cases are found, the individuals and classmates will be rescreened as necessary.

Once a case of head lice is reported to the school or identified by the school nurse, the following is to be done: a student with head lice or nits is to be excluded from school until treatment with anti-lice shampoo has been completed; all nits are removed; and the

student has been reexamined and determined to be nit-free by the school nurse. Parents/guardians are advised to refer to their physician for specific instructions. At the discretion of the school administration, parents of students in a classroom where there is a confirmed case of head lice will be notified in writing.

When picking up a student being excluded from school for lice or nits, the appearance and location of nits/lice should be demonstrated to the parent. Parents/guardians are advised to examine the student's household contacts and to notify any close contacts outside the home as well.

Discourage sharing of hats, combs, headphones, sports helmets.

➤ **Readmission**

Your child must be accompanied by a parent or guardian upon return to school. The school nurse will check the student for evidence of lice/nits. For a student to be readmitted, they must be *nit free*. After readmission to school, your child will be rechecked in one week.

HEALTH

Students are expected to be properly groomed at all times with special care given to hair and nails. Children with poor health habits will be interviewed by the nurse and, when necessary, steps will be taken to remove them from their respective classes.

A doctor's certificate is required after three days if absence is due to an illness. The school nurse must be notified if any child is taking any type of medication by way of a written note. No child may have medication kept in the classroom. Any medication brought to school must go directly to the nurse. **(PLEASE NOTE: APPENDIX "A", "B" and "C" can also be found on school's website under the "Parent Tools" tab - click "Forms".)**

➤ **Medication Policy**

We strongly discourage the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under the School supervision, the following procedures apply:

- 1) A parent / guardian should come to the school and personally administer the medication.
- 2) If this arrangement is not possible, the School Nurse or the Principal (or her designee) will administer the medication under the following conditions:

A. The medication must be given to the School Nurse or Principal by the parent / guardian.

B. The medication must be in the original pharmacy-labeled container.

C. The parent / guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent / guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent / guardian and the student's physician must complete and sign an "Authorization to Administer Epinephrine" form.

Note: The above applies to over-the-counter medication

HOMEWORK ASSIGNMENTS

As a rule, the children in every class will have a written and / or a study assignment every night. Parents should review these assignments and place great emphasis on study assignments. If there is a problem about the work assigned, please contact the teacher involved. Any assignment will be too long if a child begins work late in the evening.

When a child is absent from school, parents / guardians will often call to request assignments and work missed. If a child is absent for a short-term illness, which constitutes one or two days, the teacher will provide assignments upon the child's return to school. Our practice is based upon the philosophy that if a child is experiencing an illness, it is essential for them to rest so that they may return to good health as soon as possible. When a child returns to school, the teacher will also be able to determine a reasonable time frame for the work to be completed based upon other assignments that are planned during the week.

When a long-term illness of three or more days requires a child to be absent from school, the following guidelines have been established to reasonably maintain the student's skills, keep him / her abreast of classroom assignments and not place the student in a position of being overloaded upon his/her return:

- ✓ Parents should notify the teacher if their child is absent for three or more days.
- ✓ The classroom teacher will prepare appropriate assignments based upon their discretion.
- ✓ When the child returns to school, the assignments will be reviewed by the teacher to insure that the student has completed the work and to determine if further guidance and support is necessary. Once again, a reasonable amount of time will be provided to the student for all missed assignments.

Check your child's books occasionally. Books are to be free of scribbling and are to be covered. **SCHOOL BAGS ARE A MUST FOR ALL STUDENTS.** Parents must pay for lost or damaged books.

Homework may be accessed via the internet through the website at www.sjspringfield.org. Grades 6-8 may also access assignments through their Google Classroom accounts.

Please check your child's Homework Assignment books (Grades K-5) on a daily basis. Teachers have the option of posting homework on a daily basis, weekly basis or to rely solely on the Homework Assignment book.

It will be the responsibility of your child/children to write down their homework on a daily basis, as to avoid any potential problems, such as the possibility of your computer crashing or the website being temporarily unavailable for access. The website is intended as a back up for homework information, as well as a general informational tool for parents / guardians.

