

Saint James Catholic School Student & Parent Handbook 2026-2027

Via + Veritas + Vita



St. James School
120 Michigan
St. Joseph, MO 64503



Table of Contents

St. Joseph Catholic Academy.....	3
St. James School Personnel.....	3
St. Joseph Catholic Academy Board Members.....	3
St. James School Mission Statement.....	4
St. James School Admissions Policies.....	4
Family Covenant.....	5
St. James School Communication Policies.....	6
St. James School Financial Obligation Policies.....	6
St. James School Faith Policy.....	7
St. James School Academic Policies.....	8
St. James School Discipline Policies K-8.....	9
St. Joseph Catholic Academy Dress Code Policies.....	14
St. James School Uniform Guidelines.....	15
St. Joseph Catholic Academies' Attendance Policies.....	17
St. James School Attendance Policy.....	17
St. James School Safety Policies.....	20
St. James School Health Policy.....	21
St. James School Technology Use Policy.....	22

St. Joseph Catholic Academy

Natalie Newville - President

John Hapak - Controller

St. James School Personnel

Mr. Ryan McDonnell - Principal

Mrs. Christina Green - Pre-K

Mrs. Brandy Flores - Kindergarten

Ms. Carol Anderson - Grade 1

Mrs. Trautman- Grade 2

Mrs. Rachel Cotter - Grade 3

Ms. Therese Temkkit - Grade 4

Ms. Stephanie Finder - Grades 5

Mrs. Claudia Crifasi - Middle School ELA and Lit

Sister Mary Clare - Middle School Math

Sr. Elizabeth - Middle School Religion/Theology

Sister Mary Anne Jouelle- Religion

Ms. Mary Ellen Raymo - Middle School Science

Mr. Zachary Lulloff - Physical Ed. and Art

Mrs. Olivia VanderBol - Music

Mrs. Katelyn Helsel - Secretary

Mrs. Katie Williams - Cook

Mrs. Jessica Fisher- Cook

Mr. Enrique Luis Santos - Custodian

St. Joseph Catholic Academy Board Members

Father Jonathan Davis

Father Al Ebach

Father Stephen Hansen

Father Garrett King

Father Joe Powers

Ashley Atha

Michelle Conard

Joe Elliot

David Hausman Jr.

Katy Heater

Dr. Karen Kroh

Adam Matthias

Teresa McAnerney

Pat Modlin

Pat Miller

Doug Pearce

J.L. Robertson

Cristina Wiebelt-Smith

St. James School Board/Advisory Board Members

Darrin Welchert
Laura Welchert
Jonathan Fuqua
Ellen Johnson
Katie Williams
Sunny Abels

St. James School Mission Statement

The mission of St. James School is to form missionary disciples of Jesus Christ by nurturing the desire for truth, goodness and beauty that lies in the heart of each child.

Please note: Any policy referred to as a Diocesan Policy is taken from the Catholic Schools Office Administrative Manual.

St. James School Admissions Policies

In addition to the Academy guidelines, the following are requirements for admission to St. James School:

1. Students must be five (5) years old by July 31 in order to enroll in kindergarten.
2. All new and transfer students must have a birth certificate on file.
3. No student is admitted if their family owes money to another school.
4. All students must have a current immunization record and birth certificate. The information must be on file at the school before the student is admitted to the classroom.
5. It is the responsibility of the parent/guardian to inform the school of any special needs (academic, medical, etc) or accommodation required by their child.
6. Students may be tested prior to placement.
7. St. James School reserves all placement rights relating to the grade level of the students.

Family Covenant

Diocese of Kansas City – St. Joseph Catholic Schools *Family -School Covenant*

This Covenant Agreement represents a commitment for the school and family to work together for the academic and spiritual formation of our students.

Catholic schools in the Diocese of Kansas City – St. Joseph pledge:

- To provide an authentic Catholic education in an academically and spiritually Catholic environment;
- To make student safety a priority;
- To have your child's learning needs met if the school can reasonably accommodate them;
- To have your children cared for and taught by competent, faith-filled, and joyful teachers;
- To speak with or schedule meetings with you in a timely manner;
- To review your student's records and respond to them; and
- To provide opportunities for you and your family to participate in the life of the school and parish.

Parents of Catholic school students pledge:

- To participate in the Holy Sacrifice of the mass, on all Sundays (weekends) and Holy Days, OR, if not Catholic, attend weekly church services in your denomination;
- To be a partner with the school in the education and formation of our child(ren);
- To read and acknowledge the student/school handbook;
- To fulfill all financial obligations to the school;
- To understand and support the moral and social doctrine of the Catholic Church;
- To read all communications from the school and request clarification when necessary;
- To know your children's teachers and to participate in parent-teacher conference dates and any special requests for meetings;
- To discuss concerns and problems with the person(s) most directly involved before contacting others;
- To support the mission and ministry of the school through tuition, volunteer, and fundraising support;
- To promote the parish and the school and to speak well of the school to others: and
- To know and support the school rules.

We enter this covenant freely and with firm determination to fulfill our responsibilities.

