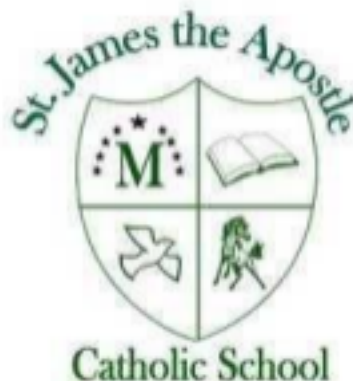


**St. James the Apostle Catholic School
Student-Parent Handbook
2024 - 2025**



St. James the Apostle Catholic School Mission Statement

St. James the Apostle Catholic School is a Christ-centered community where children can grow in faith, values of service and academic excellence.

907 W. Theo
San Antonio, TX 78225
(210) 924-1201
stjameschoolsa.org

PREFACE

The information included in this handbook outlines Policies, curriculum and teaching guidelines by which Saint James the Apostle Catholic School operates. We hope that the handbook can provide answers to questions that you may have and can give you information on any topic needed.

With this notice, the Principal reserves the right to amend any and all provisions of this handbook at any time when determined to be necessary by the Administration. You will be notified of any changes promptly.

HISTORY

St. James the Apostle Catholic School was established in 1957 by the Parish in partnership with the Marianist Sisters. Government surplus buildings were moved from a nearby military base and with the help of the St. James community they were remodeled and converted into classrooms.

School began with students in 4 classes, 3 Marianist Sisters and 2 lay teachers. Our school eventually grew to accommodate students from preschool through 8th grade. In 1978 the Salesian Sisters of St. John Bosco, also known as the Daughters of Mary Help of Christians became a part of our school and joined our administrative and teaching teams.

In 2019, St. James the Apostle Catholic School welcomed its first lay principal, Dr. Jennifer Grenardo, Ed.D. St. James the Apostle Catholic School continues to work collaboratively with the Salesian Sisters and the Archdiocese to promote Catholic education, which educate the whole child – mind, body, and soul.

MISSION STATEMENT

St. James the Apostle Catholic School is a Christ-centered community where children can grow in faith, values of service and academic excellence.

PHILOSOPHY STATEMENT

We believe strongly in the education of children. Our purpose as Catholic educators is to serve as “partners with parents” in educating our students to promote the betterment of society. St. James the Apostle Catholic School supports the philosophy of St. John Bosco which is based on Reason, Religion and Loving Kindness.

ACCREDITATION

St. James the Apostle School is accredited by the Texas Catholic Conference Accrediting Commission (TCCAC). The Texas Catholic Conference Accrediting Commission is an accrediting agency established by the Bishops of Texas which has been formally recognized by the Texas Education Agency. St. James also maintains membership in the National Catholic Education Association (NCEA), Association for Supervision and Curriculum Development (ASCD) as well as the Texas Association for Nonpublic School (TANS).

RIGHT TO AMEND THE SCHOOL HANDBOOK

The Archdiocese of San Antonio, the Administration and/or the Pastor of St. James the Apostle Catholic School reserve the right to modify the policies and procedures found in this Handbook or to add new policies as circumstances make such decisions prudent and necessary.

NON-DISCRIMINATORY STATEMENT

St. James the Apostle Catholic School admits students of any race or national origin to programs and activities of the school with all rights and privileges. Equal opportunity and access is provided to persons without regard to race, national origin or gender in the implementation of employment policies and procedures. Preference, however, will be given to students of the Catholic faith.

PRIVACY STATEMENT

St. James the Apostle Catholic School respects the privacy of all personal information collected and does not, under any circumstances, rent or sell personal information to any outside third party.

Personal information that is submitted to the school will be used only for the purpose for which it was asked (for example, information submitted for admission will be used for admission's purposes). Aggregate, non-personally identifying information may be both used internally and shared externally.

The School is committed to upholding our students' and parents' right to privacy. Should you have any questions or suspect a breach of these policies, we encourage you to contact the School's Office.

GOALS AND OBJECTIVES

St. James the Apostle Catholic School develops the whole student as a follower of Jesus Christ. The school supports a unique educational environment in which students and staff can experience the presence and love of God through a greater love for their Church, community, and country. In this setting, all are called to proclaim the Gospel message, to unite in worship and to respond to the needs of the community through fellowship and social justice. We strive to serve all through the sharing of their spiritual gifts and temporal goods.

- The school is committed to the spiritual, moral, intellectual, social and physical development of each child.
- The school promotes a community spirit among its constituents, allowing active members to find opportunity for Christian service.
- The school provides instructional leadership.
- The school ensures a safe and orderly environment with a clear discipline code based on our school rules.

The Six General Rules of Conduct:

1. Show respect for yourself, adults, others, and all property.
2. Be prepared for school and all activities.
3. Allow others to work undisturbed.
4. Follow directions.
5. Keep your hands and feet to yourself.
6. Be honest.

HERE IS WHAT ARE WE FOCUSING ON THIS YEAR: The Be-Attitudes

August –	Be Kind
September –	Be Honest
October –	Be Bold
November –	Be Grateful
December –	Be Prayerful
January –	Be Helpful
February –	Be Loving
March –	Be Forgiving
April –	Be Still
May –	Be Humble

ARRIVAL AND DISMISSAL OF SCHOOL & ATTENDANCE

Starts Mon., Aug. 14, 2024 – First Day of School

<p>Morning Drop-off Time: Students can be dropped off in the gym through the front door. Please park in the front parking lot or surrounding streets. Students can also be dropped off in carline through the back parking lot. Please use the Nunes gate to enter.</p> <p style="text-align: center;">7:00 am – 7:50 am</p>	<p>Afterschool Pick up Time: All students will be picked up from either the gym or the cafeteria. Park in the front parking lot or surrounding streets. PK3-2nd will be in cafeteria (with older siblings). 3rd-8th will be in gym.</p> <p style="text-align: center;">3:15 pm – 3:30 pm</p>
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AFTER-SCHOOL CARE/EXTENDED CARE

The after-school care program hours are from 3:30 – 6:00 p.m. This includes: study hall and snack time. The extended day care program is located in the Learning Center building.

The regular monthly fees are:

- \$175 for 1 child
- \$210 for 2 children
- \$240 for 3 children

All after-school fees will be charged through FACTS. Fees have been applied equally on a ten-month basis and are the same regardless of the number of days in a month or the number of absences. Fees are to be pre-paid to the school office no later than the last school day of the previous month. Fees may be included with tuition and paid through FACTS. **NO DEDUCTIONS ARE MADE FOR HOLIDAYS OR ABSENCES.**

Drop-ins – If your child needs to remain on campus and attend the Extended Day Care Program, please contact the school office before 2:00 p.m. There is a flat fee of \$20 per child per day. Early release drop-in fee is \$25 per day.

Late Fee - Any child/children not picked up by 6:00 pm will be charged a fee of \$5.00 per minute.

The after-school care phone number is 534-5521.

ATTENDANCE

STUDENT ATTENDANCE

State law requires students to be in attendance 90% of the school year. A student may not receive credit for a course unless the student is in attendance for at least 90 percent of the days the course is offered. ***Excessive absences may require time spent in Saturday school to make up missing time.***

PERFECT ATTENDANCE AWARDS

St. James the Apostle Catholic School will distribute Perfect Attendance Awards this year. The recognition will be done at the end of every quarter. Students with no tardies, early releases, or absences will receive a Perfect Attendance Award.

ABSENCES

There is a positive relationship between regular attendance, punctuality, and schoolwork. In accordance with the State Compulsory Attendance Law, every child enrolled at St. James the Apostle Catholic School is required to be in attendance 90% of the instructional days. Therefore, students who incur 18 or more (excused or unexcused) per year may be required to attend Saturday school, or risk being retained. Frequent absenteeism, excused or unexcused, will be investigated and appropriate action taken by the Principal.

Acceptable reasons for granting excused absences may include the following: personal illness, sickness, death in the family, quarantine, weather or road conditions making travel dangerous, or any other cause acceptable to school administration. An excused absence does not mean a student will not be marked absent. A student not physically present at school, excused or unexcused, is marked absent.

1. 1. A parent is asked to call the school office by 9:00 a.m. each day the student is absent and provide the reason for the absence
2. A returning student **must present a written note signed by a parent/guardian** containing the following information:
 - a. Student's name
 - b. Date(s) of absence
 - c. Reason for absence
 - d. Parent/Guardian signature and Date
3. If the absence is due to a medical or dental appointment, an excuse from the doctor's office is required upon return to school. An excused absence **does not mean** a student will not be marked absent.

Half Day Absence

4. If a student arrives at school **after 10 a.m. or leaves school before 2 p.m.** they will be marked ½ day absent.

TARDIES

Tardiness is a serious problem. Repeated tardiness constitutes a very bad habit, with many future social and business consequences. Late students miss important announcements and directives. They also miss out on learning time and cause a disruption in the class when they walk in late.

Students are required to be on the school premises by the time morning message begins at 7:50 a.m. A student is considered tardy if not in line or in class by 7:50 a.m. and before 10 a.m.

Tardy Procedure

- Gym doors will open at 7:00 a.m. and will close at 7:50 a.m.
- Students arriving after 7:50 a.m. are to go to the cafeteria to be marked tardy by a staff member.
- Staff will direct student(s) to the gym for Morning Assembly.
- Students arriving after Morning Assembly must enter through the Administration Building and check in at the office before reporting to class.

Tardy Penalty

Prompt arrival at school is expected of all students. A student who is not in line or in class at 7:50 a.m. is tardy. All reasonable attempts must be made to arrive on time. Many factors can cause students to arrive late for school, most are beyond the control of the student creating a situation in which usual discipline methods may seem unfair. With this in mind, each student is granted **15 no fault tardy arrivals per school year**. A reason for being tardy is not required; however, a tardy will be recorded.

- After 10 tardy arrivals, a letter will be sent home to notify the family
- On the 16th tardy, Meeting with the parents
- **On the 21st tardy, Saturday School may be required and a Saturday School fee of \$25 will be charged.**
 - Saturday School will begin at 9:00 am and end at 12:00 pm in the science lab. During Saturday school, the student will work on missed assignments or do community service.
- Tardy arrivals will be reported on the student's report card.

INCLEMENT WEATHER

Occasionally, severe weather may create a serious transportation hazard and make it difficult for employees to come to work. St. James School will follow the closure procedure pertaining to the San Antonio Independent School District. Any missed instructional days will be made up as defined by the Principal and in accordance with TCCED standards.

St. James the Apostle Catholic School will use the following method to notify the community of EMERGENCY /UNSCHEDULED school closures:

- St. James the Apostle Catholic School will send an email and a TEXT MESSAGE PARENT ALERT to all parents/guardians indicating that school will be closed; an email may follow to announce when school will reopen.
- St. James the Apostle Catholic School is located in the San Antonio Independent School District. If the public schools in SAISD close, St. James will also close. If this happens, a Renweb Parent alert will be sent to all school families to announce the official closure.
- Public schools sometimes announce late starts for their schools. The Archdiocese and St. James the Apostle Catholic School do not recognize late starts. If SAISD announces a late start, St. James will start school at the regularly scheduled time and ask parents to use discretion and arrive as soon as they can do so safely.

MAKE-UP DAY FOR UNSCHEDULED SCHOOL CLOSURE

Should it become necessary to use a day to make up for inclement weather, the make-up days for St. James the Apostle Catholic School are Monday, February 17, 2025 and Monday, April 21, 2025.

RELEASING OF STUDENTS DURING SCHOOL HOURS

A student may be released from school during school hours into the custody **only of those persons listed on the student's emergency information card**. Identification of the person to whom the student is released will be verified.

Parents or guardians will be notified by telephone to make suitable arrangements when it is necessary for the school to send a student home because of illness or other reasons deemed appropriate by the administration. Documentation of this notification must be made. Students will not be released from school, sent on errands off the school grounds or sent home for books, homework, etc. without being accompanied by a parent or guardian. Identification of the person to whom the student is released must be verified.

Students who are dismissed early must report to the office where they will be met by their parent/guardian. Parents/guardians will sign out their child at that time. St. James School is a closed campus and students are not allowed off campus for lunch. Students must be signed back into school at the school office upon returning from an appointment.

Students may only be released through the school office or the health coordinator's office.

APPOINTMENTS

Medical and dental appointments should be made outside of the school hours. If this is not possible, a parent or guardian must send a note to the teacher on the morning of the appointment stating the time the student will be picked up. A parent/guardian must sign the student out from the school office. No parent/guardian may go directly to the classroom to pick up his/her child. The student will be notified to come to the office. A student will not be released from school during school hours into the custody of any person other than those listed on the emergency information card for the student. Identification of the person to whom the student is released must be verified.

RELEASE OF STUDENTS TO A LAW ENFORCEMENT OFFICER Schools and their officials shall not interfere in the official duties of law enforcement or government officials. Police and other government officials shall communicate directly with the principal when requesting an interview with a student. In the absence of the principal, the request shall be directed to the assistant principal or administrator on duty.

