

**ST. JAMES CATHOLIC SCHOOL  
PARENT/STUDENT HANDBOOK**

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# Parent/Student Handbook

## 2017-2018



## **ABOUT ST JAMES CATHOLIC SCHOOL**

St. James Parish was established in 1904 to support Denver's first suburb, Montclair. The Most Reverend Nicholas Matz, Bishop of Denver, appointed the young Irish priest, Reverend Hugh L. McMenamain, as the founding pastor. On November 7, 1909 Bishop Matz dedicated the new one-story stone church naming it for St James the Lesser.

As World War II ended, Denver and Montclair experienced a boom and St James became one of the fastest growing parishes in the diocese, overwhelming the tiny stone church. Father William V. Powers, the pastor at the time, and Archbishop Urban J. Vehr recognized the need for a larger church and asked the Civilian Production Administration, the World War II federal agency that controlled building materials, for permission to build a new church and school. The request was finally approved on August 26, 1946, and the three-story, red brick school building with a garden-level church was completed in 1948. The Sisters of St. Joseph of Carondelet came to teach at the new school.

For many years the school was booming with more than 700 students filling the classrooms. Although, there have been many changes in enrollment and faculty over the past 65 years, the mission of St. James Catholic School to serve our Catholic Church and witness the Gospel of our Lord, Jesus Christ, remains the same. We are blessed to be here today as we strive to grow in our faith, and serve together as one Body in Christ.



## **MISSION STATEMENT**

St. James Catholic School develops the whole person, fosters intellectual and moral virtues through academic excellence and love for the truth, and witnesses a relational experience with Christ to the world.

## **PHILOSOPHY**

St. James School is a Catholic community whose members: faculty, staff, students and parents are uncompromisingly valued, respected, and loved as children of God.

Let it be known to all who enter that Christ is:

- The reason for this school
- The unseen but ever present teacher in its classes
- The model of its faculty
- The inspiration of its students

## **ACCREDITATION & LICENSING - POLICY #1010**

St James Catholic School is an approved parochial elementary school in the Archdiocese of Denver, Colorado. All Archdiocesan elementary and high schools are accredited by the North Central Accrediting Association and certified as Catholic through the Catholic School Endorsement of the Office of Catholic Schools. The accreditation process is intended to act as a means of on-going planning and school improvement.

## **NON-DISCRIMINATION POLICY - Policy # 6020**

St. James Catholic School, an elementary Catholic school in the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel Aquilla and at the direction of Dr. Kevin Kijewski, the Superintendent of Catholic Schools, the Principal, Ms Carol Hovell-Genth and

Fr. Jose Jesus Garcia, Pastor of St. James Parish, attest that this school does not discriminate on the basis of race, gender, ethnic or national origin, disability, or age in the administration of its educational policies and programs, admission procedures, employment and personnel practices, financial aid program, or athletic and other school administered programs and activities. This policy is in compliance with the Civil Rights Act of 1964 and Title IX of 1972.

## **OFFICE HOURS**

The School Office is open from 7:45AM until 3:30PM on regular school days. A parent wishing to leave a message for a teacher is encouraged to call the school office.

## **DAILY SCHEDULE**

7:45 AM Teachers will be on duty at each entrance awaiting students. 1<sup>st</sup> bell rings

8:00 AM Announcements & prayer. Classes begin

11:25 AM – 11:45 PM Lunch A & Recess (Pre, Jr.-K, Kinder

12 Noon Morning (1/2 day) Preschool, JrK dismissal

11:45 PM – 12:25 PM Lunch B & Recess ( 1, 2, 3, 4,)

12:10 PM – 12:50 PM Lunch C & Recess (5, 6, 7, 8)

2:55 PM Closing Announcements & Prayer

3:00 PM Dismissal (The school is not responsible for students that are not picked up by 3:10 PM.)

3:00 PM - 6:00 PM Academic Enrichment Program available after school

## **EARLY DISMISSAL PROCEDURE**

Early dismissal days end at 12:00AM Students must be picked up promptly after school. If late pick-up becomes a problem for individual families, the families will be notified and other arrangements will need to be made. Academic Enrichment is CLOSED on half day dismissal days.

## **AFTER SCHOOL ACADEMIC ENRICHMENT PROGRAM**

The Program is offered Monday through Friday for children in Kindergarten through 8<sup>th</sup> grade, from 3:00PM-6:00PM. On early dismissal days for faculty in-service, the Program IS NOT AVAILABLE. Please check yearly calendar.

### **DROP OFF AND PICK UP**

**Preschool parents must bring their children in the front door and deliver and pick up at the classroom and sign in, before and after school.**

With everyone's safety in mind, unauthorized vehicles are not allowed to enter any of the school's parking lots between the hours of 7:35AM-3:25PM, nor are children to walk toward cars that are double-parked. **Please respect our school neighbors, do not double-park, block driveways, or otherwise disrupt the flow of traffic. You will be in violation of school policy if you trespass on any neighbor's property.**

With everyone's understanding that the safety of each student is of the utmost importance, student drop off and pick up will run smoothly, safely, and respectfully. Please be respectful and abide by any reasonable request by staff or volunteers directing traffic. The local police may be contacted by the Principal and safety violations by parents may be reported.

## **COMMUNICATION**

Positive and effective parent-school communication is essential to the furthering of our mission. We ask that you adhere to the following channels of communication that have been set up by the Archdiocese and the school:

Discussion related to sports programs should occur in the following order:

1. Coach
2. Athletic Director
3. Principal

Discussion related to school issues with school personnel should occur in the following order:

1. Teacher
2. Principal
3. Pastor

If a matter is not settled to the parents' or guardians' satisfaction, the parent or guardian may institute a formal meeting with the Superintendent/ or his designee, the Principal, and other school personnel involved. If the matter is still not resolved, the parent or guardian may institute a formal appeal.

### **APPEAL PROCESS - Policy #1500**

Any appeal concerning any matter relating to Catholic preschools, elementary schools or Archdiocesan high schools shall be processed in accordance with the regulations specified in the Secretariat for Catholic Schools Administrators' Manual. Please contact the Office of Catholic Schools for a copy of the Archdiocesan Appeal Process.

## **REGULAR COMMUNICATION**

The *Sycamore school website is the central* means of communication with parents about what is happening in the school will be from emails sent directly out by the principal [principalstjamesdenver@gmail.com](mailto:principalstjamesdenver@gmail.com) or to check your child's grades go to your school login [www.sycamoreeducation.com/index.php?schoolid=1614](http://www.sycamoreeducation.com/index.php?schoolid=1614). Please contact the school office for your username and password. They will be available for you to pick up at Back to School Night.