Parent/Guardian: _____

Date: _____

School: _____

Date: _____

St. James School Communication Policies

Communication concerning an issue or a situation should begin at the level closest to the particular situation. Teachers, staff and coaches should be contacted initially so that all pertinent facts may be obtained. If concern still exists, an appointment should be made with the principal. Depending on the situation, appropriate parties may be called into the conference.

To respect the confidential nature of school communications, it is the expectation that all communication about a student is between the parent and the teacher or administrator, ONLY. Caution should be shown if other persons are in the area of the parties in discussion. Please use discretion and consider confidentiality of all parties involved.

With respect to response and reply time, it is an expectation of Christian charity to not respond or reply to an immediate situation, and allow things to “cool down” before communication between parties. An example of this would be giving a coach 24 hours after a game to discuss any concern with a gametime issue. Teachers’, staff and coaches’ off-hours time should be respected. Parents are encouraged to ask each teacher how and when they would like to receive communications. These examples include asking, “what is the preferred communication method?”(email, apps, text, phone calls) and, “when is the best time to expect a response?”

Please be kind, charitable, and respectful in all communications.

St. James School Financial Obligation Policies

Catholic Parishioners

St. Joseph Catholic Academy recognizes a Parish stewardship program in which all active parish members are asked to make a financial commitment, or tithe, to their home parish to fund their children’s education for all our elementary schools. The cost of educating each scholar at St. Joseph Catholic Academy is \$9,300 per year for K-8th grade. Each parish provides every student a parish scholarship. In addition to their pledge, the parents/guardians will also be required to pay yearly adjusted tuition, participate in school fundraisers, and complete volunteer hours.

Non-Catholic Families

The cost of educating each scholar at St. Joseph Catholic Academy is \$9,300 per year for each K-8th grade. Each parish provides every student a parish scholarship. In addition to their tuition agreement, the parents/guardians will also be required to participate in school fundraisers and complete volunteer hours.

Tuition Agreements

SJCA will use FACTS to collect tuition and fees throughout the year. Every family must register with FACTS and set up a financial agreement for the year. There is a FACTS charge to every family for their financial agreement account each year.

Families are able to choose a payment schedule in FACTS. Paying on time and staying current with tuition and incidental fees is extremely important. Families with outstanding account balances need to make arrangements to pay all missed tuition and incidental fees as soon as possible.

Tuition and Fees Delinquency Policy

Attendance Interruption

If a family's financial account is delinquent and the family has not established a plan with school administration, each school will exercise an Attendance Interruption. Attendance Interruption means students will not be allowed to attend school until an established plan is in place or the financial account is made current. These days will begin to occur on the first day of school in December and the first day of school in April each year.

Any accounts that are delinquent at the end of a grading period, grade cards and transcripts will be withheld until the account is current. Students will also be ineligible for a transfer to another Academy school or to matriculate to Bishop LeBlond High School.

St. James School Faith Policy

SJCA expects our families to be active in their faith Community with their time, talent and treasure.

Prayers are intertwined in all that our schools do on a daily basis. All scholars are expected to participate respectfully with the faith activities at every location, whether or not the scholar is Catholic.

With our Catholic faith being the center of all that we do, it is the expectation that all scholars within the SJCA attend a school scheduled Mass when offered, in addition to the weekend obligation.

First Reconciliation and First Communion will be celebrated during 2nd grade each year. If your family or child is interested in making these sacraments and are not in 2nd grade, please contact the school administrator to discuss the process to receive these sacraments.

The sacrament of Confirmation will be offered in the 6th grade year. Parishes will work with families/scholars who have not been confirmed to receive this sacrament.

Formal and spontaneous prayer are an integral part of each day. The day begins and ends with prayer, meals are preceded and concluded with prayer, and *The Angelus* is recited daily at noon. Other prayer opportunities are provided by the classroom teachers.

Students attend Mass often and have the opportunity for the Sacrament of Reconciliation quarterly. Stations of the Cross are available for all students during Lent.

Eighth grade students participate in an annual retreat. Fifth graders attend the annual Diocesan Vocations Day in Kansas City. In preparation for First Holy Communion, the second grade students also participate in a retreat.

St. James School is the only Catholic school in St Joseph which has Catechesis of the Good Shepherd and uses the Atrium program for all students in grades Pre-Kindergarten through 2nd or fourth grade (This sometimes changes due to Catechists). This program is a hands-on interactive way for children to learn about the Catholic faith. This program is taught by trained catechesis.

St. James School Academic Policies

Grading Scales

SJCA Kindergarten through 2nd grades follow the following grading scale:

O	S	NI	U	NA
Outstanding	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable

SJCA Elementary and Middle Schools follow the following grading scale: Grades 3-8 Grading Scale

100%	A+ 92%	B+ 83%	C+ 73%	D+
94%-99%	A 85%-91%	B 75%-82%	C 70%-72%	D
93%	A- 84%	B- 74%	C- 68%-69%	D

Below 67% U - Unsatisfactory

Late Work

All assigned work should be valuable and, therefore, it is a requirement to complete each task in an acceptable form and turn it in on time. Students' personal best effort is expected. Students who turn in late assignments may experience one or more of the following consequences:

- Partial or no credit
- Missed reward or activity
- Incomplete grade card
- Communication with parents

Homework Policies

Homework is considered a valuable part of the educational experience. Regular homework and practice have been identified as significant research-based instructional strategies (Marzano, Pickering, and Pollock). Research has also indicated that regular completion of homework is one of the most important study habits necessary for student achievement.