Law enforcement and government officials shall be given access to a child without prior parental permission under the following circumstances:(a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm. No police officer should ever be allowed to come into a school and question a student about a prior, off-campus event. A student's parents or guardians shall be notified immediately if law enforcement or government officials request to speak with the student unless it is stated that doing so would undermine the efforts of law enforcement or the government official. In all cases, the Superintendent, or their designee, and the archdiocesan attorney shall be notified immediately regarding the presence of law enforcement or government officials on campus.

ADMISSION POLICIES

NON-DISCRIMINATORY STATEMENT

St. James the Apostle Catholic School admits students of any race or national origin to programs and activities of the school with all rights and privileges. Equal opportunity and access is provided to persons without regard to race, national origin or gender in the implementation of employment policies and procedures. Preference, however, will be given to students of the Catholic faith.

REQUIREMENTS – AGE

- PK3 (Pre-Kindergarten): 3 years old by Sept. 1st
- PK (Pre-Kindergarten): 4 years old by Sept. 1st
- 5K (Kindergarten): 5 years old by Sept. 1st
- First Grade: 6 years old by Sept. 1st

REQUIREMENTS – DOCUMENTATION

Before a student's admission, the following records are required:

1. Official Birth Certificate
2. Baptismal Certificate (if applicable)
3. Official cumulative record or transcript of previous grade
 - a. Including any special education documents including, but not limited to, 504 plan, individualized education program (IEP), special services or testing.
4. Emergency Information Card
5. Health Record
 - a. Immunization record
 - b. Illness record
6. Court-Certified Copy of the Custody Section of Any Existing Divorce/Separation Decree (when applicable)
7. I-20, for International Students (when applicable)

Enrollment is not complete until all required documents are received, reviewed, and found to be in order by the school.

ADMISSION OF STUDENTS TRANSFERRING FROM SCHOOLS WITHIN THE ARCHDIOCESE

The transfer of a student from one Catholic school to another within the Archdiocese of San Antonio can occur only after consultation between the principals of the two schools involved and all fees have been reconciled with the previous school.

ADMISSION OF STUDENTS FROM PUBLIC AND OTHER NON-PUBLIC STATE APPROVED SCHOOLS

Admission of students transferring from public and other state approved non-public schools is the decision of the principal based on testing, observation and other assessments. This decision is made if it is deemed in the best interest of the student and the placement is agreeable to both parents and the principal.

ADMISSION OF STUDENTS FROM HOME SCHOOLING AND NON -ACCREDITED SCHOOLS

Admission of students who transfer from non-accredited schools or homeschooling is the decision of the principal and shall be based on testing, observation and/or other assessments.

ADMISSION OF STUDENTS WITH SPECIAL NEEDS

The Archdiocese of San Antonio promotes inclusion for all children with different learning needs. Students with special needs shall be given the same consideration as all applicants and will be provided an opportunity for admission. Catholic schools strive to provide the accommodations within the scope of their school’s resources for students who are identified as having special learning needs. Documentation of student accommodations occurs through our Building Strong Foundations Program. Accommodations will be communicated to parents and reviewed, at a minimum, on a yearly basis.

FINANCIAL POLICIES

TUITION AGREEMENT

FACTS Tuition Management is the billing provider for tuition and incidental fees. Tuition agreements for the school year are sent to families through FACTS. Payment reminders will be emailed through FACTS (4) business days prior to the due date for families who signed up for email payment reminders.

School Financial Agreement

The contract outlines the duties and responsibilities of parents/guardians towards St. James School. All families are required to submit a signed copy to the school office before their child may begin school.

Tuition

*Regardless of the option you select for your family, the tuition at St. James the Apostle Catholic School is a fixed rate, and will remain fixed for the entire year, even if all of us are mandated to go to Distance Learning. Our faculty and staff are working extremely hard to meet the ever changing needs of our community, and we have a fixed budget for the school year. We greatly appreciate your cooperation and support. We love having you as a member of our St. James family!

TUITION RATE AND POLICIES

Tuition and Fee Schedule rate sheets, which are available in the School office, and on the St. James the Apostle Catholic School website, provide details of the various charges, fees and discounts in effect for the school. FACTS FAQs, which are available in the School Office and on the St. James the Apostle Catholic School website, provide more information on the FACTS Tuition Management Program at St. James the Apostle Catholic School.

TUITION Pre-Kinder 3 through 8th Grade		*11 Month Payment Plan (July - May)	10 Month Payment Plan (July - April)
1 Child	\$5,250	\$477 per month	\$525 per month
2 Children	\$9,702	\$882 per month	\$970 per month
3 Children	\$14,608	\$1,328 per month	\$1,461per month

REGISTRATION AND OTHER FEES

Registration fees are non-refundable and are collected on an annual basis.

Required Fundraising (per family)

- May be added to the FACTS account upon request.
- Fall Fundraiser: \$300 / Spring Fundraiser: \$300

Service Hours (per family)

- Each family is required to perform 25 hours of service to the school community every year.
- This service may be performed at a variety of functions throughout the school year. Families are responsible for entering their service hours using the school’s Google Form, sent directly to parents and available on the school website.
 - Person or group sponsoring the service opportunity will be verifying service hours from activity sign in sheets. Please be sure to sign in when you volunteer!
- Families may also make monetary donations for TEN (10) hours of the 25. Every \$10 (as a donation OR as a requested item) counts as ONE hour. Receipts should be uploaded to the Google Form where requested.
- **Non completed hours will be billed at a rate of \$25 per hour and will be added to the FACTS account.**

Extended Day Care Program

- You will only be charged if you use the service. Families who have not included their after school fees in FACTS will be invoiced/billed through FACTS automatically. An invoice notification will be sent via email to remind families regarding the charge and the withdrawal date that they choose to be billed for the Monthly Program will be charged the monthly rate.
- Fifteen minutes after dismissal, a student becomes a drop in and the students FACTS tuition account will be charged. A student becomes a drop in as soon as they are signed in to the after school care program.
- Hours are daily from 3:45 pm until 6:00pm.

1 Child	\$175 per month	Drop-in fee: \$20 per day, per child
2 Children	\$210 per month	
3 Children	\$240 per month	Drop-in fee for early release day: \$25 per child
Any child(ren) not picked up by 6:00 pm will be charged a late fee of \$5.00 per minute.		

Athletics (5th - 8th Grade)

- The athletic fee is \$100 per student regardless of how many sports a student participates in.
- Fee applies to those students who elect to participate in any school sport, including cheerleading or pep squad.
- Fees are automatically added to the student’s FACTS account and must be paid before the first game of the season.

Graduation (8th Grade Only) - \$100 per student

There is a \$100 graduation fee that applies to all 8th grade students. The fee is used to offset graduation expenses and will include the purchase of a yearbook. **The Graduation Fee is automatically added to FACTS for those families who have an 8th grade student.** All accounts must be current in order for 8th grade students to participate in graduation activities, which include May crowning, 8th grade retreat, fieldtrip, gratitude banquet and graduation ceremony.

Library Fees/Charges

Families will be notified if a book has not been returned by its designated due date, and applicable fees will be charged. If at the end of the school year there are any missing books or outstanding fees/fines, the librarian will send notice to the family with the name/title of the book and the applicable fee. All fines/charges must be paid by April 15 of the current year.

ARCHDIOCESAN TUITION POLICY (5403B)**Delinquent Tuition and Fees Payment Arrangement**

The success of St. James the Apostle Catholic School hinges upon the commitment of families to make Catholic education a financial priority, be involved in their child's education, and make their tuition and fees payment(s) on a timely basis. The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter.

The school understands that unexpected situations can and do arise and the school strives to work with families. If unforeseen financial circumstances arise, families are responsible for contacting the school's Principal, Liz Gonzalez, as soon as possible to review the financial hardship and seek a mutually acceptable alternative tuition payment plan. Hope for the Future at the Archdiocese also provides financial assistance according to their guidelines

St. James the Apostle Catholic School has implemented the FACTS Tuition Management Program. It is mandatory that all families participate in the program. The program offers two options for parents to pay their tuition either by automatic draft or credit card payment. For the 2024-2025 school year, parents will have their tuition payment automatically deducted from their checking or savings account, or by using their credit card. The options and services offered by this program facilitate the payment of tuition and make the entire process more convenient for the parents.

When payments are not made in accordance with the tuition agreement, the following steps will be taken:

30 days past due:

- When an account becomes 30 days past due (30 days from the 1st of the previous month) under the established tuition agreement, the financially responsible party will receive written notification requesting that tuition be brought current or that they contact the school to create an alternative tuition payment plan.
- It is the responsibility of the family and/or financially responsible party to contact the school's administration to bring the account up-to-date or to create an alternative payment plan with the school.

60 days past due:

- When an account becomes 60 days past due (60 days from the 1st day of the past due tuition), the school’s Principal will issue the financially responsible party a written notice by a certified letter. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.
- In addition to this notification, student(s) will not be permitted to re-register for the following academic year or to return to the school after a specified date until the balance is paid in full or an alternative plan has been approved.
- Eighth graders cannot take part in graduation exercises.

Exclusion Policy:

- Non-payment of a prior year’s tuition will result in non-admission for the following school year.
- All tuition and fees must be current for the first day of class or the student(s) will not be seated.
- Student(s) will be dismissed at a specified date for non-payment of financial obligations when the financially responsible party has failed to demonstrate good faith in attempting to meet these obligations.
- Students will be allowed to complete all academic work in progress before terminating enrollment for non-payment of tuition and fees.

The school encourages all responsible parties to maintain open communication with the Principal and/or Finance Manager to ensure a complete understanding of each family’s financial circumstance. The goal of the school is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

TUITION DISCOUNTS

<p>10% Full Tuition Payment <i>If paid by June 5th, includes payment of Registration Fee.</i></p>	<p>5% Military <i>With proof of Active Military Status. Required.</i></p>	<p>5% Archdiocesan Employee <i>With proof of legal custody or child support. Required.</i></p>
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REFUND POLICY

There will be no refund of tuition unless payment was paid for the entire year or made a month in advance.

DELINQUENT TUITION

End of Year Balances

School accounts for non- graduating students must be paid in full by the end of May 20, 2025. School accounts for graduating students (8th grade) must be paid in full by April 15 of the current year. July and August tuition must be current prior to the first day of school. Failure to comply with these requirements will result in your child not being allowed to attend on the first day of school.

All financial obligations must be current to be eligible to register for the upcoming school year (Early registration begins in January). The school reserves the right to block enrollment if there is a documented history of non-compliance with the tuition payment policy.

TUITION ASSISTANCE

HOPE FOR THE FUTURE

All families are encouraged to submit an application through this program. Visit <http://www.hopeforfuture.org> for additional information or to submit your application. There is a \$40 application fee per family. This fee will be paid at the time of your application process. It will be paid through the application process to Facts.

(Students in grades Kinder - 8th grade are eligible for assistance. PreK-3 and PreK-4 are not eligible.)

FUNDRAISING ACTIVITIES

Fundraising Obligations

The school conducts two mandatory fundraisers per year, one fundraiser in the Fall and one in the Spring. The family's commitment of \$600 for both mandatory fundraising events. Commitments not fulfilled by the deadline will be charged to the family's FACTS Tuition Account. Families may choose to add their mandatory fundraising fees to their monthly tuition payment. You may request this through the account manager in the school office.

RETURN CHECK POLICY

There is a thirty-five-dollar (\$35) charge on all returned checks. A check written for any school activity such as: cafeteria, library, fundraising, tuition, etc. that is returned as Non-Sufficient Funds will result in the family losing check writing privileges. The School will no longer accept checks as a method of payment from this family for any school related account for the remainder of the school year. Only Cash, Money order or credit card payments will be accepted on any delinquent accounts.

CELL PHONE POLICY

Cell Phones: Given the distance that some families travel to school and the coordination of family schedules, cell phones have become common place and, in many circumstances, necessary. Cell phones are permitted on campus but as soon as the student arrives on school premises, cell phones must be powered off and turned into homeroom teachers during morning homeroom. Cell phones are kept safely **in a lockbox** during the school day and returned to students at dismissal. In the case of athletes, cell phones are held by the coaches in the athletic office until the end of practices/games. Phones can **only** be used with the permission of a staff member and in the company of an adult. Please note the following:

- Any photograph or video taken on school property without permission will result in a consequence.
- Any photograph or video taken in a bathroom is against the law, and will result in harsh consequences.

UNIFORM

SCHOOL UNIFORM

The St. James the Apostle Catholic School uniform has been selected to provide a neat appearance for our students as well as remain functional and affordable. All students (Pre-K 3 - 8th) are required to wear the school uniform. The school and P.E. uniforms, including sweats and jackets, must be purchased in store or online at

Flynn O'Hara Uniforms

Castle Hills Plaza 2108 NW Military Hwy
 San Antonio, Texas 78213
 (210) 247-4180 or (800) 441-4122
Contact local store to verify hours of operation

St. James the Apostle Catholic School has a uniform resale store on campus. Other than school shoes, no alternate brands or styles for any of the uniform components are allowed.