## **ACADEMIC POLICIES**

### **ACADEMIC PROGRAMS**

The following basic subjects occur in Kindergarten through 8<sup>th</sup> Grade: Religion, language arts (reading, literature, speaking, grammar, spelling, penmanship, and writing); mathematics, social studies (includes geography and history); science and health; foreign language, music, art, computer, library, and physical education.

The Preschool and Jr. Kindergarten programs are developed around the various areas of the curriculum for the school, however much of the activity for this level is done within the context of “workshops” or group directed experiences.

Time-on-task and methodologies may be modified for students with special needs. In such cases, modified grades may be assigned to the student by the teacher. Modified grades are so noted on the student’s report card and permanent record grades. Collaboration with other teachers involved is important if grades are modified or time for testing, working on assignments, etc. is extended for certain students. Modified grades must be approved by Principal with documentation of learning disability or special needs.

### **TEXTBOOKS AND SUPPLIES**

Textbooks are issued to students at the beginning of each school year. **All classroom books should be covered in fabric book covers at all times in order to prolong the life of the books.** Students will be responsible for the cost of replacing lost or damaged textbooks. Students are responsible for having books and supplies necessary for school each day. A supply list for each class will be made available prior to the beginning of school in the fall.

### **TUTORING POLICY - Policy #3600**

Teacher recommendations for tutoring must be approved by the principal. No teacher may accept pay for tutoring a pupil from St. James School or families while under a AoD School Contract period.

### **CURRICULUM - INSTRUCTIONAL PROGRAM - Policy #4000**

The primary goal of the program of instruction in the schools of the Archdiocese of Denver is to provide learning experiences which most effectively impress worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the student.

The Office of Catholic Schools provides courses of study/curriculum guides for mandatory use in all Archdiocesan schools.

### **ARCHDIOCESAN SCHOOL CO-CURRICULAR PROGRAMS - Policy #4180**

It shall be the responsibility of the Office of Catholic Schools to direct Archdiocesan-wide co-curricular organizations and activities. The Office of Catholic Schools shall establish policies and procedures for ensuring the following:

- Appropriateness of the activity
- Conduct corresponding to Catholic school mission, philosophy and policy
- Coordinated scheduling
- Financial accountability
- Adequate supervision of students
- Qualifications of those administering, sponsoring, teaching, or coaching

Co-curricular programs provide intellectual, spiritual, artistic and physical enrichment for students and which advances the mission of the school. The following programs are offered at St. James Catholic School:

Baseball  
Volleyball  
Basketball  
Cross Country  
Destination Imagination  
Academic Decathlon  
Speech  
Spelling Bee  
Band  
Liturgical Choir

### **FIELD TRIPS - Policy #4340**

A field trip is recognized as a valuable extension of the classroom experience. The education value of the trip should support and reinforce Archdiocesan curriculum guidelines and justify the time, distance and expense involved.

The principal must give approval and sanction all field trips. Since field trips are a privilege, conditions for participation in an activity should be established and communicated to parents and students.

The teacher will provide adequate preparation and follow-up for students.

Parental approval must be obtained in writing on the form approved by the Archdiocese of Denver. Students who do not have a signed, authorized permission form will not be allowed to participate in the field trip. Verbal permission or permission communicated through email is not acceptable.

Parents will be informed of the date, purpose, departure time, destination, expense, means of transportation and probable time of return.

Careful arrangements will be made to provide for students' safety. When students travel on foot, they should be instructed and supervised regarding the crossing of streets, etc. When students travel by vehicle, it is preferable that the travel be on a bus with a professional driver, proper licenses and insurance. In all cases, field trip transportation shall meet local state law.

School personnel may not transport students in personal vehicles. Therefore, we often depend on the generosity of our parents to serve as volunteer drivers. If volunteers are used, they must first sign the Archdiocesan volunteer driver's agreement certifying the driver's auto liability insurance, provide proof of current driver's license and willingness to provide adequate safety measures in transporting students.

The field trip must be adequately supervised. Ordinarily, one adult will accompany every ten students. The nature of the trip and age of the students may require additional supervision. If parents assist in the supervision, they will receive instructions regarding their responsibilities.

Uniforms are required dress for field trips unless otherwise notified by your student's teacher.

## **REPORTING OF STUDENT PROGRESS - Policy #4400**

Academic grades are to be based solely on scholastic achievement. Conduct should be evaluated separately and should not be a part of the grade on an assignment or on the report card. Although sometimes conduct prevents the child from performing in a successful way which ultimately affects their grade. The grading standard for Archdiocesan schools is as follows:

90-100	A
80-89	B
88-70	C
69-60	D
59 and below	F

Teachers have the primary responsibility to confer with parents about the progress of their children. The principal has responsibility to oversee this process.

## **MIDTERMS & REPORT CARDS**

*Midterms* are issued at the 6 week mid-term of each grading period and *Report cards* are issued at the end of each 12 week trimester. In an effort to increase home/school communication and reduce paperwork and mailing costs, these reports will be available online at Sycamore communications and should be reviewed by parents and students as soon as possible after they are completed. Paper copies are available upon request.

## **Progress Reports**

If a child is struggling in a subject, a progress Report will be sent at mid-term or whenever the teacher deems necessary. The purpose of this contact is to intervene as early as possible so parents and teachers can work together to help the student. **Students with failing progress reports may not be eligible for sports or extracurricular activities, until deficiencies are taken care of in a timely way. Please check Sycamore communications weekly.**

### **STUDENT-PARENT-TEACHER CONFERENCES - Policy #4410**

Formal student-parent-teacher conferences are scheduled at the **six week mid-term of 1<sup>st</sup> and 3<sup>rd</sup> trimester**. Students are expected to attend. We welcome additional conferences between parents and teachers as dictated by the needs of the child. Parents who wish to confer with a teacher are asked to make an appointment to insure that the teacher has the time and information available to provide for a conference that is beneficial for all.

### **TESTING PROGRAM - Policy #4430**

Each spring, students in grades first through eighth take the Iowa Tests of Basic Skills. These tests give us a measure of individual student progress as well as class averages. These scores also give us an opportunity to evaluate our programs and curriculum. Test results are made available to parents and become a part of the student's permanent record.

