



SAINT JAMES ELEMENTARY SCHOOL



PARENT-STUDENT HANDBOOK

Philosophy

Saint James Elementary School (SJES), in Red Bank, New Jersey is a Catholic elementary school, which provides a Christian environment for academic education of youth, under the direction of the Education Office of the Diocese of Trenton, the pastor of Saint James Church and the school administration.

As a Catholic school, SJES serves a vital role in the Church's mission of providing young people with a strong formation in the Faith. Our curriculum helps children grow in faithfulness and apostolic knowledge and truth. By our works and example, we evangelize our students, their families, and the broader school community.

Our school philosophy expresses the need for joint cooperation of parents, faculty and clergy, as well as the active participation of students in the learning process in order to achieve our school's goals. Through our combined efforts, the Catholic education that the students receive at SJES should prepare them to proclaim the Good News and to translate this proclamation into action. SJES is open to all who wish to learn in a Catholic environment.

Mission Statement

Faith Honor Excellence

Saint James Elementary School is dedicated to preparing our students for a life of faith and honor by providing a challenging and empowering education within a Christ centered community.



Our School Prayer

Lord, thank you for the unique gifts of every child.
Fill each with fresh enthusiasm
And a heart that is excited to learn and grow.
Cover them with your enduring love,
Give them confidence and grace.
Equip them with the ability to preserve through trials.
Bless their teachers with wisdom,
Understanding, and a heart to serve
As they embark on the journey together!
Continually guide and bless all parents, families,
And our entire Saint James Elementary School
Community with your Grace.
We as this in the name of Jesus,
Amen

I. School Sessions

School Hours

- Grades Kindergarten through 8th Grade:
 - Full Day: 8:00 AM - 2:18 PM
 - Half Day: 8:00 AM - 12:05 PM
 - **Prayers begin at 8:00 AM**
 - **Period 1 begins at 8:05 AM**
- Children must arrive at school between 7:30 AM and 7:55 AM in time for the first bell. *(Students must **not** arrive at SJES prior to 7:20 A.M. There is **no supervision** before this time.) Students are picked up from the cafeteria by their homeroom teacher at 7:45 AM. Students arriving after 7:45 AM should report right to their homeroom. PLEASE NOTE THAT AN 8 AM ARRIVAL MEANS THAT YOU ARE CONSIDERED LATE AND SHOULD REPORT TO THE OFFICE FOR A LATE PASS.*
- Upon arrival at school, students are to report to the cafeteria and be seated at the assigned table for his/her class.

II. Admission and Transfers

Admission requirements

In admitting children to kindergarten the age requirements of the local school district in which the child resides must be followed.

Requirements for registration

Registration for all **new** pupils, Kindergarten through 8th grade, will be held during an appointed week in February. Parents must present birth certificate, Baptismal certificate, and all health and immunization records. All new registrants must have a complete physical examination before the start of the school year. Children registering for grades 2 through 8 must present the last two year's report cards as well as any standardized testing. In the case of a separation or divorce, the custodial parent must provide an official copy of the custody section of the separation/divorce decree.

Re-Registration for returning students is held annually in January.

Transfers

Parents of students who are withdrawing from school should inform the school office in writing at least one week in advance to give necessary time for completion of school records. The parent must sign a record release form so that records can be sent to the new school upon request of that school's principal.

A student transferring into SJES should present a pupil transfer card from the latest school attended that will allow administration to request all records. ***There is a probationary period for all new students during the first two trimesters of their enrollment.***

SJES reserves the right to deny enrollment of any student transfer due to academic or behavioral infractions from another school.

III. Attendance and Tardiness

To receive the maximum benefit from classroom and instructional participation it is important that a child be in attendance each school day.