Items purchased for athletics, cheerleading, or CYO items, etc. are not part of the uniform. These items may be worn on Free Dress days only.

For Boys AND Girls:

- St. James the Apostle Catholic School has school uniform items and P.E. uniform items. School uniform items and P.E. uniform items should NOT be mixed.
 - Sweaters should be worn with the school uniform.
 - Sweatshirts should be worn with the P.E. uniform.
- **ONLY jackets/ sweaters with the SJS logo will be permitted** to be worn during the cold weather. On EXTREMELY cold days, coats (only) may be worn over the uniform for any outdoor activity on cold days.
- Uniforms (shirts, skirts and pants) must fit properly throughout the school year. All items must be clean, neat and mended.
- **Only WHITE undershirts are allowed under school uniform.**
- Uniform length
 - Girls: The length of skirts, jumpers and walking shorts **may not be shorter than 2 inches above the knee.**
 - Boys: Boy pants length should touch the shoes. Shorts should not be shorter than 2.5 inches above the knee.

GIRLS UNIFORM

PK3 - Kindergarten

- Navy blue dress with bloomers or shorts.
- Navy/black bobby socks or knee highs for daily use.
- Navy/black tights/leggings may be worn in cold weather.
- Green cardigan with school logo.

1st - 3rd Grade

- Plaid jumper with middle blouse with shorts underneath.
- Navy/black bobby socks or knee highs for daily use.
- Navy/black tights/leggings may be worn in cold weather.
- Green cardigan with school logo.

4th - 5th Grade

- Plaid skirt with middle blouse and tie with shorts underneath
 - Skirt length may not be shorter than 2 inches above the knee.
- Navy/black bobby socks or knee highs for daily use.
- Navy/black tights/leggings may be worn in cold weather.
- Green cardigan with school logo.

6th - 8th Grade

- Plaid skirt with tailored blouse and tie with shorts underneath
 - Skirt length may not be shorter than 2 inches above the knee.
- Navy/black bobby socks or knee highs for daily use.
- Navy/black tights/leggings may be worn in cold weather.
- Grey pullover sweater with school logo.

Shoes for Girls:

- Pre-K 3 through Kinder: **All black** Velcro shoes.
- Pre-K 3 – 5th Grade: **All black** Mary Jane style shoes.
- 6th– 8th Grade: **All black** Penny Loafer style shoes.

BOYS UNIFORM**PK3 - 5th Grade**

- Plaid uniform shirt, tucked in.
- Navy blue pants or navy blue walking shorts in warm weather.
 - Grades 3 - 5th **MUST** have a black or brown belt.
- Green cardigan with school logo.
- Navy blue or black crew socks. No show or ankle socks not allowed.

6th - 8th Grade

- Plaid uniform shirt, tucked in.
- White oxford shirt and SJS tie for Mass days.
- Navy blue pants
 - Grades 3 - 5th **MUST** have a black or brown belt.
- Grey pullover sweater with school logo.
- Navy blue or black crew socks. No show or ankle socks not allowed.

Shoes for Boys:

- Pre-K 3 through Kinder: **ALL black** Velcro shoes.
- 1st through 8th: **ALL black** shoes, athletic or rubber-soled dress shoes

P.E. UNIFORM

Every child is expected to take part in the physical education program and to comply with the instructions pertaining to dress, rules, etc. If for some reason the student cannot participate in PE, a written excuse from a doctor will be required specifying restrictions and the information should be sent to the teacher who then forwards it to the health coordinator and P.E. instructor.

- ***PE shirts must be worn tucked in.***
- ***Only sweats with the school logo are allowed.***
- ***Shorts may be NO Shorter than 2 inches above the knee.***
- ***Navy or Black crew socks or Bobby socks are worn with the P.E. uniform.***
- ***Sport socks/ No show socks are not allowed.***
- ***Shoes: All must wear ALL BLACK tennis shoes.***

SPIRIT DAY – Green Mustang t-shirt (13th of the month. If it falls on a Saturday, it will be Friday. If it falls on a Sunday, it will be Monday.)

The approved non-uniform day attire is defined as:

- Blue or black jeans (see below) or uniform shorts or P.E. shorts; and
- St. James GREEN mustang spirit shirt.
- Socks/hose (must be above the ankle)
- BLACK school or P.E. shoes

SALESIAN DAY – Yellow Salesian t-shirt (24th of the month. If it falls on a Saturday, it will be Friday. If it falls on a Sunday, it will be Monday.)

Students may wear the Salesian t-shirt, blue or black jeans, jean walking shorts or school walking shorts and BLACK school or P.E. shoes. Jeans should not be torn, baggy or tight fitting, skinny jeans are not allowed. Walking shorts must be knee length. Salesian t-Shirt day attire is **optional**, students may wear their school uniform on this day if they do not wish to participate. This t-shirt is available for purchase through the school office.

NON-UNIFORM “FREE DRESS” DAYS – BIRTHDAY CELEBRATIONS, SPECIAL OCCASIONS

Occasionally (at the discretion of the administration), students are granted a non-uniform dress day. On non-uniform days students may come to school wearing clothing that upholds the dignity of our Catholic School environment. All non-uniform attire must be clean, neat, safe and modest. Non-uniform items cannot be worn in church. Keep in mind that P.E. classes meet on non-uniform days, and dress is not an excuse for non-participation. Students may be asked to change if their clothing is deemed inappropriate by the administration.

- All grooming and jewelry policies remain in effect on non-uniform days. Students may NOT wear open-toed shoes, sandals, flip flops, Crocs or other Croc-like footwear.
- All non-uniform attire must be clean, neat, safe and modest reflecting our Catholic values. Low cut, sleeveless, spaghetti strap/strapless tops and shirts with brand lettering are not acceptable. Skirt length must follow the uniform guidelines.

GROOMING AND CLEANLINESS

Cleanliness and neatness are expected of all students at all times. Parents are to see that the student's uniform is clean and in good condition daily.

- Students are responsible for personal hygiene, to include the **daily use of deodorant**.
- Uniform and P.E. shoes must be kept clean and, when necessary, washed or polished.

GROOMING:

No facial make-up including, but not limited to: tinted face color, lip gloss, lip color, mascara, eyeliner, and Lash Extensions

- **NAILS:** Only clear nail polish is allowed. Colored nail polish, artificial nails, and French tips are not permitted.
- **HAIR:** No hair color treatments of any kind for boys and girls. Hair color must be natural with no frosting, tipping, highlighting, or fad haircuts/styles. Perms are not allowed.
- **Boys:** Cuts must be conservative. Hair must be above the eyebrows, tapered above and around the ears and must be above the collar. Bangs must stay out of the student's eyes, whether by cut or use of product. For shorter hair, the sides and top should be no shorter than a #1 razor guard. Razored lines are not allowed. Hair height will be at the discretion of the administrator. The administration reserves the right to assess a violation to any student with an extreme or faddish hair style.

- **Boys:** Sideburns should not extend below the middle of the ear. Boys need to be clean-shaven.
Girls: Hair must be above the eyebrows, away from the face. Moderate length is encouraged. Shaved sections are not permitted. Razored lines are not allowed.
- Hair accessories: Hair-accessories including barrettes, ribbons, hair bands (no wider than 1 inch) and ponytail holders for girls must be a single color of black, brown, white, gray, green or yellow. These items may also be made from the St. James uniform plaid. Jeweled, sequins, or glitter accessories are not uniform.
- Hair accessories must be worn in the hair. Scrunchies, hair bands, or other ponytail-like items are not allowed to be worn on the wrist.
- Hair bows must match school uniforms (uniform fabric bows, navy blue, black, white, gray, green, or yellow). Hair bows should be no larger than 2 inches in width and conform to the colors listed. Jeweled, sequins, or glitter accessories are not uniform. Cheerleader/sports team hair accessories are not part of the school uniform.
- Caps of any kind are not to be worn indoors (e.g.) gym, classroom, church, cafeteria.
- Tattoos: Permanent and/or temporary tattoos are not permitted at St. James the Apostle School. Henna tattoos are NOT permitted.
- Students may not write on their skin at any time.
- Items sold through other organizations (PTC –spirit items, CYO, etc.) are not permitted in the classroom.

JEWELRY

- **Rings, bracelets, and ankle bracelets are NOT permitted.** We want students to be safe. As a rule, valuables should not be worn at school.
- The following are permitted:
 - Wrists –one wrist watch is permitted
 - **SMART WATCHES or any device that connects to the internet are NOT permitted at school.**
- Neck –one (1) simple necklace chain or thin leather cord (4 mm) with one Christian religious symbol or medal.
- Ears –Simple stud earrings or ¼ -inch loops for girls. Only one earring per ear lobe. No earrings for boys.
- Ties –Students may wear one religious symbol, NJHS pin, Student Council pin. Medical identification items may be worn and must be approved by the school health coordinator and/or administration.

ALL DRESS AND GROOMING CODE ISSUES REST WITH THE JUDGMENT OF THE PRINCIPAL OR THE PRINCIPAL'S DESIGNEE.

ACADEMIC POLICIES

EXPECTATIONS AND RESPONSIBILITIES FOR STUDENTS

School Responsibilities

St. James Administrators, faculty, and staff are committed to:

1. Motivating and assisting students to follow the Code of Conduct as a means of personal growth, an expression of Christian moral behavior, and respect and care for oneself and others.
2. Enforcing the school rules and discipline policies with fairness and discretion.
3. Allowing for adjustments in disciplinary actions as deemed necessary due to circumstances and maturity of the student.
4. Maintaining effective and respectful communications with parents regarding student behaviors and appropriate parental responses.
5. Continually updating their understanding of student behavior and its influences, and the techniques of classroom and student management

Student Responsibilities

1. Respect Authority - students will not defy school authorities and/or challenge school rules policies.
2. Accept consequences for your actions - students will not refuse to accept discipline and the consequences of their behavior.
3. Avoid school and/ or classroom disruptions - students will not disrupt any school activity.
4. Avoid endangering yourself or others - students will not endanger the well-being of themselves or others and avoid all forms of assault or violence and will not bring to school or have in their possession any article or object judged to be harmful to themselves or others or the good order of the school.
5. Show affection appropriately - any expressions of affection between/among students will be simple and appropriate to the school situation.
6. Avoid foul language - students will not use profane, vulgar, disrespectful, or hurtful language.
7. Maintain a "Bully-Free" environment - students will not tease, bully, harass, and/or coerce others.
8. Respect school and personal property - students will not damage, destroy, or deface any property and will be required to make restitution as directed.
9. No unauthorized snacks - students will not chew gum or have or consume any unauthorized snacks, food, or beverages on school property.
10. No illegal substances - students will not possess, sell, use, transmit, or abuse any drugs or look-alike drugs, alcohol, tobacco, or any illegal substance and will participate in the education and prevention programs provided or recommended by the school.
11. Follow the Uniform policy - students will follow the school uniform code regulations.
12. Complete assignments and do your own work - students will be truthful and honest and not engage in any form of cheating or dishonesty.
13. Follow arrival and dismissal policies - students will follow all school policies for arrival and dismissal and will not leave the school premises or assigned classes without authorized permission during the school day.

Parent/Guardian Responsibilities

Parents/guardians have the responsibility as primary teachers and disciplinarians of their child to:

1. Model and support their child's practice of the Catholic faith
2. Support school policy and the authority of the administration and teachers
3. Insist that their child obey the regulations and principles of good behavior
4. Support teachers and administration in the discipline of your child and respect their judgments as they apply the school discipline code
5. Be aware of /monitor external influences like TV programs, videos, social media, etc.
6. Sign and return all correspondence in the time prescribed
7. Encourage their child to complete all assignments
8. Communicate openly with faculty and staff when necessary and avoid any criticism of teachers and school policy
9. Model attire that reflects the morals and values of our Catholic school when on campus
10. Pay all fees (tuition, lunch, etc.) on time

CURRICULUM

St. James the Apostle Catholic School curriculum implementation follows the Curriculum Guide of the Archdiocese of San Antonio and incorporates the Texas Essential Knowledge and Skills (TEKS). To implement this curriculum the school follows the TCCED (Texas Catholic Conference Education Commission) requirements. St. James the Apostle School maintains a balanced curriculum to include Religion, Language Arts (English, Reading, Spelling, Phonics, Handwriting) Science, Math, Social Studies, Spanish, Health, Physical Education, and Computer Literacy.

GRADING POLICY

St. James the Apostle Catholic School is on a quarterly grading period schedule. Numerical grades are used from second (2) grade through grade eight (8).