HONORS PROGRAM – GRADES 4 TO 8

✓ **First Honors:**

The student must maintain an “A” average or higher in ALL Major Subjects
"O" - "S" in Minor Subjects
"U" will not be allowed in Personal Development and Effort

✓ **Second Honors:**

The student must maintain a “B” average or higher in ALL Major Subjects
"O" - "S" in Minor Subjects
"U" will not be allowed in Personal Development and Effort

Please Note: Major Subjects

Grades 4-8 Religion, Reading, Language Arts, Math, Science, and Social Studies

INCOMPLETE WORK / FAILURES

The effect of poor attendance on student performance will be noted. In the event that a student's absence significantly impacts upon testing for that marking period, a student will receive an "incomplete". In order to receive a grade, students must complete the required work for the trimester. A student with an "incomplete" will not be promoted to the next grade until all requirements are fulfilled.

Upon satisfactory completion of a Catholic elementary education, students are awarded a diploma.

Warning notices for Graduation / Retention will be mailed at end of the first trimester and are to be signed and returned. Warnings will be issued for the following:

- ✓ Failures in three or more major subjects will result in retention.
- ✓ Students with failure / incomplete in one or two major subjects will be required to attend summer school or [complete a summer packet that reflects the content the student has not mastered.](#)

INTERIM REPORTS - GRADES K THROUGH 8

In an effort to keep parents informed of the student's progress or lack of progress, an interim report is issued midway into the trimester. This gives the child sufficient time to improve their grades before the end of the trimester. [Teachers now have the ability to add comments to the interim report to keep parents informed of progress.](#) Parents are asked to review this report carefully. Praise your youngster if they are doing well. In the event that they may be weak in any area, please make every effort to contact the teacher to clarify any difficulty. Parents/guardians of students in Grades 4-8 may go online to PowerSchool and check their child's progress at any time.

INVITATION POLICY

Invitations may be passed out in the school ONLY if the entire class is invited. If you are not inviting the entire class than it is your responsibility to reach out to the parents / guardians of the classmates outside the school setting. Therefore, invitations may not be passed out on the parking lot, at morning assembly, or in before/after care.

We believe and teach inclusion and social justice and therefore cannot allow nor condone students being left off a party list.

➤ Birthday Treats

We know how special our students' birthdays can be, however, due to the increasing number of allergies and teacher concern, Saint James the Apostle School students in Grades K-8 may not bring food items to school on their birthday. All students' birthdays are recognized at Saint James with birthday announcements the morning of or the Friday before if the birthday falls on a weekend. Summer birthdays are announced during the month of June. All students receive a birthday card from the principal. Teachers in the lower grades may have students wear a birthday hat.

LOST AND FOUND

Lost items are returned to the School Office and held for a limited time. Students and parents are encouraged to stop and inquire about losses. To cut down on the amount of lost and unclaimed clothing, please label with the child's first initial and full last name.

LUNCH PROGRAM

Saint James issues lunch tickets for the purchase of lunch. The use of cash for lunch payment is discouraged as it lengthens the time it takes to serve lunches. Lunch tickets are sold on Tuesdays and delivered to families on Thursdays via the brown envelope. Tickets may be purchased in advance and families can buy as many tickets as needed. Be sure to purchase enough tickets to cover lunch purchases until the following Thursday. Menus are posted on our school website monthly and are subject to change.

[Lunchtime detention will be issued to those students who frequently do not have lunch tickets or money to pay for lunch.](#)

These are lunchroom regulations:

- ✓ Children in grades Kindergarten through Eight Grade are required to stay for lunch.
- ✓ Lunch monitors are to receive the same respect as any other school authority.
- ✓ Enter in an orderly line and go to your assigned table.
- ✓ Remain in your seats until the lunch monitor(s) gives directions.
- ✓ Speak in quiet tones to each other.
- ✓ Tables are to be cleared before you line up to leave. No one will clean up after you.
- ✓ A hot lunch program is available for our students.

➤ **Lunch - Play Ground**

Children are to remain in the designated area. For safety reasons, no rough games of any kind are allowed.

OFFICE HOURS

The Administrative Office is open every school day from 7:30 AM to 3:30 PM. Any parent / guardian who wishes to make an appointment with the Principal, Faculty, or Staff member are asked to request an appointment by phone, email or letter in advance.