### **HOMEWORK - Policy #4130**

The purpose of homework is to enrich or reinforce academic skills, to teach good study habits, and to encourage students to budget time and energy well. Parents can help their children develop good study skills by showing an interest in their classroom work and assignments and by providing time and a quiet environment for homework. Missing work can seriously affect classroom performance and grades, so please help monitor your child's work.

### **TECHNOLOGY EDUCATION**

The use of technology in the curriculum is vital to the total academic program for students. Teachers are required by the curriculum to integrate in their lesson planning strategies to expose and strengthen student skills in technology, in core content area classes. The use of computer technology offers many positive opportunities. Internet use is strictly monitored and guidelines are in place to prevent any misuse.

### **E-MAIL AND INTERNET USE - Policy #4030**

All electronic communications to or from any Archdiocesan preschool, elementary or high school shall reflect the Christian principles upon which the school is founded, in support of its mission, Catholic identity, and educational goals.

All computers at the school are school property. The school and/or the Office of Catholic Schools reserve the right to view e-mails sent from or to the school and/or any Internet sites accessed on school computers. Use of e-mails, text messaging, and computers that is deemed inappropriate or used as a means of harassment will result in disciplinary action by the school and notification of the proper authorities. If a student uses their personal electronic device in a way deemed inappropriate and involves



other students or family members, this may be grounds for dismissal or suspension from St. James School.

### **STUDENT ACCEPTABLE USE POLICY**

We are very pleased to bring internet access to St. James Catholic School and believe the Internet offers vast, diverse, and unique resources to both the student and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Students and faculty are responsible for their behavior, actions, and communications when using the school's network and computer technology. They are responsible for the appropriateness and content of material they store, transmit, or publish on the system. General school rules for behavior and communication apply. Technology resources that are covered by this agreement include, but are not limited to, computers, servers, disk drives, printers, scanners, video and audio devices, cameras, software, telephones, electronic science probes, and other electronic computing devices.

#### ***Consequences***

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Violation of any part of this policy can result in the following actions depending on the severity of the action. The school administration will determine the appropriate consequences.

1. Temporary suspension of privileges
2. Permanent suspension of privileges
3. suspension from school
4. Expulsion from school
5. Report to local, state, or federal officials.

#### ***Privacy***

There is no absolute Right to Privacy when using the school's computer resources. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. School administration, faculty, and other authorized persons will have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with this policy. This right is extended to the student's parents and/or legal guardian in accord with the school's policy for review of student records and/or work. Users should not expect that files will be private.

#### ***Disclaimer***

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. St. James Catholic School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

### **TELEPHONE/CELL PHONES/iPODS, IPADS, All or Any Electronical Devices**

Students are forbidden to bring any electronical device to school. If a student violates this school policy, the device will be confiscated, an appropriate consequence will be given, and the item will be sent to the office to be recovered from the principal by the parent.

Ordinarily students will not be called to the telephone for a call. If the matter is urgent, please give the message to the secretary. Likewise, students are not permitted to use the office phone unless an emergency arises and the proper permission from the office has been granted. Requests by students to make social calls on the school phone will be denied.

## **ELEMENTARY (K-8) SCHOOL PROMOTION AND RETENTION-**

### **Policy #4420**

#### **A. Promotion**

Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.

#### **B. Retention**

All decisions regarding retention are the responsibility of the principal in consultation with the teacher(s).

Local school policy should define the extent to which they can serve students with special needs.

## **GRADUATION/CONTINUATION - Policy #2460**

Graduation/continuation exercises from either elementary or secondary schools shall take place no earlier than one week preceding the closure of school.

Graduation/continuation from elementary school should be kept appropriately simple and inexpensive. A Eucharistic liturgy shall be central to the graduation/continuation ceremony and should be followed by a simple, dignified exercise which recognizes the unique value of the Catholic education just completed.

## **STUDENT PERMANENT RECORDS - Policy #2320**

Permanent Records shall be kept for individual students in accordance with the regulations of the Office of Catholic Schools. All Archdiocesan schools shall use the official Cumulative Record Form as designated by the Office of Catholic Schools.

### **ACCESS TO STUDENT RECORDS**

The student's parent(s) or legal guardian(s) have the right to inspect the student's academic records in the presence of the principal or her designee.

## **RELEASE OF STUDENT INFORMATION - Policy #2340**

St. James School does not print or distribute student directories. We ask that everyone respect the privacy of our families. Therefore, this information should never be used for solicitation or business purposes.

## **STUDENTS**

2017-2018

## **ADMISSION POLICY - Policy # 2000**

No student will be admitted to St. James Catholic School unless that student has reasonable hope of successfully completing the school's academic and behavioral expectations. Admission to the school requires acceptance of the religious, philosophical, educational and disciplinary guidelines of St. James Catholic School on the part of both the student and the parents.

We accept students in preschool ages 3 and 4.

St. James Catholic School, an elementary school in the Archdiocese of Denver's Catholic School System, is under the jurisdiction of Archbishop Samuel Aquila and the direction of the Archdiocesan Superintendent of Schools, the Principal, Ms. Carol Hovell-Genth, and the pastor, Fr. Jesus Garcia, of St. James Catholic Parish.

St. James is a Catholic school. Therefore, religion classes are not only a scheduled part of our curriculum, but we strive to have the message and example of Christ as the focus of each day in every class. In the spirit of Christ and Catholic spirituality, students have the opportunity to participate in school Masses and prayer services scheduled regularly throughout the year.

Students who are new to St. James Catholic School are placed on general probation during their first academic trimester/grading period to assure that they are able to adjust to both our academic and behavioral expectations.

Students shall not be denied admission to St. James because of a disability unless this disability seriously impairs the student's ability to successfully complete the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodation for the disabled child.

All students new to St. James must present a copy of their birth certificate and baptismal certificate (if Catholic) and an up-to-date health and immunization record. Incoming kindergarten and first grade students must have reached their fifth and sixth birthdays respectively by October 1 in the year of their entrance. There will be no exceptions to this policy.

## **TUITION POLICY - Policy #5020**

Tuition payments are due through SMART TUITION each month. Please see your copy of your tuition contract for all charges and consequences of late or non payments. The policy for 30 day delinquency of payment states your child/children will not be able to further attend the school until tuition is paid.

### **Parish Affiliation**

#### **To qualify for in parish affiliation tuition rates:**

- The family has been registered in the parish for at least six months.
- The family verifiably contributes in the weekly use of envelopes for offertory to the financial support of the parish.
- The family attends Mass regularly and is involved in the activities, organizations, or programs at the parish.