ELEMENTARY/MIDDLE SCHOOL (GRADES PK3–8):

- For PK3 through grade 1, the following Evaluation Key is used:
 - E = Excellent
 - S = Satisfactory
 - P = Progress
 - N = Needs Improvement
 - N/A = Not Applicable
- For grades 2 through 8, the following Evaluation Key is used:
 - 94-100 = Exceptionally High Achievement
 - 85-93 = High Achievement
 - 75-84 = Average Achievement
 - 70-74 = Low Achievement
 - 0-69 = Failure to Master Material
 - SR = Summer School Required
 - SE = Summer School Enrichment

For **specials** classes such as physical education, art, music, technology, and foreign language, the following Evaluation Key is used, **with the exception of Spanish in middle school which is a core subject and will receive a numerical grade.**

- E = Excellent
- S = Satisfactory
- P = Progress
- N = Needs Improvement
- N/A = Not Applicable

For PK3 through grade 8, **conduct** grades are indicated in the following manner:

- O = Outstanding Effort
- S = Satisfactory Effort
- I = Improvement Needed
- U = Unsatisfactory Effort
- N = Not Observed

REPORT CARDS and GRADES

Report Cards will be issued electronically four times per school year. Hard copies can be requested through the school office. Parents/guardians are encouraged to keep in close communication with their child's teacher during the school year. Conferences can be arranged through communication with the office, with the school counselor or with the child's teacher.

- Progress reports are sent at the midway point of each grading period.
- Parent-teacher conferences will be scheduled and published.
- An electronic copy of the report card will be sent home at the end of each quarter.
- A hard copy of the report card, signed by the principal and indicating promotion status, is placed in the student's permanent record folder.
- A hard copy of the report card can be requested through the school office.
- Parents are encouraged to follow student progress and grades through regular visits to their online RenWeb school accounts.

HOMEWORK

Homework assignments serve to review and reinforce that which has been presented in class. Homework gives parents/guardians an opportunity to observe their child's progress as well as any problem areas that might require immediate consultation with the teacher.

Parents/guardians should offer their child positive encouragement, thus aiding in the development of good work habits, independence and a sense of responsibility.

Written homework is not the only kind of homework. Students are encouraged to read or drill in areas of weakness even when no formal homework has been assigned. In an effort to foster family activities, homework is normally not assigned over the weekend. There will be times, however, when completed homework will be expected after a weekend. Long-term projects

(History Fair, book reports, etc.) are examples of assignments that could involve weekend homework.

HOMEWORK TIME GUIDELINES

Homework is given daily, Monday – Thursday, however, homework may be assigned on Friday to help reinforce the skills taught during the day. The time guidelines for student homework are as follows:

PK3 – PK4	Approximately 20-30 minutes per day
K – 1 st	Approximately 45-60 minutes per day including being read to by an adult
2 nd – 4 th	Approximately 60-90 minutes per day including reading and studying time
5 th – 8 th	Approximately 90-120 minutes per day including reading and studying time

Actual time spent doing homework may depend upon the ability of the student. **Pre-K 3 students will use a communication folder and students in PK4 thru 8th an agenda.** Homework is more than just written assignments; it also consists in reviewing material from class, research projects, memorizing and studying for tests, and reading.

HOMEWORK /CLASSWORK / 4th-8th

Unless a student is absent (see Student Attendance Policy), he/she is expected to complete and turn in classwork and homework in all subjects on the **date and time** it is due in order to receive full credit. All assignments must be completed. Points will be deducted off of the final earned grade according to the following guidelines:

- 1 day past due date – 10-point deduction
- 2 days past due date – 20-point deduction
- 3 days past due date – 30-point deduction
- 4 days past due date – 40-point deduction
- 5 days past due date – 50-point deduction

No lessons or school work will be provided to students who are planning ahead of time to miss school for non-illness or emergency-related reasons outside of the calendared SJS vacation days, as those would be considered unexcused absences. Upon the students' return, he/she will be given missed homework assignments which must be completed within the same number of days that the student was absent. For example, if the student was absent for 3 days, all missed work must be completed within 3 days. Teachers will make the final decision in special cases. In these special cases, one day to complete homework will be allowed for each day of a student's absence.

AWARDS

Academic Honor Roll is defined in the following manner for students in grades 4th– 8th:

High Honor Roll:

94-100 in all core subjects

S or above in conduct and elective classes for all subjects

Honor Roll:

85-100 in all subjects

S or above in conduct and elective classes for all subjects

Perfect Attendance:

Given to students in grades PreK - 8th

No absences, no tardies, no early dismissals for the quarter

The student's conduct grade will be assigned based on the following:

- O (Outstanding) - no Disciplinary Notices (DN), or detentions in the discipline folder
- S (Satisfaction) - no more than 1 Classroom or campus detention
- I (Improvement needed) -2 Classroom or campus detentions
- U (Unacceptable) -3 Classroom or campus detentions or a suspension during the nine weeks

ACADEMIC HONESTY

Students' work shall be generated in accordance with academic honesty requirements. St. James the Apostle Catholic School expects honesty in every aspect of school life. Academic dishonesty involves presenting work that is not yours or helping others to do the same.

These are some examples of cheating or dishonesty:

- Copying someone else's homework or class work
- Giving homework or class work to someone to be copied
- Plagiarizing –claiming as your own another person's work ideas, or words (as in using a quotation without citing the source)
- Using notes ("a cheat sheet", writing on your hand, etc.)
- Giving or receiving help on a test by-
- Talking or showing work to another person during a test
- Talking about the test to someone who has not yet taken the test
- E-mailing, photographing, text messaging or any form or electronically communicating information about the test to someone who has not yet taken the test

Learning to work with others is an important component of academics. There are many occasions when students will be working in pairs or groups on specific assignments and projects. These activities will be clearly stated as collaborative or group activities and these do not fall under the umbrella of cheating.

Students will sometimes need the help of a parent, sibling or peer with homework and long-term assignments. These are open to discussion and to demonstration for the purposes of comprehension. Assignments which are handed to the teacher for a grade should ultimately be the work of the student.

TESTING PROGRAM

St. James the Apostle Catholic School tests according to the guidelines established by the Department of Catholic Schools. The Archdiocesan testing program includes standardized tests of general achievement and scholastic ability.

In accordance with the National Standard and Benchmarks for Effective Elementary and Secondary Schools (NSBECS), schools shall use school-wide assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instructional strategies. The NWEA Map Growth test is administered three three times during the scholastic year [fall, winter and spring].

The required archdiocesan testing program includes a standardized test of religion programs. NCEA ARK (Assessment of Religious Knowledge) is a religion program assessment, given in grades 5, 8, and 11. It measures the religious knowledge, beliefs, perceptions, attitudes, and practices of students in elementary and secondary schools.

PROMOTION/AWARDING COURSE CREDIT POLICIES

Per TCCB ED, social promotions and skipping grade levels are prohibited. Students are promoted to the next grade level based on their academic achievement.

Retention of a student is to be considered the last resort for students who do not meet the academic criteria for promotion. A student's parent or guardian shall be given appropriate notice and warning of their child being at risk for retention. A timeline for such notice should be defined in the school's parent student handbook. Factors leading to the decision made by the superintendent and principal, in consultation with the parent, include the following:

- age of student,
- maturity of student,
- degree of deficiency in the student's learning as per grade level requirements, achievement and instructional data,
- review of academic interventions, and
- any other special circumstances that have hindered academic progress for the student.

The following are the specific regulations for promotion for various grade levels:

- **3K-4K:** Promotion at this level is determined by the teacher and principal in consultation with the parent/guardian.
- **5K-1:** A student must have at least a "P" final average in Reading and Mathematics.
- **2-5:** A student must have at least a "70" final average in Religion, Reading, English, and Mathematics. A student who fails Reading and Mathematics is not promoted.
- **6-8:** A student must have at least a "70" final average in all core subjects –Religion, English, Reading/Literature, Mathematics, Science, and Social Studies. A student who fails more than 2 core subjects is not promoted.
- For each core subject below "70" a student must demonstrate the successful completion of work in summer school. If summer school is not available, work will be assigned, and the student will be tested prior to advancement to the next grade level.

BUILDING STRONG FOUNDATIONS

St. James the Apostle Catholic School has defined and in place a multi-tiered system of support (Building Strong Foundations) as a systematic data driven process of identifying and supporting students with academic, social-emotional, or behavioral needs. The goal of Building Strong Foundations is to identify students who are at risk for not meeting grade-level standards and to intervene early.

Implementation of Building Strong Foundations includes, to the best of the school's abilities: a system for early identification of at-risk students, a system of identifying and documenting interventions/accommodations, a process for monitoring and evaluation of student progress in response to interventions, methods for using these measures of progress to make educational decisions, and a process for parent collaboration. The process for intervention (i.e., Building Strong Foundations) at the campus level shall have a clearly defined system of confidential documentation outlining and monitoring the available accommodations for each student.

NATIONAL JUNIOR HONOR SOCIETY (6th– 8th Grade)

Membership in the National Junior Honor Society is one of the highest honors that can be awarded to a junior high student. In this society we recognize the total student.

In order to become a member of NJHS, students must complete and submit an application. Students must earn Honor Roll for the first 3 quarters and earn a conduct grade of S or higher to be a member of NJHS for the following year. Membership into NJHS is determined on a yearly basis.

Additionally, students must exhibit the following qualities:

- Scholarship
- Leadership
- Service
- Character
- Citizenship

Membership in the National Junior Honor Society is both an honor and a responsibility. No student has a **right** to belong to the National Junior Honor Society. It is **an honor** bestowed by the **Faculty in agreement with our Administration**. The students selected for this honor are expected to continue to demonstrate the qualities proper to the society.

STUDENT COUNCIL (6th– 8th Grade)

Student Council members are elected by students, faculty, and staff members. Student Council representatives can also be appointed by administration. All Student Council Officers should at all times:

- Be an example to the students and the Staff
- Wear the School Uniform correctly and with pride
- Maintain at least a grade of “C” in all classes and at least a “S” in conduct.

FIELD TRIP AND OUTING POLICY**NATURE OF FIELD TRIPS**

Field trips should be related to the curriculum. Such trips are permissible for all grades when advanced planning, location and the experience insure a successful learning opportunity. A field trip permission slip with a written academic objective must be prepared for the administration to review.

It is the principal’s responsibility to give approval to any and all school-sponsored student outings. Approval of such trips will be based on these considerations:

1. Relationship of the nature and purpose of the trip to the mission, philosophy and goals of the school.
2. Appropriateness of the trip for the age and maturity level of the students.
3. Ability of the school to provide adequate supervision by qualified adults.
4. Relationship of the field trip to the educational objectives and goals of the grade level or subject.

Unless the school specifically approves a trip, the school’s name cannot be used. Non school-approved trips that involve students will not be promoted or organized within the school.

STUDENT ATTENDANCE AT FIELD TRIPS

Individual teachers and/or team coaches, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. **FIELD TRIPS ARE A PRIVILEGE, NOT A RIGHT.** A teacher has the authority to request that a child be accompanied by his/her parent/guardian in order to attend a field trip if the teacher feels it is in the best interest of the child. If a child is denied permission to attend a field trip, by either the Administration or a parent, that child may remain at school and will be proctored in another classroom.

ARCHDIOCESAN FIELD TRIP PERMISSION FORMS

Each student must have a signed and dated release form from the parent/guardian for each field trip. The form will describe the mode of transportation used and specific physical activities (e.g., rowing, climbing) that will be part of the field trip. Parents must return the permission slip signed and include emergency contact numbers and any specific restrictions—activity, food, etc. or medications that the student might need while on the field trip. **ORAL PERMISSION FOR A STUDENT TO ATTEND A FIELD TRIP IS NEVER AN OPTION.**

PARENT CHAPERONES

Field trips are special occasions during the school year when assistance from parent chaperones is needed. St. James the Apostle Catholic School will follow the ARCHDIOCESE OF SAN ANTONIO POLICY *2115 VOLUNTEERS for all chaperones.

Any adult wishing to volunteer in any capacity where he/she may have contact with children or young people must undergo a criminal background check, complete safe environment training as conducted by the Office of Victim Assistance and Safe Environment and receive and acknowledge the Archdiocesan Sexual Misconduct Policy. No individual shall be permitted to volunteer for any position where there may be contact with children or young people without first satisfying these requirements. **Teachers must check with the office to make sure that a chaperone has these forms on file before accepting a parent as a chaperone for any field trip.**

Teachers will provide all chaperones with the following:

- A list of the students in the groups
- An emergency telephone number
- An agenda for the day
- General rules or guidelines specific to the trip

The teacher will remain with the class at all times during the field trip unless an emergency arises.

Chaperones are to keep their assigned group with them at all times. Bathroom breaks are to be coordinated among the chaperones to ensure the safety of the children. Chaperoning the children in the class is a full-time job and is a vital part of keeping our children safe when off campus; therefore, siblings may not attend field trips. Chaperones shall not purchase extra drinks, food or gifts for students. Bringing additional money to field trips is left to the discretion of the teacher.

TRANSPORTATION

All field trips will use commercial bus transportation. A parent chaperone is not allowed to transport his/her child to/from a field trip. The principal may authorize parent transportation of the child on a case-by-case basis.

CELL PHONES

Student cell phones are the exception, not the rule on Student Field Trips. The teacher will decide if cell phones are needed for the success of the field trip.

NOTE: Service hours are not given for attending field trips, unless otherwise determined by administration for special circumstances.