SJCA teachers use the guidelines recommended by the National Parents and Teachers Association (PTA) in assigning homework. The general recommendation is ten minutes per grade level (i.e., ten minutes for 1st grade, forty minutes for 4th grade, sixty minutes for 6th grade). This should be the norm, not the exception.

Honor Roll

Honor Roll is calculated for students in grades 3 through 8 every quarter using the following criteria:

- Gold Honor Roll - Student has all A's in every subject.
- Blue Honor Roll - Students have A's and B's in every subject.

Parents: Please remember you may check your child's grades at any time through the FACTS software.

Planned Absences

When a family has a planned vacation and a student will miss school for an extended period of 5 or more days, it is recommended that the parents/guardians speak with the teacher about assignments they may do when absent. Please allow at least 3 days so they may organize the work. The assigned work is due upon the students return. An assigned work not completed will be entered as a zero (0) in the grade book.

Unplanned Absences

If a student is absent because of illness, personal business, or family situations, they will be given three (3) days to complete work missed for each day absent. After this required time if work is not completed, parents/guardians with students in grades 2 through 5 will be notified and a plan will be discussed for its completion before a zero (0) is entered into the grade book.

Students in grades 6-8 will have the same three (3) required days to complete assignments but parents will not be notified before a zero (0) is entered in the grade book.

St. James School Discipline Policies K-8

The school reserves the right to establish and enforce reasonable standards of behavior for all students and employees involved in educational and recreational activities - whether during regular school hours, on school premises, in connection with school activities or otherwise. The administration reserves the right to discipline students for off campus conduct. In the event of a violation of the standards, the administration reserves the right to invoke appropriate disciplinary steps. The level of discipline appropriate for a violation shall be determined on a case - by - case basis at the administration's discretion based upon a review of a variety of factors including, but not limited to, the severity of the misconduct, the student's academic and behavioral record, and other similar criteria.

St. Joseph Catholic Academy is committed to providing a Catholic-Christian learning environment free of intimidation, fear, harassment, hazing and student bullying. To that end, all members of the school community shall be committed to promoting a Christ-centered school atmosphere that fosters learning and provides a safe and fear-free school environment.

The Administration shall develop regulations and programs that increase awareness of the problem of student intimidation, harassment, hazing and student bullying, and shall provide in-service to teachers to effectively intervene if these behaviors are found to be present in our schools. Students will be advised if there is any conduct that could be construed as intimidation, harassment, hazing or bullying and, therefore, is unacceptable.

Discipline Philosophy

Consistent, fair, and reasonable discipline is a benefit to all those in the school. Teachers can spend more time teaching and students can spend more time learning. One of the most important lessons education teaches is discipline. While it does not appear as a subject, it is the foundation for the entire educational structure. It is the training that develops self-discipline, character, orderliness and efficiency. It is the key to good conduct and proper consideration in the community environment. The child will benefit from effective discipline only if the school and home work together. The school counts on the home to instill the social habits of courtesy, respect, justice, morality, and honesty. While we cannot anticipate every circumstance, the following are our basic behavioral guidelines:

- a) the student should show respect, care, and concern for other students, staff members, and volunteers at school and at school functions, and off campus including the internet
- b) the student should be respectful of property and defray the cost of damaged books and property
- c) display good manners at all times
- d) the student should aid in maintaining a spirit of cooperation
- e) the student should follow routines established for the classroom and school building at school and school sponsored events away from school
- f) the students should express themselves (verbally and nonverbally) appropriately and with respect at all times
- g) the student should remain in appropriate areas on the school premises unless permission is granted to leave the school grounds
- h) the student should not have gum, candy, toys, etc. at school unless permission is given by the teacher or principal
- i) the student should follow the school dress code
- j) cell phones will be used in accordance with each campus's cell phone policy

Discipline Violations

Behavior that disrupts the educational process or is contrary to Catholic-Christian values will not be tolerated. Certain behavior on behalf of a St. Joseph Catholic Academy student is unacceptable in school, during school sponsored functions and at any time off school grounds, including but not limited to websites, texts, apps, blogs, or internet communication:

Disrespect

- An attitude of generalized disregard for policy, personnel or property.
- Vulgar language and/or obscene gestures.
- Destruction of school or personal property.
- Repeated dismissal from class because of poor behavior

Physical Assault

- Fighting.
- Intentionally causing or attempting to cause physical harm to another through force or violence.
- Bullying