- Parents/Guardians are responsible for having their children attend school each day and arrive on time for instruction.
- Parents/Guardians are requested to call the school between 7:30 – 8:00 AM if a student is to be absent and leave a message. If the parent has failed to call by the designated time, the school will initiate a call to the parents/guardians.
- Every effort should be made to arrange for medical and dental appointments during non-school hours.
 - **Please do not request early dismissal after 1:30 PM.**
 - The parent/guardian must sign the student out of school.
 - **A student must be in school until 12:00 Noon to be considered present for that day.**
- Excuses from physical education for long term illnesses must have a written statement from the child's physician.
- **It is the student's responsibility to personally check with the teacher(s) to determine the work that is missed during an absence from school.**

- All students who are absent or tardy, upon return, must present a written excuse for the absence or tardiness with the following information: child's name and grade, date of absence, reason for absence, and signature by parent/guardian.
- Students who arrive at or later than 8:00 AM (NOTE: prayers are said at 8:00 AM), MUST obtain a late pass from the office before going to class.
- Ill students may not return to school until they are symptom free for 24 hours.
- In the event of an extended absence (3 or more consecutive days) from illness,
 - Parents must contact the school for arrangements for classwork, homework, or home instruction.
 - Parents must notify the nurse of the reason for such absence.
 - ✓ **All contagious diseases must be reported to the nurse as soon as diagnosed.**
- CHRONIC LATENESS is detrimental to a student's academic success. Parents/guardians of a student who is tardy for 7 days will be contacted by the administration to schedule a Parent conference. Parent and student will be required to sign a contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation. Full cooperation is expected.
- **Excessive Absences:**
 - Students who are absent for 5 or more days in a marking period, without a documented medical condition will:
 - ✓ Be required to have an Administrative-Teacher-Parental conference regarding absenteeism.
 - ✓ **NOT PARTICIPATE IN ANY school related activity for the remainder of the marking period.**
 - Students who are absent 10 or more school days, without documented medical condition or modified attendance agreement will:
 - ✓ Be required to have an Administrative-Teacher-Parental conference regarding absenteeism.
 - ✓ Sign an Attendance Contract.
 - ✓ **NOT PARTICIPATE IN ANY school related activity for the remainder of the marking period.**
 - Students who are absent 18 or more days (10% of total student contact days) without approved documentation of extenuating circumstance, and a written modification of attendance agreement in place with the school administration, may not participate in any school related activity the remainder of the marking period and **may be asked to withdraw from the school, or may not be offered a contract to return the following school year.**
 - Students in the 8th grade who are absent 18 or more days of school, without approved documentation of extenuating circumstance, and a written modification of attendance agreement in place with the school administration, may not participate in any school related activity for the remainder of the marking period and **may be required to complete credit recovery to be eligible for 8th grade graduation and a final transcript.**

NOTE: No student may participate in an extra-curricular activity (Awards Nights, social evenings, clubs, play, sports or practices) on the day that he/she is absent from school.

Vacations

SJES does not approve of and strongly discourages students being removed from school for vacations. It is not the teachers' responsibility to have assignments prepared for a student prior to absence for a vacation. **The student is responsible for all work taught during the period of absence, including classroom assignments.**

Arrival/Dismissal

Students are dismissed as Independent Walkers, Walker Parents, Car Riders or Bus Riders. Any change in the dismissal procedure requires a written note to be presented at the Business Office on that day.

- **No cars are permitted to park or wait on Peters Place at any time during legal school days.**
- **No cars may discharge students in the "BUS LOADING" area.**
- **Students are not to be discharged from cars on the opposite side of Peters Place.**
- **No cars may discharge students at the STOP sign on Drummond Place.**
- **Students and parents are not to cross the street in between the buses.**

IV. Emergency Closings and Delayed Openings

Emergency closing information will be posted on the school's website: MYSAIN TJAMES.COM. If an emergency arises during a school day, emergency numbers will be notified through School Messenger. **It is the parents'/guardians' responsibility** to be sure the Business Office has the **current home, work and emergency phone numbers** at all times.