TEXTBOOK POLICIES

Textbooks are purchased by the school and are rented to the students. At the beginning of the year each student is assigned a number for each textbook and he/she is responsible to see that textbooks are not damaged or lost. If a book is damaged, a fee will be applied to cover the expense of a book. If a book is lost or destroyed, a total restitution will be applied. All textbooks should be neatly covered. It is the responsibility of students and parents to see that the books remain properly covered. Book covers are to be kept clear of any markings. Books will be checked prior to distribution at the beginning of the school year. Damaged books will be subject to a fine at any time during the school year.

LIBRARY POLICIES

Students are taken to the library every other week. Library books may be checked out for a period of fourteen (14) days. If a book is damaged or lost, the cost of the book must be paid by the student. The student loses the privilege of checking out a book until he/she returns the book and pays the late fine.

COUNSELING OPPORTUNITIES AND EXPECTATIONS

COUNSELING OPPORTUNITIES AND EXPECTATIONS

Per TCCB-ED, schools must have a systematic counseling and guidance program throughout all grade levels. The Counseling and Guidance Program at St. James the Apostle Catholic School follows the Comprehensive School Counseling Model for Catholic Schools. This is made up of four components: Guidance Curriculum, Responsive Services, Individual Planning, and System Support. Our purpose is to deliver a comprehensive, developmentally appropriate counseling and guidance program that addresses the spiritual, personal/social, academic/educational, and career/occupational needs of all students.

<p>ACADEMIC I. Guidance Curriculum II. Responsive Services</p>	<p>BEHAVIORAL III. Individual Planning IV. System Support</p>
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ACADEMIC

I. Guidance Curriculum

Guidance content is provided in a systematic way to all students. The purpose is to promote healthy academic, social, emotional, behavioral, physical, and spiritual development of all students. Guidance is provided to students once per week by either the student’s religion teacher or the counselor. The counselor is responsible for implementing the appropriate Archdiocese of San Antonio approved Guidance Curriculum.

II. Responsive Services

The counselor addresses the immediate needs of students whose personal concerns or challenges put their continued personal, social, career, and/or educational development at risk. The counselor utilizes effective theories and techniques to provide individual counseling services to address these concerns.

Additional support is planned through our Building Strong Foundations Program. Please see Academic Policies.

III. Individual Planning

The counselor provides advisory activities to guide all students to plan, monitor, and manage their own educational, career, and personal-social development. Through events such as Career Day, the counselor works with students to set educational, career, and personal goals. Guidance lessons may also be used to aid students in planning and achieving short, intermediate, or long term goals. The individual planning component is also essential in aiding and managing transitions from one school level to the next.

BEHAVIORAL

IV. System Support

System support includes program management activities and other services which indirectly benefit students. The purpose is to provide overall school support. Specific areas addressed include consultation with teachers/administrators on behalf of students, support for parent education, management of guidance program activities, on-going counselor professional development, development of appropriate written policies and guidelines, participation in campus-based school improvement plans and goals, and collection and interpretation of data related to direct and indirect counseling services.

Parent/Student/Teacher Requests

A parent may send an email, written note, or place a phone call to arrange for a meeting with the counselor or to request that the counselor visit with his/her child. The students may also initiate a visit with the counselor during the school day, and be referred to the counselor by a teacher, the school nurse, or an administrator.

HEALTH AND WELLNESS

TEXAS CATHOLIC CONFERENCE EDUCATION DEPARTMENT SCHOOL HEALTH MANUAL

The Texas Catholic Conference of Bishops Education Department's annual School Health Manual provides all Catholic schools within Texas with recommendations for school health and the children they serve.

ROLE OF PRINCIPAL

The principal of the school, as the chief administrator, is responsible for ensuring that qualified staff is available to ensure compliance with the school's health policies and needs. The principal shall designate a person or persons to administer medications, if necessary. The principal is responsible for notifying or designating a person to notify a student's parents of an illness or injury occurring at school and for ensuring compliance with local, state and federal health regulations.

ROLE OF SCHOOL HEALTH COORDINATOR

The Health Coordinator is appointed by the principal and shall schedule required health screenings according to state regulations by certified screeners. The Health Coordinator monitors immunizations, maintains health records, completes state and diocesan statistical reports and performs other health service-related duties for which they are trained.

ROLE OF HEALTH SCREENER

A health screener is a person who is certified by the State of Texas to perform required screenings, which includes vision, hearing, acanthosis nigricans and spinal screenings. The Health Screener may assist in recording and documenting screening and follow-up findings on student's health records.

Schools must comply with state laws regarding student health screenings. Only state approved screeners who have taken and passed a Texas Department of State Health Services approved screener workshop are permitted to perform screenings. The school must keep a copy of the screener's certification on file. Additionally, a copy of the certification must be submitted to the Department of Catholic Schools.

HEALTH AND SCREENING TESTS

The following health screenings are administered yearly by the Archdiocese of San Antonio.

1. Visual/auditory screening tests are given to students in K, 1st, 3rd, 5th and 7th grade.
2. All students are measured for height and weight each year.
3. All students in 6th grade are given a scoliosis exam each year.
4. Students in grades 1st, 3rd, 5th and 7th are given an Acanthosis nigricans (diabetes) visual exam.

Parents are notified if any irregularities are detected. These screenings are important. By pinpointing problems, steps can be taken to ensure that each student has every chance to do his/her best.

ROLE OF TEACHER

The teacher shall refer suspicious symptoms to the school nurse, health coordinator or principal. Students who are experiencing or may be experiencing social or emotional difficulties including but not limited to a mental health crisis shall be referred to the school counselor.

ROLE OF COUNSELOR

A counselor is a professional with a master's degree in a mental health field. The counselor supports the academic, social, emotional and behavioral needs of all students. The counselor may provide large group, small group, individual or crisis counseling.

Students suspected of experiencing a mental health crisis or concern (e.g., suicidal ideation, abuse or neglect, self-harm, etc.) should be referred immediately to the counselor. If a counselor is not available, report immediately to the principal. The Counseling and Guidance Services Department of the Catholic Schools Office is available for consultation.

ALLERGIES

It is the responsibility of the anaphylactic or potentially anaphylactic student's parents to inform the school principal, the student's teacher, teacher aide, school nurse, health coordinator and all other personnel who regularly supervise the student of their child's allergy.

It is the responsibility of the student’s parent to complete and submit to the school nurse or health coordinator a Food Allergy & Anaphylaxis Action Plan (Form 8301A) that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person. The Food Allergy & Anaphylaxis Action Plan (Form 8301A) shall include an individual treatment protocol that is established by the child’s allergist.

The school does not assume responsibility for treatment in the absence of such a protocol.

The original Food Allergy & Anaphylaxis Action Plan should remain with the school nurse or health coordinator and a copy should be distributed to the student’s teacher. Substitute teachers should be advised of anaphylactic or potentially anaphylactic students in their class and emergency protocols for these students.

Anaphylactic or potentially anaphylactic students who have been issued a prescription for a single dose epinephrine auto injector shall deliver at least two, along with a signed Medication Permission Request Form (Form 8201A), to the school nurse or health coordinator for use in case of an emergency.

Children who are no longer allergic or no longer require a single dose epinephrine auto injector must present written notice from their allergist.

PARENTAL RESPONSIBILITIES IN SCHOOL HEALTH PROGRAM

GUIDELINES FOR SENDING/KEEPING STUDENTS HOME FROM SCHOOL

<p>Oral temperature of 100.4 degrees or above</p> <ul style="list-style-type: none"> • Must be fever free for 24 hours without fever- reducing medication. 	<p>Vomiting, nausea/severe abdominal pain OR marked drowsiness or malaise</p> <ul style="list-style-type: none"> • Must be symptom free for 24 hours
<p>Sore throat/acute cold OR persistent cough OR Earache</p> <ul style="list-style-type: none"> • Must be completely symptom free 	<p>Red, inflamed, or discharging eyes OR Swollen glands around jaws, ears, or neck OR Suspected scabies or impetigo</p> <ul style="list-style-type: none"> • Must have a written physician release to return to school
<p>Pediculosis (lice)</p> <ul style="list-style-type: none"> • Lice and nit free • Must be examined by admin/health coordinator before return 	<p>Wound, skin, and soft tissue infections</p> <ul style="list-style-type: none"> • Exclude until drainage is contained and covered with a clean dry bandage
<p>Any skin lesion in the weeping stage</p> <ul style="list-style-type: none"> • Must be covered and diagnosed as non-infectious 	<p>Covid diagnosis</p> <ul style="list-style-type: none"> • Symptoms must be getting better overall AND be fever free for 24 hours without fever- reducing medication.

ASTHMA

It is the responsibility of the asthmatic student's parents to inform the school principal, the student's teacher, teacher aide, school nurse, health coordinator and any other personnel who regularly supervise the student of their child's asthma.

The diagnosis of asthma should be noted on the student's Student Health Form (Form 3202B) and within their Health Record. See also TCCB ED Health Manual.

It is the responsibility of the student's parent to complete and submit to the school nurse or health coordinator an Asthma Action Plan (Form 8303 A) that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person.

The Asthma Action Plan is meant for parents, physicians, teachers and other relevant staff to coordinate information, methods of management, and define an emergency plan. All adults supervising the student (e.g., before/after school care, coaches, etc.) should have access to the action plan. The action plan should be reviewed and updated by the parents at least annually or after an acute episode.

DIABETES

It is the responsibility of the diabetic student's parents to inform the school principal of their child's diagnosis. Immediately following a child's enrollment or diagnosis, and before the child begins or returns to school, there must be a meeting to agree to a Diabetic Care Plan (Form 8304A) and how the school shall respond to a diabetic crisis during the school day. The meeting must include the student's parents/guardian, the school principal, teacher(s), school nurse or health coordinator and other staff who would supervise the student (e.g., before/after school care, coaches, etc.). See TCCB ED Health Manual.

All adults supervising the student (e.g., before/after school care, coaches, etc.) should have access to the Diabetic Care Plan. The Diabetic Care Plan should be reviewed and updated by the parents at least annually and signed by a licensed physician or health care provider. The student's physician or health care provider and the parent/guardian cannot be the same person.

The school nurse, health coordinator or any other school staff member (e.g., the student's teacher) who assists the student as they read, calculate or dose for their insulin, should document the diabetic student's levels using either the student data management system (e.g., RenWeb) or worksheet (Appendix 8304A or 8304B).

HEALTH FILE**STUDENT HEALTH FORM**

Schools must keep emergency information for each student enrolled in the school using the Student Health Form (Form 3202B). The Student Health Form contains pertinent information in case of accident or illness.

The school must arrange for parents to update information contained on the Student Health Form annually. It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year. The Student Health Form must be retained for one (1) year after the information is superseded or the student leaves the school.

IMMUNIZATION REQUIREMENTS

Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

A student may be provisionally enrolled if the student has an immunization record that indicates the student has received at least one dose of each specified age appropriate vaccine required by this policy. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and provide evidence of immunization to the school (i.e., documentation from pediatrician or other medical clinic/provider). The school nurse or health coordinator must review the immunization status of a provisionally enrolled student every 30 days to ensure compliance with this policy. If, at the end of the 30-day period, the student has not received a subsequent dose of the vaccine, the student is not in compliance with this policy and the school shall exclude the student from attendance until the required dose is received and proof is provided to the school.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify for an exemption in Catholic Schools in Texas. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) in good standing and authorized to practice in the State of Texas that includes the physician's license number. The statement must state that, in the physician's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

MEDICATION POLICY

Students are not allowed to carry medication, including non-prescription medication, on their person. At the direction of the student's physician, an exception may be made in the cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector.

Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner or dentist will be administered during school hours.

The Medication Permission Request Form (Form 8201A) must be completed by the parent/guardian and the health care provider in order for any medication, including "over-the counter" medication (including, but not limited to, acetaminophen, ointments, cold tablets, cough drops, and sunscreen), to be given by school personnel. The signing health care provider and the parent/guardian cannot be the same person.

Medication must be brought to the office by the parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it. Expired medication will not be given.

Prescription medication must be in its original container and clearly labeled with the following information:

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions/Route of administration
7. Duration of administration

Over-the-counter medications must be accompanied by a signed Medication Permission Request Form, in their original, unopened container and display the student's name.

Over-the-counter medications must be the smallest available size to meet the student's medical needs.

Medication will be dispensed by a designee of the principal. Medication will be returned only to the parent/responsible party or destroyed at the end of the school year.

THE USE OF INSECT REPELLENTS AT SCHOOL

School employees including, but not limited to, coaches are not to purchase or provide a student with insect repellent. School employees may not share their own insect repellent with a student or apply repellent to a student.

SUNSCREEN AT SCHOOL

Sunscreen shall be treated like any other medication and require an appropriate and complete medication permission form on file with the school in order to be applied during the school day.

EMERGENCY MEDICAL RELEASE FORMS

Schools must keep emergency information for each student enrolled in the school using the Student Health Form (Form 3202B). The Student Health Form contains pertinent information in case of accident or illness.

Parents must update information contained on the Student Health Form annually. It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year.