Verbal Assault

- Any threat to inflict injury, whether verbal, written or shared electronically, towards another person, under such circumstances which creates a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.
- Bullying, Intimidation, Harassment- Infliction of physical, verbal, written, electronically transmitted or emotional abuse, or physical, verbal or emotional attacks upon the person or property of another which include: verbal taunts, name-calling and put downs, religious, ethnically, gender based or sexual orientation put downs, threats or similar conduct. A student may be disciplined for real as well as false threats.
- Hazing- The abuse, annoyance, or harassment of another by means of banter, ridicule or such as trash-talking or roasting, etc.
- Sexual harassment

Disruption of learning environment

- Wearing of unacceptable clothing-any attire promoting offensive messages such as obscenity, alcohol, drugs, sex or tobacco will be prohibited.
- Failure to follow the dress code or expectations of what is to be worn as described by the parent student handbook and/or Principal.
- Bringing onto school grounds illegal substances (narcotics, alcohol, drugs, vaping materials, tobacco), pornographic material, or weapons of any sort or facsimiles thereof.
- Stealing, cheating or plagiarism.
- Any gang behavior or activity.

Serious Infractions

- To ensure the immediate safety of all students, there are some infractions that require immediate attention by the Principal, these will include, but not be limited to:
- Weapons brought to school or on school property.
- On-going/repetitive and/or extreme verbal abuse, bullying, hazing,
- Persistent disobedience- repetition of the same misconduct or accumulation of instances of varied misconduct.
- Fighting/physical assault
- Bringing onto school grounds illegal substances (narcotics, alcohol, drugs, vaping materials, tobacco), pornographic material, etc.

After discussion of the incident with the student and teacher, the Principal of the School will contact the parents to explain consequences and expectations for the future. These infractions may result in suspension of the student. Such conduct may result in the intervention of or reporting to law enforcement agencies.

Bullying

Missouri Statute 160.775 defines “Bullying” as intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral or written communication, and any threat of retaliation for reporting of such acts.

It is further defined as unwanted and purposeful behaviors including but not limited to: teasing, threatening, intimidating, cyber bullying, sexual harassment, religious harassment or racial harassment, public humiliation, social exclusion, and rumor or spreading of falsehoods.

Cyber bullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including but not limited to, email, blogs, social websites, chat rooms, and instant messaging.

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

---From Dan Olweus in his book: *Bullying at School: What We Know and What We Can Do*---

Disciplinary Consequences for Students

NOTE: Consequences listed below represent a range of options, in most cases the following order will be followed by the adult in charge and the administration. The administration reserves the right to deal with each offense on an individual review basis which may result in disciplinary action being less or more severe than outlined.

Warnings: Verbal- The infraction will result in warnings from the adult in charge.

Teacher/Student Conference- Conference with the student to review expectations and discipline consequences and possible parent contact. It is at this point that the teacher shall use restorative discipline to help the child repair any relationships damaged by their actions.

Notify the parent- Notification of the parent/guardian by the adult in charge. Restorative practices will be implemented in this step as well so that the relationships that have been broken can be rebuilt for the benefit of the student(s) and staff person(s) involved.

Loss of privileges. Restorative practices will be used here to allow the student to reflect upon relationships that need to be healed.

Detention before, during or after school, will be used as warranted for overt or repeated violations to the discipline code. The parent will be notified before the detention is served.

Any student suspended from school, in-school suspension or out-of-school suspension, will be ineligible for extracurricular activities as determined by administration.

In-school Suspension- Student will be isolated from the class and expected to complete required assignments to proficiency. Parents of students who are serving in-school suspensions may in some cases be required to pay for a substitute teacher to supervise the student. This cost is \$100 per day.

Students who are suspended must complete all class assignments in order to remain current and to aid in their return to class. Long-term assignments due and tests taken during the suspension period will be accepted if submitted in a timely manner.

Out-of-school Suspension-Student will be suspended from school for a designated period of time, but will be expected to complete required assignments to proficiency. Any tests missed must be completed within 2 days of returning to school.

Expulsion-The reason for justifying expulsion from a Catholic school should be as serious as they are rare. After two suspensions, the student's behavior will be evaluated to determine if expulsion is necessary. The following situations can lead to expulsion:

- a) physically threatening or attacking a student, volunteer, or staff member
- b) the use, sale or possession of tobacco, alcohol, illegal drugs, weapons, fire inducing materials, and other harmful materials
- c) prolonged and open disrespect for school policy, personnel and property
- d) continued disruption and disrespect shown after all avenues of remediation of the unacceptable behavior have been exhausted
- e) other serious offenses subject to the discretion of the administration

Merits and Demerits

In order to promote positive behaviors and relationships between students and teachers and promote individual responsibility, 6th-8th grade students are required to carry Virtue and Accountability cards with them at all times. Teachers will use these cards to recognize and document specific behaviors. New cards will be issued at the start of each quarter.

A Virtue check may be issued when a student demonstrates virtuous behavior in a manner exceeding normal expectations. This card allows students and parents to see the good choices the student makes. Checks will be issued at teacher's discretion. Any school staff member may issue a check. Students may turn in a filled virtue Card for a reward.