HOME & SCHOOL COMMUNICATION

➤ **Appointments with School Personnel**

Parents who wish to meet with the Principal, a teacher, or any member of the school staff **must make every effort to** contact the Office to arrange a mutually convenient meeting time **in advance**. For the sake of good order in the school, parents may not approach staff members during the school day without arranging an appointment beforehand.

Staff members who wish to communicate with the parents of a student may do so by phone, email, letter or a mutually convenient appointment. Teachers will not schedule an appointment at times that could conflict with teaching or supervisory duties. **Teachers should not engage in conversations with parents about student performance (academics or behavior) during school events or during the arrival and dismissal process.**

When appointments are made, both the parent and staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

➤ **Regular Communication with Parents**

Saint James the Apostle School will communicate with all parents via:

- School Website (www.sjspringfield.org) which includes the monthly calendar, lunch menus, The Panther's Beat, a bi-weekly newsletter
- Brown envelopes
- Written notices when circumstances deem it necessary
- Teacher conferences requested by parent or teacher
- *ParentREACH* Alert System

➤ **Children Bringing Cash to School Money**

Money that is sent to school should be placed in a sealed envelope and identified with the child's name and grade, the amount enclosed, and its purpose. **Money that is not received in this manner will be returned home with the student.**

➤ **After School Plans**

All plans for after school hours, must be clearly in place between the parent and child before the child comes to school. Only in emergency situations will students be allowed to use the phone to make or confirm after school plans. Parents must call the School to inform school staff of a change in after school plans in case of an emergency or unforeseen circumstance. Any changes will be communicated to the student and their teacher.

PANTHER'S BEAT

The Panther's Beat is a school news publication that is emailed to our school families every other Thursday. Inside the Panther's Beat you will receive school news, updates, HSA highlights, Student Council news and important reminders. We encourage our families to print it out and read thoroughly.

The Panther's Beat can be downloaded from the school website where past issues can also be found.

PARENTAL RIGHTS TO SCHOOL RECORDS

Saint James the Apostle School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, and upon request, the School will provide the non-custodial parent a copy of the student's essential academic records.

POLICY ON FIELD TRIPS

On occasion, the school will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. No student may participate in a field trip unless a signed parent / guardian permission slip for the specific event is submitted to the School. The permission slip form is provided by the School.

POLICY STATEMENT ON SEXUALITY

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops.¹

Among other things, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity.” (§2393, Catechism of the Catholic Church).

“Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church.”

If a student’s expression of gender, sexual identity or sexuality should cause confusion or disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the School.

As in the case of students, if serious concerns arise as to a parent’s or guardian’s (herein “parent’s”) position or action with respect to the tenets of the Catholic faith, then he/she will be counseled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.

¹ www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/

POWERSCHOOL (Grades 4-8)

All families in Grades 4-8 can access PowerSchool. This access allows a parent to see grades students have earned over the course of a trimester. Parents can access PowerSchool 24 hours a day, 7 days a week.

PowerSchool allows parents to see the detail of what makes up a student’s final trimester grade in an academic subject area by clicking on the actual grade which appears in blue. What parents cannot see in PowerSchool are grades for Specials and the Personal Development scores which appear on the right side of the report card.

Teachers will generally post their grades within 10 school days of an assignment's due date. Some assignments may take longer to grade, and some shorter. Please be patient. Do not contact teachers requesting a grade sooner than 10 school days.

Averages may seem low or high at the beginning of a trimester. Averages in the early part of a term can fluctuate greatly when even a minor assignment is entered. As more assignments are entered, the trimester average better reflects the final grade. If a student is missing an assignment or if an assignment is not yet entered into the Gradebook, the trimester grade in PowerSchool may not accurately reflect his/her progress. Parents should take this into consideration when looking at PowerSchool.

Please use the following protocol before contacting a teacher about concerns regarding your child's progress and/or grades:

1. Speak with your child.
2. Have your child talk to his/her teacher for clarification.
3. Check teacher's grading policy posted on his/her course page.
4. Parent(s)/guardian(s) may email or call the teacher. You can expect a response by the end of the following school day, not necessarily the answer to your question.
5. Parent(s)/guardian(s) may request a meeting with the teacher after first communication has been made.
6. After all of the above, parent(s)/guardian(s) may contact school administration by phone or by email.