The Student Health Form is treated as confidential. It is available to the principal, school nurse, health coordinator and the professional staff, as necessary. The Student Health Form shall be stored within the student's student health file.

The Student Health Form must be retained for one (1) year after the information is obsolete or the student leaves the school. The Student Health Form may be kept electronically using the school's data management system (e.g., RenWeb). It is recommended that a paper copy of the Student Health Form for each student be kept on hand in the case of an emergency.

CHILD ABUSE LAWS

CHILD ABUSE

Link: Texas Department of Family and Protective Services (DFPS)<http://www.tdprs.state.tx.us>;
<http://www.txabusehotline.org>

The Catholic schools in the Archdiocese of San Antonio will pursue all reasonable measures to assist maltreated children and their families. The Archdiocesan Department of Catholic Schools will:

1. Require that all Catholic schools comply with the requirements of Texas Statutes Family 46
2. Code Chapter 261—Investigation of Report of Child Abuse or Neglect.
3. Cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect.
4. Cooperate with official child protective agencies if officials seek to interview a child at school.
5. Provide child abuse awareness in-service education, including legal requirements, for school personnel.
6. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

CHILD ABUSE PROCEDURES

REPORTING ABUSE OR NEGLECT

A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by Texas Family Code 261.101. The report must be made no later than 48 hours after the hour that the person first suspects that the child has been or may be abused or neglected. The person who first suspects that the child has been or may be abused or neglected cannot delegate to or rely on another person to make the report.

The report shall contain: name and address of the child, the name and address of the person responsible for the care, custody, or welfare of the child, and any other pertinent information concerning the alleged or suspected abuse or neglect.

Reports shall be made to any local or state law enforcement agency, and in addition shall be made to the Texas Department of Family and Protective Services (DFPS) at the San Antonio phone number 53-ABUSE or by their toll-free number 1-800-252-5400. More information on reporting can be found on the DFPS website: (www.tdprs.state.tx.us).

If the allegation of abuse is being made against a school employee, the Superintendent must also be notified immediately.

REPORTING SEXUAL ABUSE

Any allegation of sexual abuse that involves abuse by a priest, deacon, or other church personnel must be reported to the Office of Victim Assistance and Safe Environment (OVASE) in addition to DFPS. If the allegation of abuse or misconduct involves school personnel, then the Superintendent of Catholic Schools shall be notified in addition to OVASE and DFPS.

TRAINING

St. James the Apostle Catholic School facilitates annual training for school employees regarding child abuse awareness, prevention and reporting.

STUDENT ACCIDENT INSURANCE

St. James the Apostle Catholic School provides the required Archdiocesan student accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment and is usually part of the regular fees charged to parents each school year. Student accident insurance is secondary insurance and covers students at all school-related activities and for travel to and from all school-related activities. Parents are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic insurance coverage. The Archdiocesan student accident insurance does not cover interscholastic football related accidents or injuries (with the exception of spring or summer training or off-season workouts).

STUDENT TRANSPORTATION

Public or chartered transportation must be provided for school field trips as carpooling is not permitted. Brothers/Sisters of students participating on a field trip are not to join in this activity. If a school or parish is responsible for the operation of a school vehicle (e.g., bus), it is expected that all state regulations regarding licensing, insurance, safety and other legalities be observed. Any driver transporting students in an archdiocesan vehicle must be approved by the insurance company of the Archdiocese of San Antonio.

The National Transportation Safety Board has determined that 15-passenger vans are unsafe and, therefore, are not to be used to transport students.

SCHOOL WELLNESS PROGRAM AND POLICY

The Catholic Schools of the Archdiocese of San Antonio are committed to providing school environments that promote the development of lifelong wellness practices. St. James the Apostle Catholic School has established a local wellness policy.

The schools of the Archdiocese of San Antonio strive to comply with the Texas Public School Nutrition Policy and/or the USDA dietary guidelines for Americans for all foods and beverages sold or served at school.

- The policy does not allow for home baked goodies such as cupcakes, cookies, etc. to be brought into the classrooms for school celebrations or events.
- Soda is not allowed at school.
- Students are encouraged to bring a healthy snack to school.
- Only water is allowed for snacks.

PEDICULOSIS (LICE)

Students found to have head lice shall be excluded from school immediately. Students shall be free of live lice and nits before re-admittance to school. A parent/guardian shall accompany the student to school following exclusion. The student must be checked by school personnel before re-admittance to school and found to be lice and nit free.

School personnel, including but not limited to the school nurse or health coordinator, involved in detection of head lice should be appropriately trained. The importance and difficulty of correctly diagnosing an active head lice infestation should be emphasized.

The school nurse or health coordinator is responsible for notifying the parent(s) or guardian(s) of the student who has lice. Letters of notice for parents/guardians of students with lice and classmates are available in the TCCB ED Health Manual. In order to prevent a widespread problem and to avoid the spread of misinformation, parents should be instructed on how to recognize nits and given tips on treatment and prevention.

VISITORS

St. James the Apostle Catholic School welcomes visitors sharing the commitment to the safety of our children.

- Visitors must show ID and receive a visitor's pass in the front office.
- Visitors who are coming to volunteer time must have a background check completed.
- Please contact the office with questions.

CAFETERIA

- Students are encouraged to bring his/her own lunch in disposable bags.
- Lunches must come with the child at the start of the day.
- NO fast food lunches, or sodas, may be sent, brought, or delivered to school for a child's lunch.
- Parents may purchase meals online through Fuentes Enterprises.
- Parents must keep up to date with their cafeteria balance.
 - After one unpaid lunch, a notice will be sent to parents.
 - After three unpaid lunches, a phone call will be made to parents.
 - After five unpaid lunches, student will not be allowed to order the cafeteria lunch, and will be provided a snack from the school until payment is made.

BULLYING/HARASSMENT POLICY

CODE OF CONDUCT

Harassment-Free Environment for Students:

St. James the Apostle Catholic School does not condone harassment of any kind including bullying in any of its forms. All students are to be treated with dignity and respect. Harassment in any form is prohibited and will be immediately addressed. This prohibition against all acts of harassment applies to all people engaged in all school related activities: all students; all school administrators and teachers, regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants. All staff members will receive an annual review of the bullying/harassment policy and in-service training as needed.

The Archdiocese of San Antonio (Policy *3302) defines bullying and harassment as follows:

Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs within or outside of school property, at a school-sponsored or school-related activity, or in a vehicle operated by the Archdiocese of San Antonio or the school, which includes a privately owned vehicle being used for school purposes, and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property;
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom, school, school-sponsored or school-related activity; or
4. Includes cyberbullying.

Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Harassment is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities

BULLY PREVENTION

St. James the Apostle Catholic School's three-part bullying prevention plan includes the following components:

- 1) Prevention of Bullying through the promotion of kindness, respect, empathy, and acceptance
- 2) Reporting and Investigation Protocol
- 3) Response and Intervention Protocol

PROCEDURES FOR REPORTING

There are several ways for students, parents, teachers, interested parties to report an instance of bullying.

ANONYMOUSLY on-line

A bullying incident report can be submitted on the St. James the Apostle Catholic School website. It is currently located in the Parent Resources tab on the Website. It is anonymous, unless the reporter chooses to self-identify.

Through a printed BULLYING REPORT form, which can also be SUBMITTED anonymously.

On the Bullying Incident Report tab under Parent Resources on the school website, there are forms that can be printed and turned in to one of the school administrators or the school counselor. These forms may be submitted anonymously.

PROCEDURES FOR ADDRESSING BULLYING

When a report of a bullying/harassment issue is received one of the administrators will conduct an investigation into the reported incident adhering to guidelines provided by the Catholic Schools Office. Parents of the students involved will be notified. St. James the Apostle Catholic School Administrators will use discretion in assigning consequences for reported bullying/harassment on a case by case basis, which can range from campus intervention to expulsion in the most severe cases. The following factors will be taken into consideration when determining appropriate consequences: age, development, degree of harm, surrounding circumstances, nature and severity of the behavior, incidences of past or continuing patterns of behavior, relationship between the involved parties, and the context in which the alleged incident has occurred.

St. James the Apostle Catholic School will remain in compliance with policies set by the Archdiocese of San Antonio and local, state and federal laws, including reporting violations (bullying/harassing/ sexting) to the proper authorities.

SUPPORT SERVICES

The services of the school counselor are available for students involved in any aspect of a bullying situation: the child (children) being bullied; the child (children) who are engaged in bullying behavior; the child (children) who are bystanders or reporters of the behavior.

RETALIATION

Retaliation against someone who reports a bullying/harassment incident is considered a serious offense and will be dealt with in the same manner as a bullying/harassment incident.

CONDUCT AND DISCIPLINE

Code of Discipline

Discipline, according to the educational style of St. John Bosco, attempts to lead the student to internalize his/her Gospel centered beliefs and translate them into a virtuous life reflected in self-discipline, good citizenship, cooperation and social responsibility through reason, religion and loving-kindness. The school aims at motivating students to develop Christian values in an environment conducive to learning. Students are expected to behave in a manner that does not hinder their own learning or that of others. They are expected to cooperate with school and classroom rules and to contribute to the creation of an orderly school atmosphere. Parents are expected to assist by cooperating fully with school policies and supporting the administration and faculty in this educative task.

Jesus' command to "love one another" is evident in the ways that students interact with each other and with the faculty and staff. Therefore, students of St. James the Apostle School are expected to follow six simple rules of conduct:

1. Show respect for yourself, adults, others, and all property.
2. Be prepared for school and all activities.
3. Allow others to work undisturbed.
4. Follow directions.
5. Keep your hands to yourself.
6. Be honest.

Our Catholic faith calls for discipline that is derived from respect, compassion and understanding of each other. St. James the Apostle Catholic School joins the parents in accepting responsibility for helping children to learn to control their own behavior and to be responsible for their own words and actions. Children are guided toward this goal in an atmosphere conducive to learning with a strong emphasis on spiritual and moral growth. Parents and students are expected to comply with directives and all school policies. Parents are expected to support the disciplinary process and to cooperate fully with the administration and the faculty in the enforcement of these policies. Lack of cooperation on the part of the parents and/or the student may jeopardize the present and future enrollment of a student.

Additionally, it is important for parents to understand that the Administration reserves the right to modify and/or add new directives and consequences to this discipline policy, as individual circumstances require.

Self-esteem will be nurtured as part of a “peacemaking discipline” to be employed in the classroom. This program will establish expectations for student behavior and correct any behavior that disrupts the student or others in the classroom. Each of the units (Pre-K 3, Pre-K 4 & Kindergarten; 1-3; 4-5; 6-8) has developed steps for appropriate behavior in their grade levels. Homeroom teachers will hand out classroom rules that follow the Discipline Policy.

The faculty and staff of St. James the Apostle School believe that creating an appropriate learning environment is critical. Because conditions conducive to learning are crucial and because discipline problems are a threat to learning, appropriate behavior and discipline are of the utmost importance. An important part of a child’s development is learning acceptable and productive behavior. Discipline is an everyday part of a student’s healthy growth and development.

Parents are personally notified regarding serious infractions. Minor infractions are noted through RenWeb (the digital software for grading and discipline) and posted for parents to access through our school website. These reports are a record of your child’s behavior. Parents may access these reports at any time. Teachers reference these discipline reports when giving an overall conduct grade on Student Report Cards.

Faculty and Staff will abide by the following disciplinary steps:

- verbal warnings
- teacher-parent communication (by RenWeb discipline documentation) ·
- after 2 RenWeb documentations for the same disciplinary infraction, the student will be referred to the principal who will contact the parent

Additional infractions can result in detention, in school or out of school suspension, and/or probation. The student may be expelled if the student violates the condition/s of probation. Students who have earned a detention, or suspension may be removed from participation in co-curricular activities.

CONDUCT - BOTH INSIDE AND OUTSIDE OF A SCHOOL DAY

Students must remember that their school behavior reflects their home and school training, both positively and negatively. They must, therefore, bring honor to their families and school by their respectful, mannerly conduct all the time. Parental cooperation is needed to foster among the students such attitudes as reverence at prayer, respect for others, truthfulness, honesty, non violent resolution of conflict, respect for the property of others and the application of Christian values to everyday situations. St. James the Apostle School parents and students set a Christian example and act in an appropriate manner on or off school premises, at school-related activities, functions or events.

DRESS CODE

Students shall be dressed and groomed in a manner that is clean and neat. Students must abide by the schools' uniform dress code requirements.

NOTICES FOR INCORRECT UNIFORM

Beginning in 4th grade students will receive a Uniform Infraction (UI) when they are not in uniform compliance via RenWeb. Students will receive a UI for each uniform infraction every day they are out of compliance. UI will accumulate throughout the quarter.

K – 3rd grades

- Note in folders or email through RenWeb to remind parents of uniform infractions.

4th - 8th grades:

- 5 UI will equal a Disciplinary Referral to office
- 10 UI will equal an After-school Detention

DISCIPLINARY REFERRALS to OFFICE

All office referrals must be entered into Renweb by the reporting teacher.