**IMPORTANT:** St. James Catholic School families receiving in parish tuition from St. James Parish must maintain the criteria outlined above throughout the school year, otherwise basic tuition will apply and tuition will be adjusted accordingly.

## **STUDENT ATTENDANCE - Policy #2120**

The state of Colorado provides by law for compulsory school attendance of all children between the ages of seven and sixteen years.

The responsibility for compliance with this law belongs to the parents.

### **TARDIES**

It is important that students be on time for school each day. It helps them begin the day in a calm and organized fashion. **Since most students are car pooled to school, parents are responsible for getting their students to school on time. Parents may be contacted if tardiness is a chronic problem for their family.** If a student arrives after 8:00AM, he/she is considered tardy and should report to the office to obtain a late slip. The student will not be admitted to class without this slip. This includes school Mass days. If tardiness occurs frequently, more than twice in a trimester, you may be asked to withdraw your child from the school, due to the disruption it causes in the academic day.

### **ABSENCES DUE TO ILLNESS**

If a student is absent from school because of illness, please call the school office before 9:00AM to report the absence. Students are allowed one day for each day of absence to make up the work missed due to absence; extending this period of time is the teacher's prerogative. The student is responsible for obtaining his/her makeup work from the teacher(s). If your child is absent for two or more days, you may call the school office to make arrangements to pick up assignments. Siblings or a "homework buddy" is invaluable in providing books and assignments for absent students.

**The Office of Catholic Schools uses the following guide when a student's absences might be considered as a cause for retention: A student missing 38 days (approximately 20% of the total school year) will be considered for retention because these absences impact the child's ability to keep up with their learning.**

### **ABSENCES - SPORTS/EXTRACURRICULAR ACTIVITIES**

Students may not participate in school sponsored sports or extracurricular activities if they have missed a minimum of 20% of the school day (the day of the activity).

### **PREARRANGED ABSENCES**

In general, we discourage student vacations during school time as it is impossible to recreate a classroom discussion or experience. Parents are requested to make every effort to plan vacations and other out of school activities during the specified vacation times and school holidays listed in the annual calendar. Absences for any reason create hardships for students and teachers alike. The decision to allow a student to miss school for reasons other than illness remains the responsibility of the parent(s). Teachers may be able to give a general idea of the work that will be covered during a student's prearranged absence, but will not be expected to provide detailed lessons and assignments for this time period. **Principal must be notified of any extended absence in writing and receive approval for pre homework release.**

### **EARLY RELEASE**

No child may be released from school during school hours for any reason without having the person who picks the child up sign the student out in the school office.

### **CHILD CUSTODY ISSUES - Policy #2140**

Custodial parents/legal guardians shall be recognized by the school as the primary decision-makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school shall be notified immediately regarding any changes to custodial provisions.

Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights.

### **SUPERVISION OF STUDENTS - Policy #2180**

Students must be supervised by an adult at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored co-curricular activities and at any other times during which the school accepts responsibility for supervision.

### **REPORTING CHILD ABUSE AND/OR NEGLECT - Policy #2200**

Colorado law (19-3-304 (1), (2), (2.5) (19-3-311) requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency.

### **SEARCHES OF STUDENTS AND SCHOOLS - Policy #2300**

A student assigned a locker or desk has use of, but not proprietary right to the locker or desk. Lockers and desks are school property. The principal, pastor, assistant principal, dean of students, and professional staff of the Office of Catholic Schools or the Secretary for Catholic Schools may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches must be reasonable and related to the school official's responsibilities.

## **UNIFORM AND DRESS CODE**

The purpose of the Uniform and Dress Code is to prevent distractions so that an atmosphere conducive to learning is fostered. The uniform and dress code must be observed at all times throughout the school year, unless permitted otherwise. If it is necessary for a student to come to school out of uniform or dress code, whether completely or partially, he must bring a written note from his parent stating the reason. A student without a written excuse will be required to call home for the proper clothing items.

### **PRESCHOOL & JR. KINDERGARTEN DRESS CODE**

Students in Preschool and Junior Kindergarten must wear clothes which follow the Dress Code for their grade level.

PANTS	Must be clean and neat, without any tears or stains.
SHORTS	Must at least come to the top of the knee and be clean and neat, without

the 3<sup>rd</sup> trimesters. tears or stains. They may be worn only during the 1<sup>st</sup> and at the end of

**SHIRTS/BLOUSES** Shirts must have sleeves, whether short or long (No spaghetti string or tank tops) and cover the students midriff. All shirts must be clean and neat, without tears or stains.

**SOCKS** Socks must be worn. White, navy, red. Shoes: **NO LIGHT UP SHOES**

**ALLOWED>**

**SHOES** Closed-toed leather or athletic shoes may be worn. No open footwear may be worn, including, but not limited to, flip-flops, sandals, sling backs. No cowboy boots, snow boots, or any boots, crocs, or clogs. In order to participate in Physical Education, students must wear athletic shoes with non-skid soles.

***No light up or flashy shoes allowed.***

### **K-8th Grades Dress Code**

All Elementary School K-8 students are required to wear the approved school uniform beginning the first day of school and each school day thereafter unless parents are notified otherwise through the newsletter or by written notice from the school. All clothing items must come from and may be ordered from **Dennis Uniform Manufacturing Company or Educational Outfitters.**

Please see their Catalogues or online sites

All Middle School students are required to wear the approved school uniform beginning the first day of school and each school day thereafter unless parents are notified otherwise through the newsletter or by written notice from the classroom teacher. All clothing items may be ordered from **Dennis Uniform Manufacturing Company or Educational Outfitters.**

All uniform items can be purchased through the Dennis Uniform Manufacturing Company or Educational Outfitters.

All skirts, skorts and jumpers must be at a minimum to the middle of the child's knee.  
 Boots may not be worn as an alternative to shoes.  
 Shoes must be gym shoes except on special occasion when they may wear a dress shoe.  
 Shoes may not be bright neon colors but solid navy, blue, red, white, brown, grey or black  
 Socks and tights must be white, navy blue, black,, red.

**All crew socks must be over the ankle socks by at least one inch.**

**No leggings..only tights with feet attached.**

**Boys may not wear** any colored designer socks with their shorts, but may wear them when they are in slacks and socks cannot be seen.