PROTECTING GOD'S CHILDREN

As mandated by the Archdiocesan Office, **ALL** parents / guardians who wish to attend any field trip, work an event with students present, or come into the school during school hours must attend the Protecting God's Children Workshop. To register for a workshop, go to the Archdiocese of Newark website www.rcan.org and click on the Protecting God's Children logo. Along with the workshop, volunteers must complete a volunteer application, sign a Code of Conduct form, and have a background check. These forms are available in the school office.

RELIGIOUS EDUCATION AND RELIGIOUS SERVICES

The non-Catholic student is welcome at Saint James the Apostle School. The non-Catholic student is expected to understand and agree that the School exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes and liturgical services scheduled for students during the school year.

REPORT CARDS

Report cards are sent home three (3) times a year in an envelope. Parents are to sign the outer envelope acknowledging receipt of report card and return to school in the first and second trimesters. Kindergarten through Grade 8 receive three times per year. Pre-Kindergarten students are issued progress reports twice during the school year.

Students in Grades 1-3 will receive the following code in all areas (including specials):

- E = Exceeds (high understanding); demonstrates high levels of skills, knowledge, performance
- S = Secure (understanding demonstrated) has a solid understanding of concepts, skills, knowledge
- D = Developing (growth demonstrated) demonstrates progress, but lacks full understanding
- B = Beginning (beginning stages) demonstrates an emerging interest in concepts being taught
- N = Not Yet Performing (assistance required) lacks understanding and requires teacher support

Letter grades are given for overall major subject areas for Grades 4-8:

A+ = 97 – 100	C+ = 78 - 83
A = 92 - 96	C = 73 - 77
B+ = 88 - 91	D = 70 - 72
B = 83 - 87	U = Below 70 – Failure

Subcategory Code: (for major subjects)

- + = Strength
- / = Satisfactory
- = Weakness

Numerical grades for Written Communication (Holistic scoring)

- 6 = Very Good
- 5 = Good
- 4 = Acceptable
- 3 = Below Average
- 2 = Poor
- 1 = Unacceptable

Examples of Progress Reports and Report Cards are found in Appendix “D” which include a Preschool Progress Report, a Kindergarten Progress Report, a Report Card for Grades 1-3, and a Report Card Grades 4-8.

TECHNOLOGY - ACCEPTABLE USE AGREEMENT

Computers can provide access to information from around the world and the students should take full advantage of this. The computers in the classroom, lab, or library are to be used for classroom activities, Internet Web information resources, and personal research. They are not to be used for entertainment purposes, as a public forum, or for commercial purposes. The students may communicate with elected officials and express their opinion on political issues, but may not use it for political lobbying. (E-mails will be allowed only with the approval of the student's teacher.) Students will not be allowed to purchase products, nor offer products for selling through the Internet.

Other uses of the computer and Internet that the school believes to be unacceptable follow.

Illegal Activities **SUCH AS:** destroying data, spreading computer viruses
Inappropriate Language **SUCH AS:** obscene, profane, rude, threatening, prejudicial
Plagiarism
Copyright Violations
Inappropriate Access to Material

The Internet is a limited forum, as the school will monitor as well as conduct searches if there is reasonable suspicion the policy has been violated. If a violation is found the student will receive a written notice of the suspected violation and then given the opportunity to respond. If the student fails to follow the policy, network privileges will be revoked as their punishment along with possible suspension or expulsion.

TUITION

Parishioner rates are offered to all children registered at any Archdiocese of Newark parish. Families must provide proof of parish registration. Please note that the Parishioner rate is based on the principle of Stewardship. It is expected that parents contribute to the parish by using their time, talent, and/or treasure towards the mission of their home parish which, in turn, strengthens the School. Parishioners are expected to use the parish envelope or Parish system where available.

Please be advised that by signing your registration form, this secures your child's place for the school year at Saint James the Apostle School. Should, for any reason, parents find it necessary to withdraw a student, Saint James the Apostle School shall retain 80% of the overall tuition paid and refund 20% to the withdrawing family.