A disciplinary referral may be issued for such behavior as:

- excessive talking in class
- being repeatedly unprepared for class
- eating in class without permission
- chewing gum
- any other minor infraction of the rules of good behavior expected of the students.

It should be noted that any seemingly minor infraction may be viewed with more severity given the context of a specific situation.

An accumulation of three referrals to the office within an academic quarter will result in an after school detention. In middle school, a detention may affect an athlete's eligibility to participate in sports.

OUTRIGHT DETENTIONS

Detentions may be issued for more serious matters by administration. A detention may be assigned for behaviors such as:

- repeated disruption of class
- disrespectful attitude or behavior or inappropriate language
- academic dishonesty or cheating
 - student also receives a 0%, which cannot be made up
- bullying (name-calling, pushing, etc.)
- lying
- graffiti
- PDA (public displays of affection)
- Other forms of behaviors that are determined to be in conflict with the spirit and mission of the school.

The student and parent/guardian will be notified of the date and length of time of a detention before the day it is to be served. If a student has been issued more than two detentions in a nine-week grading period, an ISS (In-School Suspension) will be issued.

All cases of serious classroom disruption, disrespectful behavior towards an individual or property, or behavior that involves hurting another student physically or verbally must be referred to the office. (SEE THE BULLYING, HARASSMENT OR INTIMIDATION FORM CONNECTED WITH THE ANTI-BULLYING / HARASSMENT POLICY).

A Disciplinary Referral may result in an in-school or an out-of-school suspension. An administrator will contact the parent/guardian for a conference if this course of action is necessary. The fee for an In-School suspension is \$40. This will be added to the next tuition invoice. Suspension may last from one to three days at the discretion of the principal. Two suspensions within one school year may result in expulsion. Parents will meet with the administration in the case of expulsion. Expulsion will be invoked as a last resort.

ADMINISTRATIVE RIGHTS REGARDING DISCIPLINARY POLICY

The administration reserves the right to modify and/or add new directives and consequences to this discipline policy as individual circumstances require. The administration reserves the right, in serious cases, to circumvent the disciplinary process as stated above.

RECORDING DISCIPLINE EVENTS

The teacher or the administrator will record events in the Behavior section of the student's RenWeb folder. After recording the incident, the teacher will use the "send an email" feature of this discipline page and send an email to each of the following: self (teacher who is writing the information), the parent, and the home room teacher (if the home room teacher is not issuing the discipline slip to the student).

If the behavior is one that is ongoing and/or has been pointed out previously, the email should also be copied to the Principal, the Assistant Principal, and the counselor, if the behavior is one that would benefit from a visit with the counselor).

ALL situations involving serious classroom disruption, disrespectful behavior towards an individual or property, or behavior that involves harassing or hurting another student physically or verbally, must be referred to the office. Considering that all infractions cannot possibly be enumerated, disciplinary action will be taken when violations involving (but not limited to, the following occur:

- Inappropriate behavior at Mass
- Disrespect (towards adults, students, property)
- Repeatedly disrupting class
- Leaving the classroom or grounds without permission
- Obscene/offensive language or gestures (written or spoken or acted out) o Engaging in pornographic actions or bringing such materials to school
- Cheating in any form
- Destruction of property (restitution must be made)
- Any selling or buying between students
- Eating or drinking in the classrooms without teacher permission
- Possession of electronic games and equipment without the permission of the teacher
- Possession of cigarettes, wrapping papers, matches, fireworks, lighters or any pyrotechnic devices

- Possession of / use of cell phone during the school day
- Inappropriate dress, grooming or conduct
- Behavior unbecoming a Christian student
- Threats of any kind (verbal, gestured, or written)

A student who has served an In-school suspension and/or multiple detentions during the school year will not be eligible for field trips or special events without specific permission of the school principal. A student denied permission by the administration to attend a field trip must report to school and arrangements will be made for his/her supervision.

SUSPENSION

In-School Suspension (ISS)

An In-School Suspension (ISS) can be issued for one of the following: an accumulation of 3 detentions by a student within a grading period, or a grave/serious infraction of a school rule. Any student bringing prohibited items to school, using obscene or offensive language or gestures, failing to comply with administrative directives, exhibiting public displays of affections (PDAs), destroying property or any infraction deemed serious enough by the school administrators can be grounds for In-School Suspension.

The following poor choices MAY result in In-School Suspension (ISS)

- Bullying/Cyber Bullying (e.g. fighting, harassment, etc.)
- Forgery, plagiarism
- Repeated infractions that result in office referrals
- And any other offense deemed inappropriate by the school administration.

Consequences of an ISS:

1. A student receiving an ISS will receive a U in conduct for that quarter and is not eligible for honor roll.
2. A student who has been assigned an in-school suspension is not eligible for field trips or special events without special permission from the principal. However, when a student's class is taking a field trip, the student must report to school and arrangements will be made for supervision.
3. A student who has received an ISS may be placed on a behavior contract at the discretion of the administration.
4. Student athletes will receive a one game suspension to be served on the first game after the ISS is issued to the student.
5. Repeated disciplinary infractions that result in multiple assignments to ISS may result in dismissal from St. James the Apostle School.

OUT OF SCHOOL SUSPENSION (OSS)

A student may be suspended by the principal or his/her designee for a serious violation of school rules. The school will carefully document the violation and the reason for the suspension. Written notice will be given to the parent or guardian of the student. During the period of suspension the student is marked absent.

Out-of-School Suspension (OSS) is issued for an extremely grave infraction of a school rule or a continuous disregard of school rules and regulations. A student who is placed in an OSS may not return to the classroom until the parent and child have had a formal meeting with the administration. The Archdiocese will be consulted in deciding the final disposition of a student placed on OSS. A student granted permission to return to classes at St. James the Apostle

Catholic School after being placed on OSS, will return under the terms of a discipline contract which must be signed by the student, parent and administration. Failure to comply with the terms of the discipline contract may result in immediate removal from St. James the Apostle School.

Consequences of an OSS:

1. A student receiving an OSS and granted permission to return to St. James the Apostle Catholic School will be placed on a behavior contract.
2. A student receiving an OSS will receive a U in conduct for that quarter and is not eligible for honor roll.
3. A student receiving an OSS and granted permission to return to St. James is not eligible for field trips or special events without special permission of the principal. However, if a student loses eligibility to attend the field trip, the student must report to school on that day and arrangements will be made for supervision.
4. A student receiving an OSS is ineligible to participate in all school activities for the duration of the OSS.
5. Receiving an OSS may result in a student's expulsion from St. James the Apostle Catholic School.

EXPULSION

Expulsion is a serious matter and should be invoked only as a last resort. Normally it will follow a single grave offense or a series of offenses indicating a basically hostile attitude.

A student may be expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

Procedure to be followed:

When such a serious case arises the following procedures are followed:

1. There must be a documented conference of the principal, teacher and student. If the problem cannot be resolved in this conference, the student is suspended.
2. This meeting is followed by a documented conference of the principal, teacher and parent. If no solution is reached, another conference is held with the pastor/authorized agent or his/her designee present.
3. The principal and pastor/authorized agent, or his/her designee, then decide either to readmit or expel the student. If readmitted, the student is on probation for a period of time. If the decision is for expulsion, the Superintendent of Catholic Schools is notified and given a brief explanation of the reasons in writing.

Regarding Immediate Expulsion

A student may be subject to immediate expulsion when he/she:

1. participates in disruptive activities by a group such as a gang;
2. possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school property or at school sponsored activities;
3. smokes or uses any tobacco product on school property or at a school-related activity;
4. possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity;
5. threatens bodily injury or harm to a student/school personnel;
6. assaults a student, parent or any school personnel;
7. vandalizes school property or the property of others;

8. engages in chronic or repeated behavior which disrupts the learning environment.
9. Sends/forwards inappropriate images/sexting.
10. Set off a false alarm.
11. Serves multiple In-School Suspensions in a school year.
12. Serves an Out-of-School Suspension.

St. James the Apostle Catholic School will remain in compliance with policies set by the Archdiocese of San Antonio and local, state and federal laws, including reporting violations (bullying/harassing/sexting) to the proper authorities.

The following poor choices MAY result in Removal/Withdrawal

- Possession/use of alcohol, drugs or drug paraphernalia in school
- Possession of a weapon in school
- Possession / distribution of pornography
- Possession/use of fireworks or bomb-making materials
- Threats that are considered to be serious in nature

PROHIBITED ITEMS AT SCHOOL

The following items are not permitted on school premises:

- Alcohol
- Drugs
 - Prescription drugs MUST be stored with the school nurse and administered through the nurse's office.
 - Non-prescription drugs (ex: aspirin, Advil, cough drops) may not be brought to school, unless under the authorization of a doctor's prescription and kept in the Health Coordinator's office.
- Electronic devices/ gadgets that have not been issued by the school
- Fireworks
- Glassware/Glass Containers
- Guns
- Highly Caffeinated "energy" drinks
- Inappropriate books, websites, magazines/comics, music, pamphlets, literature or software
- Knives
- Laser pointers
- Lighters/matches
- Pump Sprays and Aerosol Sprays (i.e. Deodorant, body sprays, hairspray, cologne, breath sprays, perfumes)
- Strongly scented hand and body lotions
- Shock Devices
- Tobacco in any form
- Vaping paraphernalia
- Video games

Students are strongly discouraged from bringing expensive items to school. The list of these items includes, but is not limited to, expensive purses, wallets, backpacks and other personal accessories, including jewelry.

St. James the Apostle Catholic School is not responsible for lost or stolen valuables. The administration reserves the right to add to this list as needed throughout the school year.

CHEATING/CONSEQUENCES OF CHEATING

When it has been determined that cheating has taken place, all students involved in giving or receiving information will face disciplinary action. This will include possibly receiving a zero for the assignment, project or test, serving a detention and possibly (at teacher discretion) re-submitting the assignment (a new grade will not be given). Multiple infractions may lead to more severe consequences including suspension and expulsion.

SUBSTANCE ABUSE

No student shall possess, use, or attempt to possess, use, or be under the influence of any prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event.

The transmittal, sale, or attempted sale of what is represented to be any prohibited substance is also prohibited under this policy.

Students who violate this policy shall be subject to disciplinary action, including expulsion.

Definitions

A **prohibited substance** is defined as:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
2. Any tobacco product including, but not limited to, chewing tobacco, cigarettes, electronic cigarettes, vape pens and e-cigarette paraphernalia regardless of their nicotine or tobacco content;
3. Alcohol or any alcoholic beverage;
4. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation;
5. Any other intoxicant or drug, legal or illegal that is promoted, commonly believed, or used in such a manner as to alter natural states of consciousness, emotions, behavior or alertness.

Use means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

Under the influence means a student's faculties are noticeably impaired. The student need not be legally intoxicated.

WEAPONS

Weapons are not allowed on school property.

SEARCH AND SEIZURE

The school principal and/or his/her designee may search student desks, lockers and belongings including, but not limited to, clothing, vehicles, handbags, briefcases, backpacks, electronic devices and other items in a student's possession.

VIOLENCE – THREATENED AND/OR ACTED

Violence, whether threatened and/or acted upon, is not tolerated at St. James the Apostle Catholic School.

DUE PROCESS/APEALS

All disciplinary actions/decisions that do not result in student expulsion will be resolved at the local school level. Neither the local grievance council nor the Archdiocesan Council of Conciliation will hear these matters.

St. James the Apostle Catholic School provides an opportunity for individuals to be heard in redress of a policy, regulation or decision that is perceived to inflict hardship on an individual or group. Student complaints will be presented by the students in the presence of their parents/guardians.

The primary aim of the St. James the Apostle Catholic School complaint procedure is to establish and publish the procedure to be followed and to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents and parent organizations.

CHRISTIAN COMMUNICATION COMMITMENT

If I as a parent/guardian have an issue, I will take it to the source.

- ✓ I will direct others coming to me with an issue to go directly to the source. counseling ✓ I will not assume another person's motives.
- ✓ I will check my perceptions of the matter with the appropriate person.
- ✓ I will communicate with respect, verbally and nonverbally.
- ✓ I will be open to receive corrections as gracefully as possible.
- ✓ I will strive to trust and give others the benefit of the doubt to the best of my ability.

Channels of Communication

It is important that home-school communication follows the channels of governance. Good communication is open, courteous, calm, child-centered and specific. The way we communicate as adults gives our children an example to follow. As a rule, any concern or problem a person is having with another individual should be addressed directly with that person before going to that person's superior.

Concerns or grievances must be handled according to the following procedure.

1. Set up an appointment with the teacher. This can be done through a written note, e-mail or through the school secretary.
2. Meet with the teacher to present your grievance. Grievance/Concern must be presented in writing at the time of the scheduled meeting. Teacher will hear grievance/concern and will take the necessary measures to correct the situation. She/he may also communicate with the administration for support and/or advice. If the matter is not resolved at this level, then proceed to step three.
3. If a satisfactory agreement is not reached with the teacher, then you must schedule a meeting with the Principal. This may be done through the school office or e-mail.