Accountability cards allow parents and students to identify specific behavior issues and/or inappropriate choices made in class. An accountability check should be issued immediately for the following actions.

- Physical or emotional assault
- Disrupting class after redirection
- Failure to follow classroom and/or school rules
- Inappropriate language
- Failure to present accountability card
- Uniform violation
- Tardy to class

Checks will be issued at teacher's discretion. Any school staff member may issue a check. A filled Accountability Card results in a detention. Check marks number 4 and 5 will require a parent initial on the card.

Detention will be served during the student's lunch and recess period. Each infraction will increase the number of periods served and may result in the loss of school-related privileges. Parents will be notified when detention is given and a new Accountability card will be issued. Students receiving multiple detentions will need to have conferences including with teachers, parents and/or administrators to develop a plan for future behavioral success.

St. Joseph Catholic Academy Dress Code Policies

Why are uniforms part of the St. Joseph Catholic Academy?

Each person has an inherent dignity and worth because we are made in God's image and likeness. Human dignity transcends all differences, and this most certainly includes the clothes you wear. There is no question that the internal disposition of a person matters far more than one's external appearance. Jesus made this very clear to us, and I often think of St. John the Baptist as one whose outward appearance was rough, but whose faith was pure! What is happening in our heart, mind and soul is what truly matters most and we make a profound mistake when we judge people based on their external appearance. With all of that said, we can also say that one's external disposition and appearance should be a reflection of the inner dignity given us by God. It follows then that the Catholic school uniform, and the way it is worn, can reflect a self-respect rooted in dignity and reverence for the God Who made you.

The uniform also creates a culture that inspires a sense of order in the students and in the school. The order that the uniform brings to the school culture creates a constructive learning environment for all. Catholic schools are communities and families, not a collection of isolated individuals.

All dress code appropriateness will be determined by the school. If an item of clothing is not mentioned within this handbook as allowed, it should not be worn.

Expectations

- All SJCA scholars are to be neatly dressed/well-groomed during the school day.
- Uniform shirts are to be tucked in at all times.
- Uniform shirts may be short or long sleeved polo style shirts or button down oxford style shirts.
- Only white t-shirts with no writing are allowed under the uniform shirts.
- Uniform style pants are allowed, or Docker style pants. No cargo or carpenter-style pants allowed.
- Uniform style or walking shorts are allowed during specific times of the year.
- If uniform style pants or walking shorts have belt loops, then a belt needs to be worn.
- A collared uniform shirt must be worn under any sweaters, sweatshirts or quarter-zips.

Jewelry

- Accessories (scarves, bandannas, cummerbunds, etc.) are not permitted on any campus.
- Jewelry must be simple and appropriate for school.
- **Girls:** no more than one earring in each ear. Earrings must be posts and not hoops.
- **Boys:** earrings are prohibited, as are the studs which are worn when ears are newly pierced.

Covering studs with tape or band-aids are not permitted.

Hair

Girls

- Hair must be a natural hair color.
- No extreme colors or cuts.
- No items braided into hair.
- Hair must be neat, clean, and combed.
- Hair should not cover the eyes.

Boys

- Hair must be a natural hair color.
- Hair must be neat, clean, and combed.
- No extreme colors or cuts.
- Hair may not touch the top of the shirt collar or the eyebrows.
- No buns, braids, or headbands.
- Young men must be clean shaven at all times and sideburns may not extend below the ear lobe.

Make-up

- Girls may wear light make-up.
- Boys are not allowed to wear make-up or nail polish.

St. James School Uniform Guidelines

Students represent our school; therefore, all students should dress modestly. Modesty shows respect for the human person. Students are encouraged to speak with their parents and teachers about what modesty includes.

In all aspects of the Dress Code, if your child wants to wear something different from the dress code, please communicate with the principal or their teacher.

Students who are not following the dress code are required to call home to obtain appropriate attire.

Grades K-5th

- **Shirts:** white or hunter green (long or short sleeve) collared buttoned polo shirts.
- **Pants:** navy dress pants (no cargo, denim, or sports styles)
- **Shorts:** navy (Daylight Savings Time)

Grades 6th-8th

- **Shirts:** White, Hunter Green or Navy (long or short sleeve) collared buttoned polo shirts.
- **Pants:** Khaki dress pants (no cargo, denim, or sports styles)
- **Shorts:** Khaki (Daylight Savings Time)

Girls Jumpers / Skirts

- Jumpers (K-3rd)
- Skirts (3-5)
- Skirts and jumpers length should be no shorter than 2 inches above the knee.
- Jumper, skirts are the *Centre Plaid* purchased from Tommy Hilfiger.

Socks: solid black, navy blue, or white socks or tights (for girls) must be worn. Small logos are acceptable i.e. Nike.

Leggings for girls

- Black, navy blue or white leggings may be worn under the jumper/skirt if there is no gap between the leggings and the sock.
- Leggings are never to be worn as slacks, including non-uniform days.

Shoes

- All shoes must be closed-toed and have backs.
- All soles must be non-marking.
- Any color athletic shoe is permitted, black is preferred.
- Not allowed: flip flops, clogs, slippers or sandals, cleats, cowboy boots or boat shoes and no sequins or light up shoes.