All students must wear the complete Mass Day Dress Uniform on Friday.

Uniform shorts may not be worn to Mass on any Mass Day.

- Hair:** Hair is to be clean and well groomed with no extreme styles. Hair should not fall down in the eyes, bangs may not be below eyebrows. No irregular coloring of hair or faddish hairstyles. Boys' hair may not extend below ear lobe or shirt collar.
- Earrings:** Girls will be allowed to wear one pair of stud earrings in their ear lobes. Post only. Hoop or dangling earrings are not permitted.
- Jewelry:** One appropriate necklace (Crucifix/cross or Catholic religious medal only) and one watch are allowed.
- Makeup:** No makeup is allowed. **No nail polish preferred but only clear nail polish will be allowed. You may be called to pick up your child to remove.**

## **DRESS UP AND CASUAL DAY DRESS**

### **General Guidelines**

1. Students must dress neatly and modestly at all times
2. All items must be clean and neat, without any tears or stains
3. Shirts, blouses, and dresses must have sleeves and cover the midriff. No spaghetti string or tank tops.
4. Shorts are permitted during 1st and end of 3rd trimesters if hemmed and must at least come to the top of the knee
5. Loose fitting jeans, if permitted to be worn, but must be clean and neat, without tears or stains.
6. Pants must fit properly; therefore, they may not be baggy, saggy, or clingy.
7. All words or visible advertisement on clothing should be in keeping with the mission and atmosphere of the school. Therefore, no items may promote sex, violence, drugs, alcohol, vulgar/obscene language, or music groups that promote these things.
8. No sweat suits unless announced. And no athletic and/or spandex shorts or pants are allowed.
9. **Girls may never wear skinny or tight jeans, spandex or lycra pants or shorts at any time in St. James School.**

## **STUDENT SERVICES**

### **LIBRARY**

Teachers will schedule times for their classes to spend time in the library. Books may be checked out for at least one week and renewed if needed longer. Books that are lost or damaged will be charged to the parent of the student who is responsible for the damage. The price will be the cost for replacement of the book. Careless handling of library equipment is also subject to a fine.

The school library/media program supports the school's objectives by being totally involved in the teaching/learning process. The library exists to assist the teacher with the child's development by means of both informational and recreational reading, and to have the students learn how to use reference materials to their best advantage. It is our special objective to instill in the students a love and appreciation for books and the enjoyment of being able to use the library.

### **LUNCH**

We do not provide hot lunch at this time. All students must bring a sack lunch. Milk is provided for a minimal fee. Pizza is available for purchase and delivered to the school on Friday.

## **LUNCHROOM BEHAVIOR**

Students should enter the lunchroom in a quiet manner (no running or pushing) and proceed to the tables assigned for their class. They may speak in a **moderate voice**, and use good table manners. They may never throw food or anything else and must always leave their place at the table clean. Students are to be respectful towards those serving and monitoring lunch and use “Please” and “Thank You” in asking for and receiving a service. When it is time for recess students must follow the lunchroom monitor’s directions as to when to clean up and line up quietly.

The following are not permitted in the lunch room:

- Carbonated beverages
- Fast food
- Gum
- Frozen dinners
- Food or drinks in glass containers

## **RECESS**

Children need an opportunity for informal play and to release energy in a positive way each day. Therefore, in all but extremely cold and/or wet weather, students will be outside for recess. Please make sure that your children are adequately dressed for our unpredictable Colorado weather.

Rules for the playground are few but firmly enforced. These rules are to provide for the safety and consideration of all. **If a child is well enough to be in school, he/she is well enough to get a little fresh air.**

## **SAFETY AND PLAYGROUND CONSIDERATION**

- Students are not allowed to play on the playground before and after school.
- Hard balls, bats, Frisbees, and other potentially dangerous items are not permitted.
- All tackle games are forbidden. Girls may not play football with the boys.
- Students may not play in “off-limits” areas, nor may they retrieve balls or other things that go off school grounds unless they have the permission from the teacher on duty.
- Food and gum are not allowed on the playground.
- In case of injury, the child should not be moved until the teacher on duty has evaluated the situation.
- There will be no “closed” games.
- Students are expected to show sportsmanship and concern for fellow students.
- Language and behavior is to show respect and courtesy toward all adults and all other students at all times.
- All playground supervisors will enforce all playground rules. Failure to comply with any of these rules may result in a student sitting out the remainder of the recess period. Students who are disrespectful or who will not follow directions may be sent to the office.



## **SOCIAL ACTIVITIES - Policy #2700**

School-sponsored social activities may be held with the approval of the pastor and/or principal/director. All school sponsored social activities will be appropriately supervised by faculty members and parents.

## **STUDENT HEALTH**

### **HEALTH AND EMERGENCY INFORMATION**

An emergency information card is kept on file in the school office, principal's office, and in the classroom for each student. Please make sure that your address, phone number(s), physicians, and emergency contact persons are kept up-to-date. If you or the designated contact person cannot be reached in an emergency situation, the school will call 911. Please do not send your child to school if he/she shows symptoms of illness such as fever, sore throat, headache, etc.

### **MEDICATION GIVEN AT SCHOOL - Policy #2240**

Before any medicine can be administered to students, two forms must be completed and on file in the school office. One form is to be completed by the parents of each student authorizing the administering of medication including aspirin, cough and cold medication, decongestants or other over-the-counter or prescription medications. The second is to be completed by the student's Licensed Health Care Provider (LHCP).

Any medication must be brought in a container properly labeled by a pharmacy or the child's LHCP and must be picked up by an adult after the designated time period or it will be discarded. Please as the pharmacist for a separate labeled medicine bottle to keep at school.

A Student requiring an inhaler will be allowed to carry the inhaler either in his backpack or pocket if permitted by his parents and with the proper completed forms on file in the school office.

The parent/guardian form and LHCP form will be available the first day of school. Please request the forms from the school office.

### **CERTIFICATES OF IMMUNIZATION - Policy #2080**

All Archdiocesan schools shall comply with Colorado law which states that no child may attend school unless such child can present a valid certificate of immunization against communicable diseases or a plan for immunization as specified by the State Board of Health. Immunization records must be completed and signed by a physician and received by the school office no later than Oct. 1, 2002. Requests for exemption will be granted only in accordance with Colorado Law. Forms provided by the Colorado Department of Health shall be kept on file and available for review. If your child does not have immunizations and there is an outbreak, they will be required to stay home from school for any duration asked by the principal. It may last up to one month or more. We will make an effort to provide some homework, but the consequence for no immunizations may result in withdrawal.