We realize that circumstances arise, forcing parents to make this extremely difficult decision. However, from an operational expense perspective, we feel this formula to be more than fair for all concerned, defraying the costs of losing a potential student that would have attended if a seat were available to them.

Tuition accounts must be paid in full by the date selected in FACTS (1st or 15th of the month). Eighth grade families should have their tuition accounts paid in full by May 1 of the school year.

APPENDIX "A"

AUTHORIZATION TO ADMINISTER MEDICATION IN SCHOOL

(To be CONFIDENTIAL upon completion)

NAME OF STUDENT: _____ GRADE: _____

DIAGNOSIS / ILLNESS: _____

MEDICATION: _____

DOSAGE: _____ FREQUENCY: _____

SPECIAL DIRECTIONS: _____

POSSIBLE SIDE EFFECTS: _____

I certify that the above information regarding this student is correct, and that administration of the medication to this student is necessary.

Signature of Prescribing Physician

Date

Address

Phone

I / We authorize the school nurse or, in her absence, the principal to administer the above medication as indicated. I / We understand and agree that the school, the school nurse and principal shall not be liable for any injury to the student resulting from the administration of the medication as authorized by my signature below.

Signature of Parent / Guardian

Name of Parent / Guardian (PRINT)

Date

APPENDIX "B"

**AUTHORIZATION FOR SELF-ADMINISTRATION OF
MEDICATION IN SCHOOL**

(To be CONFIDENTIAL upon completion)

NAME OF STUDENT: _____ GRADE: _____

DIAGNOSIS / ILLNESS: _____

MEDICATION: _____

DOSAGE: _____ FREQUENCY: _____

SPECIAL DIRECTIONS: _____

POSSIBLE SIDE EFFECTS: _____

I certify that the above information regarding this student is correct, and that administration of the medication to this student is necessary, and that the student has received appropriate instruction to self-administer the medication.

Signature of Prescribing Physician

Date

Address

Phone

I / We authorize the Principal and the school nurse to permit the student to self-administer the above medication as indicated. I / We understand and agree that the school, the school nurse and principal shall not be liable for any injury to the student resulting from the self-administration of the medication as authorized by my signature below.

Signature of Parent / Guardian

Name of Parent / Guardian (PRINT)

Date

APPENDIX “C”

AUTHORIZATION TO ADMINISTER EPINEPHRINE
(To Be Completed by Physician or Advanced Practice Nurse)

Name of Student: _____ Grade: _____

The Student named above requires administration of epinephrine for anaphylaxis and does not have the capability to self-administer the medication.

Dosage: _____

Special Instructions: _____

Description of Emergency Situation: _____

Possible Side Effects: _____

Date

Signature of Prescribing Physician

Address

Phone

PARENT / GUARDIAN AUTHORIZATION AND ACKNOWLEDGEMENT

I / We hereby authorize the School to administer epinephrine via EpiPen to the student named above, in accordance with New Jersey Law and the School policy stated below, as stated in the orders of the physician / advanced practice nurse above. This authorization includes the school nurse or, in the absence of the School nurse, another School employee designated and trained by the school nurse in accordance with New Jersey law.

I / We acknowledge receipt of written notice from the School that, provided the procedures set forth in New Jersey law and School policy are followed, the school and its employees or agents shall have no liability as a result of any injury arising from administration of the EpiPen to the Student. I / We understand and agree that the School and its employees or agents shall have no liability as stated in the written notice. I / We further agree to indemnify and hold harmless the School and its employees or agents against any claims arising out of administration of the EpiPen to the Student.

I / We understand this authorization and these agreements are **effective for the duration of the current school year.**

Signature of Parent / Guardian

Name of Parent / Guardian (PRINT)

ACKNOWLEDGEMENT AND RECEIPT

I acknowledge receipt of the Handbook containing the policies, rules and regulations for Saint James the Apostle School. I have read the Handbook. I understand and agree that the Handbook is binding on the students and parents, and I agree that we will abide by its provisions and content. I understand and agree that the administration of the school will have the authority set forth in the Handbook.

I understand that the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand my responsibility to support the school in the policies it has established, and to see that my child adheres to the rules and regulations set forth in the Handbook.



Name of Student PRINT

Name of Parent / Guardian PRINT

Signature of Parent / Guardian

Date