The public school district determines whether or not buses will run during inclement weather. In the event that a public school district is closed in which a student resides, but SJES is open, **it is the responsibility of parents to transport those students to and from school when there is no bus service.**

Delayed Openings Many public school districts have “delayed openings”. Parents are to check with their local school district to determine bus pickup. For example: if your local public school district is on a 90 minute delayed opening, students attending SJES from that district will be picked up 90 minutes later than the normal time. Students are not marked tardy upon arrival to school.

V. Curriculum

Academic Goal

The academic program at Saint James Elementary School provides an integration of curricula where learning exposure (content) and experience (process) intertwine as threads in a woven fabric. Curriculum presentation acknowledges the uniqueness of each child and recognizes various learning styles and intelligences. The ultimate goal is to challenge and stimulate each student’s intellectual development so that his or her pursuit of knowledge is never completed, thus continuing throughout his or her life.

The academic program offered at SJES follows guidelines recommended by the Diocese of Trenton. Pedagogy, textbooks, manipulative materials, and technology are continually evaluated. The following subjects are taught on a daily basis: Religion, Mathematics, Integrated Language Arts, Science, and Social Studies. The following subjects are taught on a weekly or bi-weekly basis: Physical Education, Art, Music, Spanish and Computer Lab. Health is taught in a workshop format.

Advanced Programs

Honors Algebra I is offered in 8th grade. 6th, 7th, and 8th grade Integrated Language Arts (ILA) offer advanced Literature and Writing courses. Placement in Advanced ILA classes is limited. Placement in the Algebra I and AP ILA programs are based on a composite profile determined by Standardized Testing, a cumulative test, report card average, and teacher referral.

Homework

Homework is an essential requirement for the full scholastic development of a child and is factored as a grade. The homework is assigned not merely to solidify and integrate what the child has been taught, but also to foster in the pupil independent work habits and instill in him/her a sense of personal responsibility. Homework is posted on the teacher’s eBoard or Google Classroom. All work missed through absences, etc. must be made up and presented to the teachers. If, for a serious reason, homework cannot be completed on a given night, the parent should forward a note to the teacher.

Note: A Parent-Teacher Conference will be required after 3 missed homework assignment in any one subject.

Field Trips

Field Trips are privileges. Students who fail to meet academic and/or behavioral requirements will be denied participation.

- Permission slips will be sent home to be signed and returned to school. No students will accompany the class on the trip unless consent forms have been signed. All trips are supervised by the classroom teacher and other adults. A student who does not attend a class trip is expected to spend that day in school. The school is not liable for any accidents which may occur during the class trip. Parents may not take students home early from class trips.
- Any student requiring medication on a class trip must be accompanied by his/her parent/guardian who will administer the medication. An exception is made for students with asthma or allergies who are allowed to self-administer medication (applies only to inhalers or epi-pens) when a nurse is not physically present at the scene. Written certification from a physician is required. [Self-Med](#)

Sports/Extra-Curricular Activities

Sports are an important part of education. SJES offers students the opportunity to participate in a variety of sports. All students must have a sports physical before trying out for a team.

A student who participates in any school sponsored activity must maintain satisfactory conduct and passing grades in all subject areas. Students who fail to meet this requirement may not participate in the activity for a designated period of time.

VI. Health

Emergency Card Information

Parents/guardians will be notified by the school nurse if a child becomes ill. The nurse will determine if the child should be sent home. Work numbers, cell numbers, the home telephone number and the name and telephone numbers of two other people who can be called in case of a parent's absence from home should be on the Emergency Card in the nurse's office. It is the parent's/guardian's responsibility to keep this information current. Written notification of a change of address or telephone number is to be sent to the business office immediately in order to keep this information current.