### **ACCIDENTS AND ILLNESS AT SCHOOL - Policy #2220**

Principals, directors, teachers and other school personnel are responsible for the handling of accidents and sudden illness occurring at school and during school-sponsored activities.

## **INSURANCE**

Injuries resulting from student accidents are not covered under the medical payments feature. It is assumed that parent/guardians are providing accident and health insurance.

### ***Physical exams for extracurricular sports***

### ***Requirements regarding physicians statement***

### ***Vision and hearing tests\****

## **COMMUNICABLE DISEASES - Policy #1400**

Any student, teacher or other staff member having a communicable disease will be dealt with on a case-by-case basis.

In all cases, due consideration will be given to the needs and well being of the individual(s) involved, those with whom they have contact, and the broader school/parish community being served. Information will be conveyed on a need to know basis only.

## **Important Annual Notification for Parents/Faculty Regarding Asbestos:**

**Asbestos Management Plan** is available for you to review Monday through Friday from 9:00a.m.-3:00 pm in the parish business office.at 1314 Newport St. Denver, CO 80220. Every three years a re-inspection report is completed. Last report is dated 2013.

## ***SPIRITUAL FORMATION***

### **RELIGIOUS OBSERVANCES - Policy #4120**

The faculty and students of Archdiocesan schools shall participate in daily prayer, regularly scheduled liturgies and other devotions. Schools must provide liturgy on holy days and at a minimum of once a month. Traditional devotions including, but not limited to the Rosary, Stations of the Cross, Benediction and May Crowning should be provided. No principal, teacher, or student will be exempted from participation in religious observances which are deemed part of the school program.

### **CONTROVERSIAL ISSUES - Policy #4300**

A controversial issue is defined as a current problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium, communication, or of any organized group, or as any subject that arises in the classroom on which strong emotional bias is expressed by members of the classroom group.

Catholic school administrators and teachers have the obligation of teaching and advocating Church doctrine that is contained in the Catechism of the Catholic Church or in other authentic teaching documents of the Catholic Church when it pertains to any controversial issue being considered.

### **POLITICAL ISSUES - Policy #4310**

The teaching of political matters should evoke faithful citizenship, an obligation to study the issues, and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is **not** to be exercised by faculty, parents and students in the building, in the name of the school or during school sponsored activities.

The posting of political materials in Archdiocesan schools is strictly prohibited.

## **SACRAMENTAL POLICIES**

### **FIRST RECONCILIATION AND FIRST EUCHARIST**

- Children are eligible to receive these Sacraments at age 7 if they are baptized Catholics.
- Preparation is done in 2<sup>nd</sup> Grade in the school.
- First Reconciliation is a prerequisite to First Eucharist. Preparation begins in early October. First Eucharist preparation begins in January after children receive their First Reconciliation.
- Baptism certificates are required in October when registering.
- Parents must attend the required parent sessions for each of the sacraments. Parental support is absolutely essential.
- Parents are expected to get actively involved in their child's sacramental preparation. The parent meeting will help you get started.

**CONFIRMATION: This policy is changing and school will send out new information as soon as we have it.**

#### **Old Policy:**

- In St. James Parish the age of Confirmation has been set for 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade. Students are eligible if they are baptized Catholic. This is a great time to reaffirm your baptism by confirming your faith in Jesus Christ.
- Parents and candidates **must attend the parent meetings together**. Parents will receive notification of the meetings sent home in their child's Monday folder.
- Baptism certificates are required at the time of registration
- There is a fee per candidate to defray the cost of added books and materials.
- During the Journey of Faith, students will be asked to choose a Saint's name, to choose a sponsor, to complete a journal, to do some service hours, to participate in a Retreat Experience, to write a letter to the minister of Confirmation requesting the sacrament, and to attend practice.

## ***STUDENT DISCIPLINE***

### **DISCIPLINE - Policy #2500**

#### **PHILOSOPHY OF DISCIPLINE**

Our philosophy calls for the spirit of mutual respect and responsibility, rooted in the example of Christ, on the parts of all who make up St. James Catholic School - students, parents, teachers, administrators, office staff, aides, custodians, supervisors, and coaches. Our philosophy of discipline exists so that teachers may teach and students may learn in a Christian atmosphere of love and respect. While self-discipline does not exist as a separate subject, it underlies our entire educational structure. It

is the training that builds responsible choice, self-control, character, and order. It is the key to right conduct and proper consideration for all other people.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

It is important to remember that every right is accompanied by a corresponding responsibility. Each student has the right to maximum opportunities for learning, free from fear of insults, harassment, or injury. Therefore, while on school grounds or at school sponsored events, the responsibilities of each student will be:

1. To help maintain an overall atmosphere conducive to learning and to respect the principle that no student shall engage in an activity that disrupts or threatens to disrupt classroom operation or the rights of teachers to teach and students to learn.
2. To respect all staff members by obeying all reasonable requests with equanimity and in timely fashion.
3. To avoid the use of profanity and obscene gestures.
4. To practice and encourage honesty in academic work and in all other transactions.
5. To promote the safety and security of all others by exercising self-discipline by avoiding physical confrontation.
6. To respect the property of the school by caring for it and protecting it from theft, loss, or damage, and to respect the property of teachers and of fellow students.
7. To attend classes, to be on time, and to attempt to complete the course of study as prescribed by St. James Catholic School.
8. To refrain from using, possessing, buying, or selling tobacco, alcohol, drugs, or weapons of any kind.

## **DISCIPLINE REFERRALS**

Discipline Referrals (D.R.'s) may be issued to students who do not show responsibility in the above areas. The subject of a D.R. may result in a disciplinary action. Examples of a disciplinary action include detention, classroom exclusion, exclusion from an athletic or school sponsored activity, a suspension and/or the placement of the student on probation, and expulsion. This is not an exhaustive list of administrative actions under this policy but is for illustration purposes only. **D.R.'s must be signed by the parent and returned to the school office before the student may be admitted back to his/her classroom.**

## **CLASSROOM EXCLUSION**

A student may be excluded from his/her class and placed in another classroom for a specified and limited period of time to attempt to remedy misconduct. The student will be provided with some type of assignment to be completed. Credit for such work must be approved by principal. If the misconduct is grave and repetitive, a parent will be asked to come and pick up his or her child.