Jewelry

- Limited to a watch around the wrist (no Smart watches),
- simple necklaces around the neck,
- and one small post earring in each earlobe for girls. Earrings for boys are not permitted.

Light make-up for ladies in grades 7-8 only

- Limited to clear lip-gloss, black or brown mascara applied sparingly, and clear nail polish.
- Refrain from wearing blush, eyeshadow, eyeliner, colored nail polish, and glitter products.

Quarter Zips & Sweaters

- Academy approved crewnecks and quarter zips may be worn during the school day according to the grade-level colors.
- Sweaters may be worn, however, collars on shirts need to be seen.
- Hoodies are not allowed.

Best Dress Uniform for All School Mass for Girls and Boys

- Girls: wear their plaid jumper (K-3) or skirt (3-8) with grade-level color polo shirts.
- Boys wear grade-level color pants.
- K-5th boys wear school uniform shirts (white is preferred). Grades 6-8 boys may wear a white button down shirt with a St. James tie.
- Flat dress shoes are preferred, athletic shoes are allowed..

Non-Uniform Days

- Loose-fitting jeans and sweatpants may be worn.
- Skirts and dresses may also be worn and the length should be no shorter than 2 inches above the knee.
This standard length is required for all school functions (i.e. field trips, programs, performances, etc) and religious ceremonies (i.e. graduation, First Holy Communion, etc.)
- Socks must be worn.
- Shorts may be worn during Daylight Savings Time.
- Leggings may never be worn as pants.

St. Joseph Catholic Academies' Attendance Policies

The responsibility for compliance with the State of Missouri law of compulsory attendance belongs to the parents. An accurate record of attendance is kept on file in the school office.

Absences and Tardiness- Diocesan Policy -320.6

- Absences and tardiness shall be recorded accurately.
- All absences or tardiness, even if excused or planned, are recorded as absences or tardiness on the official attendance record.
- Upon returning to school after an absence, a student is required to submit a written, dated, signed explanation from his/her parent or guardian.
- Make-up work procedures are to be specified by local written policy. (See Academics)
- Consistent or habitual tardiness is a serious offense. In the case of consistent or habitual tardiness, the school-administration shall conference with the parent(s) or guardian(s). In some cases, where tardiness continues to be a problem, it may be necessary for parent(s) or guardian(s) to explore other educational options in order to ensure that the child's educational needs are being met and that limited interruption in the educational environment is maintained for teachers and other students. If appropriate, the proper authorities with the State of Missouri shall be contacted.

Planned Absence - Diocesan Policy 320.7

Parent(s)/guardian(s) have the right and authority to remove a child from school temporarily for family activities. However, any absence, planned or unplanned, may be considered in determining whether the student is making sufficient academic progress.

Any planned absence beyond several days should be preceded by a conference between the teacher and parent(s)/guardian(s). The principal should keep a written record of the conference and any recommendations made to parent(s)/guardian(s) regarding make-up of work missed by the student during the absence.

St. James School Attendance Policy

The first rule for attaining success in school is attendance. Students who miss school frequently set themselves up for failure. Therefore, after 8 total days absent in a semester (or 10 classes of a given class hour), whether unexcused or excused, a mandatory meeting will be held with the parent/guardian to determine if the student has mitigating circumstances causing excessive absences. This may require supporting documentation by medical personnel. If not, the parent will be advised that the student may lose credit in coursework, be unable to make up class work or fail the course. If they accumulate four additional absences, the administration will review the matter. Unless there are STRONG mitigating circumstances, the student will be recommended for expulsion.

Excessive absences jeopardize the student's academic success. Students who are absent have makeup privileges for the 10 missed days in each class period per semester. Work missed because of absence beyond 10 days cannot be made up for credit. When a student reaches 10 absences in any class, parents

and the student will be notified via email and documentation of the total absences will be sent. All Absences count towards the 10 day total. Doctor/dental appointments, travel, personal business, etc. all count as absence from each particular class. Students with regular orthodontic appointments throughout the year may need to stagger their appointment times so they are not consistently missing the same class period. The school prefers that dental and medical appointments be scheduled outside class hours such as after 3:00pm. The 10 day absence policy is determined on a per class basis. Students or parents may appeal the loss of “make-up privileges” by contacting the principal.

If there are any extraordinary circumstances or illnesses, parents must make contact with the school and provide documentation from the doctor for any exception to be made to the policy. This must be provided at the onset of the diagnosis.

Regularly missing all-school Mass or other mandatory school activities because of arriving late or leaving early may affect whether a student may continue enrollment at St. James

School Related Absences

An absence due to participation in a school activity such as a field trip, contest, workshop, or sport event is the only absence that is not counted against the student's attendance record. It is the student's responsibility to arrange with each teacher, prior to the absence, for making up the work missed.

Absences recognized by the school

The school recognizes and excuses absences due to the following reasons only: illness, family crisis, or death in the family. Classwork missed is the responsibility of the student and may be made up according to “Procedure for returning after absence”.