Health Program

1. All kindergarten and new students are required to have a physical examination before entering school. Immunizations must be on file, and up to date by the first day of school attendance. Please use the following link ([NJ Required Immunizations](#)) to obtain information on required immunization. Failure to compile with the NJ State Health Code may result in exclusion from school.
2. Hearing tests are given to students with no previous record of screening, students referred by staff members and with known hearing problems. Students in kindergarten, first, second, third and seventh grades are also screened.
3. Vision tests are given to students in kindergarten and in second, fourth, sixth, and eighth grade.
4. All students may be weighed and measured annually.
5. All students in grades 5 and 7 are screened annually for scoliosis. A student shall be exempt from this examination on the written request of the parent.
6. Injuries occurring at home will not be treated in school. If your child is injured at home, please do not send him/her to school and tell them to have the nurse check the injury.
7. When a pupil is to have any medication such as, but NOT limited to: Epi-pens, Inhalers, Benadryl, Tylenol or aspirin, administered during school hours, the following procedures must be observed:
 - a. Request in writing by the parent/guardian of the student that the school nurse administer the medication (medication must be brought in to school by an adult). **This letter must be handed in at the beginning of each school year.**
 - b. A written order from the doctor stating:
 - (1) Diagnosis
 - (2) Name of medication
 - (3) Dosage amount and frequency for administering the medication.**This must be handed in at the beginning of each school year.**
 - c. The medication must be kept in the health office in the original pharmacy container and taken home at the end of the school year. **THIS ORDER MUST BE RENEWED EACH SCHOOL YEAR AND DATED FOR THE NEW SCHOOL YEAR.** Absolutely no student may take medication on his/her own. Students may not carry medication on his/her person at any time. This includes cough drops and aspirin.
 - d. If lozenges are needed, students must report to the Nurse's office for their administration. *Students may not keep lozenges with them in class.* A signed permission note for administration of lozenges must be on file in the nurse's office. See Forms: [Administer Med Form](#)
8. Temporary foot problems that warrant the wearing of sneakers require a physician's note. Students may require orthopedic inserts on a regular basis. In this case, shoes must be purchased that accommodate both the insert and comply with the school uniform dress code.
9. Self-Carry and Self-Administration of medication forms must be in nurse's office. All forms must be completed and signed by parent and doctor before student can self-administer medication. Click here for form [Self-Med](#)
10. For information on required immunizations please speak with your child's physician. You may also access information on the following website: ([NJ Required Immunizations](#)). Please note that all students are expected to be up to date with immunizations.
11. Students interested in playing sports need to fill out the NJDOE PPE Medical Eligibility Form: [Sports Form](#)
12. **Physician Request Forms**
<https://www.nj.gov/education/safety/health/athlete/docs/PPEMedicalEligibilityForm.pdf>

Health forms that need to be filled out by the school must contain the following:

- Doctor's name
- Doctor's office address
- Signature line for person filling out the form
- Student's name

The following must accompany the form:

- A doctor's note requesting that the school fill out the form
- A parent's note requesting that the school fill out the form. **All forms will be mailed directly to the doctor.**

VII. Standardized Testing and Assessments

The STAR Renaissance Standardized Test is conducted three times a year in grades 2 through 8. The testing takes place in the following months: October, January, and May. The test is designed primarily for measuring and predicated a student's growth from year to year within the subject areas of reading and mathematics. This testing is valuable, as the scoring is scaled to provide useful information for the teachers in evaluating and continuing the improvement of a child's educational progress.

Trimester Assessments

Report cards are issued three times during the year to students in grades K through 8. Parents/guardians may access report cards through Genesis Parent Portal.

Progress Reports are given midway through the trimester for grades K to 2. Parent Portal is available for viewing throughout the year for grades 3 to 8.

Report Card Marking Code:

Kindergarten will use developmentally appropriate performance indicators of:

- N- Not Yet Evident
- E- Emerging: beginning to understand grade level skills/concepts
- D- Developing: understands and applies grade level skills/concepts
- P- Proficient: excels in knowledge and applies grade level skills/concepts

Grades 1-4 will use the following performance indicators:

- E- Exceeding Expectations
- M- Meeting Expectations
- GP- Growing Proficiency
- L- Limited Proficiency

Grades 5-8 will record a numerical grade for each major discipline.