## **PROBATION - Policy #2520**

A student may be placed on probation by a principal for a specified time for serious or continued misconduct or serious academic deficiency. A student may not be eligible to register for the following school year while on probation. A student may not participate in extra-curricular activities during probation.

## **SUSPENSION - Policy #2560**

Suspension is defined as a temporary dismissal of a student from the school. Suspension is a drastic consequence that should be used rarely and only in response to an action of a very serious nature, and or after other remedial measures have been employed without success.

A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct.

## **EXPULSION - Policy #2600**

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort: a) after all other efforts of motivation and counseling have failed or b) where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons or c) as set forth in Policy #2660 regarding student withdrawal on grounds of parental behavior.

**The following may be grounds for suspension or expulsion according to the school's philosophy of discipline and at the discretion of the principal and the pastor.**

1. Actions gravely detrimental to the moral or spiritual welfare of other students.
2. Habitual behavior disruptive of class or school activities.
3. Habitual disrespect toward or defiance of school authorities.
4. Damage to or theft of school or private property.
5. Infliction of or threat of physical injury to another person.
6. Possession, use, or sale of drugs, alcohol, tobacco or weapons.
7. Habitual truancy.
8. Cheating
9. Any behavior which is harmful to the welfare or safety of other students.
10. Carrying of a knife, weapon of any type or item that is meant to resemble a weapon, joke devices, matches, lighter, fireworks or other items considered dangerous.

## **HARASSMENT - Policy #2610**

**Harassment:** defined as any verbal, physical, or visual conduct on the part of the student that has the purpose or effect of substantially interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

**Bullying:** defined as a conscious, willful and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements: imbalance of power, intent to harm, threat of further aggression.

**Teasing:**

It is understandable that in the school setting students engage in teasing, insults, banter which is upsetting to students. Teasing behaviors will and must be addressed by school officials, but do not constitute bullying or harassment and the interventions and consequences are on another level.

St. James Catholic School in accordance to Archdiocesan policy will **NOT TOLERATE** any form of harassment including all forms of student-to-student harassment of any kind, including sexual harassment. All students must avoid offensive or inappropriate behavior toward peers at school including school grounds, parking lots, school sponsored activities, and field trips. This policy prohibits physical, verbal, or visual conduct on the part of students that has the purpose or effect of interfering with an individual's academic performance or of creating an intimidating, hostile environment or offensive education environment. Examples of prohibited conduct include but are not limited to harassment such as **(Physical)** horse playing, spitting/pushing, hitting/kicking, shoving/punching, beating/slapping, jabbing/bumping, hair pulling, damaging property, spoiling homework, tearing clothes, hazing/initiation, invasions of space; **(Visual)** gestures, facial sneering, body postures, graffiti, pictures/notes; **(Verbal)** profanity, name calling, teasing/bullying, taunting, laughing at, threatening/ordering, degrading/mockery, rumors/gossiping, ridiculing. This is not an exhaustive list of prohibited actions under this Policy, but is for illustration purposes only. Such behavior is not ever tolerated at St. James Catholic School.

If a student or parent believes that the student has been harassed, it should be reported to the principal or a school faculty member. All such information is treated confidentially and the information will be reported to the principal immediately for further action.

In addition to receiving a disciplinary action, a student involved in harassing students may be required to attend harassment counseling. The purpose of harassment counseling is to address concerns arising from a student's behavior, to educate the student on the importance of the Harassment Policy and Christian behavior.

Retaliation in **any form** against a person filing a complaint related to harassment of any kind is **forbidden** and will be considered cause for expulsion from St. James Catholic School. Students engaging in sexual harassment or any other form of harassment will be subject to disciplinary measures according to the policies of the 2002 Secretariat for Catholic Schools Administrators' Manual and the State of Colorado.

## **PHYSICAL DISPLAYS OF AFFECTION**

School is not the place for public displays of affection. Passionate embraces of any kind are not permitted during school or school related activities. The school principal and faculty will determine the appropriateness of such conduct, as it affects the general learning environment of the school.

## **TOBACCO, ALCOHOL AND OTHER DRUGS - Policy #2620**

Possession and/or use of tobacco, possession, use or being under the influence of alcohol or illicit drugs, is prohibited on school premises and at all school sponsored activities. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs may result in expulsion from the school and notification of the proper authorities.

## **STUDENT WITHDRAWAL - Policy #2630**

A parent may be asked to withdraw his/her child for disciplinary reasons. At the principal's discretion, this may not be entered in the student's record as an expulsion, but rather will indicate that the student was withdrawn by the parents. After the school has made attempts to meet their individual needs, students clearly unable to profit from the school by reason of academic and/or behavioral problems or emotional difficulties may be required to withdraw from school.

## **STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL BEHAVIOR – Policy # 2660**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of his parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for any of the following reasons:

1. Refusal to cooperate with school personnel; or
2. Refusal to adhere to Archdiocesan or local school policies and regulations; or
3. Interference in matters of school administration or discipline.

## **PARENTS**

### **PARENT PARTICIPATION & VOLUNTEER HOURS**

St. James Catholic School is a parent participation school. In signing the *Registration Form*, it is understood that the undersigned are responsible for classroom and school participation requirements, including fundraising activities, in keeping with the St. James philosophy. Without terminating the obligation of the undersigned to pay the tuition as set forth in the registration agreement, St. James Catholic School reserves the right to refuse to allow a student to attend or to continue to attend school in the event that the undersigned fail to support the St. James Catholic School educational philosophy and parental participation philosophy. We believe every parent can offer their time and talent in a generous way to the best of their ability in serving the St. James School Community. We are grateful for your generous spirit and efforts to support this school community in a volunteer service capacity.

### **SAFE ENVIRONMENT TRAINING**

All parents and volunteers **MUST** attend a *Safe Environment Training* class in order to be eligible to volunteer in the school or school related activity. Information regarding schedules for upcoming classes is available through the school office or on the Archdiocese of Denver website.

### **CONTACT WITH STUDENTS DURING SCHOOL HOURS - Policy #2280**

Persons (other than custodial parents/legal guardians), agencies, or organizations desiring to contact individual students during the school day **MUST FIRST** receive permission from the principal/director.

### **FUND RAISING PROJECTS - Policy #5040**

No organization may promote a fund raising project in the school's name without prior approval of the school principal/director and pastor in parish preschools and elementary schools and by the principal and Superintendent in Archdiocesan high schools.