APEAL PROCESS FOR ISSUES OTHER THAN EXPULSION

Complaint Resolution Process for Non-Disciplinary Issues

In conjunction with the local grievance policies, this complaint process is for non-disciplinary issues. No complaint is to be acted upon until the following process has been exhausted:

1. Any complaint about a teacher, employee or student must be addressed to the School Administration first.
2. After hearing such a complaint, the School Administrator will contact the party to whom the complaint is lodged.

3. The School Administrator will schedule appropriate time to listen to the person to whom the complaint is directed against.
4. Parents have the right and obligation to be present if their son/daughter is part of the complaint.
5. Once both parties have had a chance to share their particular points of view, on the issue at hand, both parties will be brought together by the School Administrator who will share, with those involved, what was heard, discovered and judged to be the major issue or concern which brought the initial complaint.
6. The School Administrator offers a proposed solution to the complaint.
7. The hope is this process finds a resolution on common ground.
8. If the solution is acceptable to the parties involved, implementation is to take place.
9. Written copies of the solution are to be given to all parties.
10. This is to be done within 14 days of the complaint being addressed.

GRIEVANCE FOR STUDENT EXPULSION

The following grievance procedure shall apply only to instances of student expulsion.

Procedure:

Prior to the initiation of a formal grievance, parents who seek redress for their expelled child must first confer directly with the principal (i.e., conference) for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint, including a brief summary of all pertinent conferences, must be prepared and filed with the school council secretary within three (3) school days of the conference, or decision resulting therefrom, whichever is later. The date and time of filing will be recorded on the original of the complaint.
2. The school council secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (LGC), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within seven (7) school days of its receipt of the grievance. The LGC will render a decision within ten (10) school days of its receipt of the grievance. 3. If the aggrieved party is still not satisfied with the decision of the LGC, an appeal may be made to the pastor/authorized agent within three (3) school days of the decision of the LGC. The pastor/authorized agent will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the pastor's/authorized agent's receipt of such an appeal. The pastor/authorized agent will then render his decision within five (5) school days.
3. The LGC's findings are a mere recommendation to the parties on how they might resolve their differences. Notwithstanding the recommendation, the pastor/authorized agent retains the right to abate the expulsion or not, in his or her sole discretion. 5.If the aggrieved party remains unsatisfied with the decision of the pastor/authorized agent, they may contact the Superintendent of Catholic Schools.

Local Grievance Council –Composition:

1. The LGC shall be composed of three (3) to five (5) members appointed by the local school council.
2. Individuals appointed to the LGC should be people of integrity with some expertise in education, human relations, and conflict management, if possible.

3. One (1) member may be a present or former school council member. The other two (2) members should have no direct relationship to the school.
4. The appointment to the LGC is for one (1) year and is renewable.

Local Grievance Council –Duties and Process:

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The LGC will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the principal.
2. If the decision of the LGC is to uphold the principal's decision, then the process moves to process step No. 8 (LGC renders its recommendation in writing to both parties involved).
3. If the decision of the LGC is such that it feels that additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who will act as an observer/advisor. The observer/advisor need not be an attorney.
5. Both parties will appear before the LGC together and make an oral presentation. The aggrieved party will make the first presentation. At no time is there to be cross examination or direct discussion between parties to the grievance.
6. After both presentations have been completed, the LGC will enter into closed session to consider the oral and written presentations.
7. The LGC may recall both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.
8. The LGC will render its recommendation in writing to both parties involved.

MORALITY & HUMAN SEXUALITY

MATERNITY/PATERNITY ISSUES

A primary purpose of Catholic education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the entire school community seeks to offer support to the pregnant student and or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

In order to insure the best interests of the student(s), parents and the school community, the following guidelines will be implemented:

- When school personnel become aware of the pregnancy, the principal must meet with the pregnant student and then her parents or guardian.
- The student must receive appropriate professional counseling consistent with Catholic teaching.
- If the father-to-be is identified and if he is a student in a Catholic school, the following guidelines will be implemented:
- The principal of that school must meet with him and his parent or guardian. The father-to-be must be involved in a counseling program similar to that provided the mother-to-be.

The school will assist the pregnant student in completing her education either by allowing her to continue attending classes or by referring her to an appropriate alternative program. If the

student is to remain in school, she will be allowed, with a doctor's written approval, to participate in all activities to the extent that her condition and the common good of the school dictate. If the student desires to return to the school after the birth of the child, the school will facilitate her continuance only with appropriate documentation from a health care provider. The condition of pregnancy, itself, must not exclude the student from participating in the public graduation activities and events. However, the principal, in consultation with the Superintendent, the parent or guardian, and in the case of parish schools, the pastor, must determine whether unique circumstances may necessitate pursuing an alternate action.

ABORTION

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

If it becomes known to any member of the school community that a student is contemplating or planning an abortion all reasonable encouragement must be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child must be treated with compassion and respect.

MARRIAGE AND COHABITATION

If a marriage of a student is recognized as valid by the Catholic Church, the school administration will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or sanctions against the student. Cohabitation and a marriage not recognized by the Catholic Church may be causes for expulsion.

HUMAN SEXUALITY

REASONS FOR A POLICY ON HUMAN SEXUALITY

All entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ and must operate in accord with the truth revealed by God in both natural law and divine revelation. In particular, our Catholic schools must remain in the fullness of the truth in order to carry out their proper mission:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. (Code of Canon Law, c. 795).

Catholic schools are committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Catholic schools are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person. These truths extend into every facet of our lives, including—and perhaps especially—our sexuality.

Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: "By

creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity." (Catechism of the Catholic Church ("CCC"), 2360-2363). By its very nature, sexuality is ordered to the conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good of the spouses and the procreation and education of children (Ibid.). All persons are called to chastity, to be lived out according to one's state in life (CCC, #2337-2359).

Ultimately, "[w]e are creatures, and not omnipotent," and we must accept and respect our humanity "as it was created" (Ibid.; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). Pope Francis stresses that "the young need to be helped to accept their own body as it was created," so that "we can joyfully accept the specific gifts of another man or woman, the work of God the Creator" (*Amoris Laetitia* ("AL"), #285).

As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, *Fides et Ratio*, #22). We do not serve anyone's greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths.

Chastity (3703)

All persons are called to chastity in accordance with their state in life. For purposes of the school environment, chastity also encompasses modesty in language, appearance, dress, and behavior. Accordingly, romantic or sexual displays of affection are generally not permitted at school.

Acceptable Use Agreement for Network and Internet Access:

There is a wealth of educational information on the Internet. St. James the Apostle Catholic School network users will have the opportunity to access that wealth and be required to use the Internet responsibly. In general, this requires efficient, ethical, and legal utilization of the network resources. The signatures on the Internet Driver's License Agreement are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Acceptable Use:

- All use of the network must be in support of education and research and consistent with the mission of a Catholic school.
- The user must abide by the acceptable use rules of any network being used/accessed.
- Any use of the Internet to facilitate illegal activity is prohibited.
- Unauthorized use of copyrighted material is prohibited.
- Network accounts are to be used by the authorized owners of the account for authorized purposes.

- Downloading information or research, public domain or copyrighted, and submitting it as one's own original material will be considered plagiarism with the resulting consequences.

Netiquette:

- Users shall be polite.
- Users shall not use inappropriate, vulgar or obscene language.
- Users shall not intentionally send information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet.
- All communications and information accessible via the Internet should be assumed to be private property.
- No use of the network shall serve to disrupt the network or the use of the network by others.
- Hardware or software shall not be destroyed, modified, or abused in any way.
- Posting of anonymous messages is prohibited.
- Users shall abide by generally accepted rules of network etiquette and ethics.

Personal Safety:

- The student shall not give out personal information such as home address, telephone number, or the name and location of the school without explicit permission from a teacher or administrator.
- The student shall never send his/her picture or anything else without first checking with the teacher. The student shall tell the teacher immediately if information is accessed that makes him/her feel uncomfortable or is not in agreement with this policy.
- The student shall not reply to any messages that are mean or in any way make him/her uncomfortable

Vandalism/Harassment:

- Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or network and/or damage the software components of a computer or network is prohibited.
- Vandalizing the data of other users is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
- The illegal installation of copyrighted software for use on school computers is prohibited.
- Use of the Internet to access obscene or pornographic material is prohibited.
- Use of the Internet to transmit material likely to be offensive or objectionable to recipients is prohibited.
- Sending chain letters is prohibited.

Penalties:

- Any user violating these policies is subject to loss of Internet privileges.
- Loss of Internet privileges may affect the student's grade due to his/her inability to finish assignments.
- The Parent and Student Handbook of School Policies, which governs everyday behavior, will also be applied to use of computers.
- The supervising teacher will make the initial decision regarding inappropriate use, as well as the initial consequence, as soon as it occurs.
- The Principal will make the final determination as to what constitutes unacceptable use, the length of the loss of privilege, and the student action needed to restore the privilege. His/her decision will be final.

School Responsibilities:

- The school will make determinations on whether specific use of the Internet is consistent with the acceptable use policy.
- The school reserves the right to log Internet use and to monitor fileserver space utilization by users while respecting the privacy of user accounts.
- The school reserves the right to bar access to the Internet in order to prevent unauthorized activity.
- The school will not be responsible for the accuracy or quality of information obtained through the Internet.

School Website (5106)

Schools shall maintain a website that promotes the school and provides information to enrolled families, prospective parents and the wider community. The school website is under the authority of the school and the school Principal. The Principal shall designate a webmaster who is responsible for the content on the school website. Schools shall have written authorization from the parent/guardian before posting photos and videos on the school's or any Archdiocesan website.

School Sponsored Social Media (5107)

Schools may maintain official school social media accounts to promote the school and provide information to enrolled families, prospective parents and the wider community. The school social media accounts are under the authority of the school and the school Principal. The Principal must designate a person who is responsible for monitoring and updating the school's social media accounts. Schools shall have written authorization from the parent/guardian before posting photos or videos of students. See Policy 5004.

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Instagram, Twitter, Snapchat, Vine, WhatsApp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that could be covered by this policy.

Media (5108)

Members of the media will not be allowed on school property unless authorized by the Principal after presenting appropriate valid identification. The Principal shall notify the Superintendent if members of the media come onto school property. The Principal shall receive the approval of the Superintendent of the Archdiocese Communications Office prior to any information released or communicated to the media.

During the course of the school year, if a situation arises that is not addressed in the Handbook, the Principal, in consultation with the Department of Catholic Schools, will implement a procedure that supports the common good of the school community.

St. James the Apostle Catholic School reserves the right to amend this Handbook. Notice of amendment will be sent to parents/ guardians through the FACTS Student Information System Family Portal (RenWeb) and published in the weekly newsletter.

**St. James the Apostle Catholic School
907 W. Theo Avenue
San Antonio, TX 78225**

**2024-2025
Parent & Student Handbook Contract**

Deuteronomy 6:5–9

And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates.

As a parent/guardian,
I will

- See that my child is punctual and attends school regularly.
- Send my child to school healthy, well-nourished, clean, and prepared to learn.
- Encourage my child to do his or her best.
- Show respect and support for my child, the teachers, and the school.
- Support the school's discipline policy.
- Provide my child with a quiet, well-lit place for study and supervise homework.
- Attend all parent-teacher conferences.
- Talk with my child each day about his or her school work and activities.
- Practice math facts
- Monitor the content and amount of time my child spends viewing TV and playing videos/online/texting.
- Read with my child daily and let my child see me read.

Ephesians 6:1–4

Children, obey your parents in the Lord, for this is right. "Honor your father and mother" (this is the first commandment with a promise), "that it may go well with you and that you may live long in the land." Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.

As a student
I will

- Have faith that I can/will learn and will always do my very best work.
- Be kind and helpful to my classmates.
- Show respect for myself, my school, and other people.
- Obey all classroom, school, and bus rules.
- Show respect for property
- Come to school prepared (dressed appropriately, with my homework, and supplies).
- Spend at least 20 minutes each day studying, practicing math facts or reading at home.
- Talk with my parents each day about my school work and activities.

We acknowledge receipt of the 2024-2025 Student /Parent Handbook. The Student/Parent Handbook is posted on the school website: <https://www.stjameschoolsa.org/>

We have read and discussed the policies in this handbook. We agree to uphold and be governed by the policies and procedures as defined in the current Handbook.

Our failure or our child(ren)'s failure to cooperate with the administration and staff in all educational endeavors and disciplinary matters may jeopardize our child(ren)'s continued enrollment at St. James the Apostle Catholic School.

The administration reserves the right to amend policies and procedures as defined in the current Handbook.

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PLEASE SUBMIT A FORM FOR EACH FAMILY WITH ALL STUDENTS NAMES and SIGNATURES unless a student is too young to write their name.

DATE

Parent Printed Name

Parent Signature

Parent Printed Name

Parent Signature

Student Printed Name

Student Signature if possible

Student Printed Name

Student Signature if possible

Student Printed Name

Student Signature if possible

Student Printed Name

Student Signature if possible