Absences approved by parents/guardians

Absences for reasons other than illness, family crisis or death in the family, are strongly discouraged by the school and may have a detrimental effect on the student's grade. If an absence of this type is approved by the parent/guardian, class work missed may be made up if arrangements are made with each teacher prior to the absence. The responsibility for making these arrangements belongs to the student.

If an extended absence (more than 2 days) is anticipated, written parental/guardian permission should be given to the office prior to the absence. The student should begin notifying teachers of the anticipated absence and making arrangements with them for missed work at least a week prior to the absence.

Missing a Semester Exam at the scheduled time for any reason other than illness, death in the family, or family crisis is strongly discouraged. In most cases, early finals will not be allowed. Students will need administrative approval to take finals on an alternative date.

Tardies/Truancy/Skipping Class

Tardy definition: A student is tardy when not in the assigned classroom when the bell rings. Teachers may require a more strict definition. All tardies will be recorded. Students who arrive any time after the starting bell are to report to the office where they will be given an admit slip.

Also, students are marked tardy after 7:45 am. Children arriving after this time are to sign in at the school office. Habitual tardiness handicaps the success of the student and undermines the success of the morning classroom activities. Upon the fifth tardy within a quarter, the principal may call the parent/guardian. If tardiness persists, the principal will send a letter home. If excessive tardiness continues, parents will be asked to meet with the principal to determine whether the school is a fit for the family.

Parents/guardians are to notify the school office of a student's absence or late arrival by 7:50 am. Upon returning to school after an absence, a student submits a written, dated, signed explanation from the parent/guardian and specialist, i.e. a doctor's note. The absence is recorded in the student's permanent record.

Tardy consequences

- 1 - 4, Tardy recorded in FACTS. Teacher will contact parent/guardian. No further consequences
- 5 - 8, 30 minute detention for each tardy
- 9 - 11, 1 hour detention for each tardy
- 12, 1 hour detention and required parent meeting with school administration, student will be ineligible for all extra-curricular activities until parent meeting has taken place
- 12+, Further consequences to be determined by school administration

Procedure for Returning After Absence

After an absence the student must report to the school office with a written excuse from the parent/guardian. No absence will be excused by the school without this note. Students are responsible for contacting their teachers to arrange to make up missed work. Students may have one class period to make up work for each class period they were out of school or may make alternate arrangements with their teachers. Teachers may use their discretion in permitting time for make-up work.

Early Dismissals

In order to obtain an early dismissal permit, a student must present written parent/guardian permission at the office before school. A note for early dismissal brought to the office after 8:00 a.m. will be verified by the parent/guardian before the student will be allowed to leave. Students must check in at the office when leaving school and upon returning. If a student becomes ill at school and needs to leave, the student must come to the office where a school official will call the parent/guardian. Parental/guardian permission will be required in all cases before a student is allowed to leave the building. A student leaving during the school day due to illness may not return to school later the same day.

Extracurricular activities

Students must be present for at least half the day in order to participate in extracurricular activities, including practices. Students who leave school early because of illness may not return for extracurricular activities, including practices. In order to participate in extracurricular activities and practice, a student must be present for the second half of the school day—four hours on a regular schedule school day by 11:00am. A student will not be permitted to practice/participate if he/she is absent for the second half of the day, with the exception of a doctor appointment confirmed in advance and documentation is received in the school office.

St. James School Safety Policies

Emergency Management Plan-Diocesan Policy-400.1-400.1.3

Every early childhood center, elementary and high school in the Diocese should have in effect an emergency management plan which is reviewed frequently. Each school/center should practice drills for emergency/hazard situations using the following rules:

- Each school should hold fire drills as required by their local fire department
- Each school should hold tornado drills twice a year. (See also Section 400.8)
- Each school should hold intruder drills at least once a year.
- Each school should hold at least one other drill for earthquakes and other hazards on a rotating basis.

Emergency Forms

Information about emergency contacts, custody, authorized pickups, allergies, address/email, etc., is provided during registration and enrollment through FACTS. Parents/guardians are responsible for informing the school of any changes to this information in a timely manner.

School Closings

Announcements about school closures will be made via email, text message, and the Academy Facebook page. Please make sure you are signed up for and receiving the communication methods of your child's school. Decisions about school closures due to weather will be made as an Academy.

There may be some situations in which an individual school (or some schools) may need to close when others (or another) stay open.

Contraband

Weapons, fireworks, illegal drugs, etc., are not permitted on school grounds or at extracurricular activities.

VIRTUS (Protecting God's Children Training)

The VIRTUS training program is designed to help prevent wrongdoing and promote "rightdoing" within religious organizations. The VIRTUS programs empower organizations and people to better control risk and improve the lives of all those who interact with the Church. The goal of the SJCA is for all our parents/guardians VIRTUS trained.

Parents and volunteers may initiate the VIRTUS training here: www.virtusonline.org/virtus/

Parents are encouraged to become involved in school activities. All persons working with children in the Diocese of Kansas City/St. Joseph must meet the following requirements. Volunteers must complete these requirements prior to participating in school events or activities.