### **FUND RAISING REVENUE - Policy #5050**

All funds collected by the various activity groups of the school shall be deposited in an authorized school/parish account. Those funds shall be disbursed by the school in the approved procedure for purchasing and disbursements.

These fundraising revenues are monitored and administered by the principal/director and pastor in parish preschools and elementary schools and by the principal and Superintendent in Archdiocesan high schools.

**COLLECTING MONEY FROM FELLOW PARENTS FOR TEACHER OR COACH GIFTS IS STRICTLY PROHIBITED.** Parents may choose to individually gift a teacher, aide or coach with a token of appreciation, but may not solicit or donate to a collective solicitation for a gift to a St. James employee or volunteer.

### **USE OF SCHOOL FACILITY BY OUTSIDE AGENCIES - Policy #5070**

Schools will adhere to Archdiocesan policies regarding the use of parish/school facilities.

### **USE OF NAME POLICY - #1050**

Attaching the school's name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students, or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather the activity, program, or event must be one for which the school takes institutional responsibility.

### **MEDIA POLICY - Policy #2350**

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Archdiocese of Denver or parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from parents. This permission shall be kept on file for the length of the time the student is at the school.

### **EMERGENCY PROCEDURES - Policy #1300**

St. James Catholic School has a Crisis Management Plan that corresponds to the Plan for all Denver Public Schools. This safety/emergency management plan maintains a crisis plan for dealing with emergencies that may arise. Safety drills are held periodically to ensure knowledge of procedures and to help students and faculty to be prepared for the following: fire, tornado, blizzard, earthquake, shelter-in-place, danger in the neighborhood or city, protection from chemical/biological dangers, hostage situation, death, or any other school or district emergency.



## **LOCKDOWN**

“Lockdown” is for danger in the neighborhood or city, or chemical/biological danger outside of a 10-mile radius of the school.

### **Procedure**

1. School personnel will secure the building
2. Administrators will contact media (as necessary), use telephone, and email messaging to contact parents/legal guardians.

## **EVACUATION**

The Denver Police Department has named \_Montclair elementary School\_ as the place to move to if evacuation of the building becomes necessary.

### **Procedure**

1. School Administrators will contact media (if appropriate), use telephone, and Sycamore communication to place an announcement and notify parents/legal guardians.
2. **Parents/Guardians or designee are asked to do the following:**
  - A. Report to \_Montclair Elementary School, one block south on Newport St.\_ as soon as possible
  - b. Sign logs near the main information area
  - c. Go to the designated area to wait for children
  - d. Students will be released directly to parent/guardian or designee

## **SHELTER-IN-PLACE**

“Shelter-in-Place” will be used in the event of a chemical or biological danger within a 10-mile radius of the school.

Procedures:

1. Students/Staff member who are outside will come inside the building
2. All students and staff members will remain inside the building
3. Administrators will notify the media (if appropriate), use telephone for announcements and will notify parents/legal guardians

### **Parents and Guardians are asked to follow the following procedures:**

- a. No one will be permitted to enter or leave the building until a public announcement “all clear” has been delivered.
- b. After “all clear” is given, persons may come to the school and sign out children.

## EMERGENCY DRILLS

Written standards of procedures for emergency drills (fire, tornado, etc.) shall be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building. All occupants of the building shall be made aware of the emergency procedures as posted.

## NON-AUTHORIZED PERSONS

All preschools, elementary schools, and Archdiocesan high schools shall establish procedures to register visitors on campus and monitor non-authorized persons. Persons with no legitimate reason, or written authorization to be on the school grounds should be asked to leave by any school personnel. If the person does not leave, the police should be called.

## **CLOSURE DUE TO WEATHER OR FACILITY CONDITIONS - Policy #1270**

Ordinarily, a school will close for snow if the local public school district is closed or if local conditions or faculty absences warrant closure.

Each school shall develop and disseminate local policies that address closure and special schedules for weather or facility conditions. These policies should include procedures for faculty and media notification.

In the event that classes are to be canceled because of weather or other emergencies, the announcement can be heard on 9NEWS-KUSA, ABC 7 NEWS, CBS4, FOX-TV, or 850 KOA-AM RADIO. **Please do not call the school, the principal, the administrative/office, the teachers, the rectory, or the church office to request closure information.** To anticipate any possible emergency, we hold regular fire and tornado drills throughout the school year. In the event that we must evacuate the school, students will be accompanied to the Church or to an alternative safe location at the discretion of the principal.

#### **BACKGROUND INVESTIGATIONS - POLICY # 3140**

All newly hired employees who do not hold a current Colorado Teacher and/or Administrator License are subject to a background investigation prior to the date they are offered employment. All regularly scheduled school volunteers are subject to a background investigation prior to the date they begin to volunteer their time. A copy of the completed volunteer application, together with a copy of the results of the background check, shall be kept in a confidential file at the school

#### **PARENT-STUDENT AGREEMENT**

Registration of a student at St. James Catholic School constitutes an agreement on the part of the student and the parents to comply with the policies and rules of the school and of the Archdiocese of Denver as outlined in this handbook and in the 2002 Secretariat for Catholic Schools Administrators' Manual. The school reserves the right to dismiss any student whose conduct and/or academic effort is unsatisfactory or whose parents prove uncooperative in the administration of school and/or Archdiocesan philosophy or policy.



### **SECRETARIAT FOR CATHOLIC SCHOOLS ADMINISTRATORS' MANUAL**

The specific Archdiocesan policies identified in this Handbook are summaries only. For complete copies referenced, refer to the 2002 Secretariat for Catholic Schools Administrators' Manual. In the event of any conflict between the summary and the complete policy, it is the Administrators' Manual that governs.

# Parent / Student Handbook Agreement Form

I have read and agree to abide by the policies contained in the St. James Catholic School Parent / Student Handbook. I understand that nothing herein creates or is intended to create a contract with me. I acknowledge that the information contained herein is subject to modification, change, interpretation, and elimination at any time by the School at its sole discretion, without notice.

The specific archdiocesan policies identified in this handbook are summaries only. For complete copies of the policies referenced, refer to the Office of Catholic Schools Administrator's Manual. In the event of any conflict between the summary and the complete policy, it is the Administrator's Manual that governs.

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*Parent Signature*

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*Date*

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*Parent Signature*

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*Date*

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*Student Signature*

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*Date*

This agreement form must be signed by parent(s) of student(s) in grades K-8 and returned to the school office no later than August 25, 2017.