- Have an active Virtus account (www.virtus.org)
- Complete the Ethics and Integrity in Ministry (EIM) module on the Virtus site
- Submit a background check on the Virtus site once every five years
- Attend a Protecting God's Children workshop
- Mandated Reporter Training

To maintain security and for the safety of the children all doors to the school will remain locked throughout the day. Security cameras are also active around the exterior of the building 24 hours a day, seven days a week. Upon entering the building, all visitors must enter through the north door, report to the school office, and sign-in,

St. James School Health Policy

Student Health

- Health records are maintained through the school offices.
- The school should be made aware of a student's health problems such as asthma, diabetes, or epilepsy so that proper care can be taken if a problem arises. The parent/guardian of any student who has a medical condition which requires the permanent use/possession of medication is asked to notify the office. This information will be attached to the student's files but will not be made public. If a student develops a temporary medical problem which requires the temporary use of a prescription or non-prescription drug, the parent/guardian likewise must notify the office.

Dispensation Of Medication

State law does not permit faculty or staff to dispense medications without written parental permission and physician. Non-prescription medication may not be dispensed by the school or center without written authorization of a student's physician and parent/guardian. This permission may be per event or annually. Permission forms to dispense medication must be filled out and returned to the school office before medication will be dispensed. No student should be taking medication on school grounds without permission.

Prescription medication may be dispensed only if:

- 1) It is not the first dose;
- 2) The medication is in prescription container;
- 3) Written authorization from the parent or guardian is on file. All medication must be stored in the office or school health room in a locked container.

Medication shall be returned to the parent/guardian or disposed of immediately when no longer needed.

Immunizations

All students must have a current immunization record in compliance with the immunization laws of the State of Missouri. This information must be on file before the student is admitted to the classroom.

Medication

All medication, prescription or non-prescription, is to be brought to the school office when the child arrives at school. Students are not to keep medication with them. All prescriptions from a doctor must be in the pharmacy package, clearly labeled with the child's name, dosage, and doctor's name. A note from the parent/guardian with clear instructions on dispensing the medication is also required.

We ask that children not be sent to school with a fever (100 degrees or higher), diarrhea, vomiting, eye infection, rash, or any other infection. A sick child is to be picked up within an hour of parent/guardian notification. A student must be symptom and fever free for 24 hours without medication before returning to school. Please keep children with communicable disease symptoms at home and immediately notify the school of such illness.

St. James School Technology Use Policy

The Diocese of Kansas City – St. Joseph Internet and Electronic Mail Permission Expectations

We are pleased to offer our students access to the computer network for electronic mail and the Internet. To gain access to email and the Internet, all students must obtain parental permission and must sign and return the required permission slip.

Access to email and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. However, some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials. We believe that the benefits to students from access to the Internet, in the form of informational resources and opportunities for collaboration, exceed any disadvantages. But ultimately, you as parents and guardians are responsible for setting and conveying the standards that your children should follow when using media and information sources. To that end, we support and respect each family's right to decide whether or not to permit electronic access by their children.

Diocesan Internet and Email Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. *Access is a privilege – not a right. Access entails responsibility.*

Individual users of the computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with school standards and will honor the agreements they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Diocesan policy and procedures, the following are not permitted:

- Sending or displaying offensive messages or pictures;
- Using obscene language;

- Harassing, insulting or attacking others;
- Damaging computer, computer systems or computer networks;
- Violating copyright laws;
- Using another's password;
- Trespassing in another's folders, work or files;
- Intentionally wasting limited resources; and
- Employing the network for commercial purposes;
- Cyber bullying of any kind.

Violations may result in a loss of access as well as other disciplinary or legal action.

Completion of registration through the FACTS system is considered acceptance of this policy. If not registering digitally, please sign and return the second page of this policy to the school office. School Technology Use Policies

Parents are the first educators of their children. We defer to parents' best judgment in putting their child in charge of a cell phone or smart device. We trust that they are carefully preparing their child to use this instrument with prudence and temperance.

Internet and Email

Students in grades 3-8 are given a@saintjamescatholic.school email account which is used strictly within the school environment. These accounts can only receive from or send to another @saintjamescatholic.school email account. Administrators have the ability to view/monitor each of these accounts and the emails that are sent and received. A student can email their teacher at their @saintjamescatholic.school account and can receive emails from their teachers. They are not able to send an email to a parent or friend outside of this domain, nor can a parent or friend outside of the domain send them an email.

Cell Phones and Smart Devices

Due to student safety, loss prevention and confidentiality matters, students are strongly encouraged to leave cell phones and smart devices at home. We understand that there are times after school, at practices or other activities that a phone may be needed to communicate with family and arrange transportation, etc. Should a family prefer that a student bring their cell phone or smart device to school, the following policy will be enforced.

Students are to submit all cell phones and smart devices to the school office upon arrival each morning. The device will be stored for the school day and the student may check it out from the office at dismissal. If a device is confiscated during the school day, a parent/guardian must retrieve it at the end of the day.