97-100 = A+	88-92 = B+	81-87 = C+	73-76 = D+	
93-96 = A	85-88 = B	77-80 = C	70-72 = D	U = Below 70

Parent Conferences

Parents are encouraged to schedule conferences at any time during the school year, especially if an immediate concern arises. Formal conferences are scheduled during the first trimester. Conference forms will indicate the appointment time if there is a need for such a meeting. Teachers or parents may request a formal conference during the second and third trimester on an "as-needed" basis.

Noncustodial Parent's Rights

The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

Honor Roll

Saint James Elementary School recognizes those student in **grades 6 to 8** who have achieved High Honor or Honor standings in a trimester.

Note:

- Core Subjects include: Religion, ILA, Math, Science, Social Studies (Spanish - for 8th grade only)
- Special Subjects include: Spanish, Art, Music, Physical Education, and Computer
- Detentions and School Suspensions, as determined by the Administration, may prevent students from being placed on the Honor Roll
- Excessive absenteeism and tardiness may prevent a student from being on the Honor Roll
 - No more than 10 unexcused (without a doctor's note) absences for the year
 - No more than 3 unexcused (school) tardies per trimester
 - No more than 1 tardy in a class per trimester
- Students must receive an 'S' in conduct on their report card for the marking period.

Middle School

High Honor Roll

- 93 or better in all Core Subjects
- 3's or 4's in Special Subject areas, however no more than two 3's

Honor Roll

- 85 or better in all Core Subjects
- All 3's or better in Special Subjects

8th Grade Final Exemptions

Students may be exempt from 2 final exams of their choice if they have met the following criteria:

- 93 or higher for all 3 trimesters
- No more than 10 unexcused (without a doctor's note) absences for the year
- No more than 3 unexcused (school) tardies per trimester
- No more than 1 tardy in a class per trimester
- No grade of N/U for school conduct
- No After School Detentions for the year

Students are required to attend classes in which they are exempt on examination days. An exemption is an exam exemption and not an attendance exemption. **Note: Algebra I students are not exempt from final exams.**

Promotion

Promotion is left to the discretion of the principal and the teacher. Students who do not achieve a final passing grade in a major subject must receive summer tutoring and pass a final exam before promotion is finalized. The final exam will be administered prior to the beginning of the new school year.

VIII. Dress Code

The dress code is designed to promote school identity and to respect the individual dignity and uniqueness of each person. It stresses uniformity and personal modesty and attire appropriate to learning and thus intended to enhance the educational environment.

The traditional uniform is a strong symbol of our Catholic heritage and Catholic image, and promotes school pride both at and away from school. When a student enrolls at SJES, there is an awareness and understanding that individual dress has specific restrictions, and that violation or misinterpretation of the uniform will result in disciplinary action, which may include referrals or exclusion from classes.

It is the responsibility of parents/guardians to see that their children adhere and support all regulations regarding dress code. Our school's dress code is clearly defined. Your cooperation and support in this matter is very much appreciated.

Students who repeatedly violate the dress code are subject to disciplinary actions, such as:

1. Receive demerits.
2. Receive detentions (Lunch and After School).
3. Remain out of school until the dress code has been corrected (e.g. haircut, nails).
4. Sent to the office and remain in the office until the proper uniform is provided.
 - a. If a parent is unable to provide the proper uniform, then the student will not be permitted to attend class.

Grooming Neatness and cleanliness are part of a child's education and such grooming is the responsibility of the parents/guardians.

- Students' clothing must be clean and mended at all times.
- Extreme hairstyles or color will not be permitted for either boys or girls.
- Boys' hair length may not touch the shirt collar. Boys' hair length and style that result in an untidy array, hangs in the eyes, or presents an unkempt appearance will not be permitted. **If given notice, boys will have one week's time to rectify the situation by having their hair cut and shaped.**
- Make-up is not permitted. The privilege of wearing light mascara is given ONLY to 8th grade girls.
- Clear nail polish is permitted for girls in the 8th grade only.
- Artificial nails and nail art are not permitted. Nails must be neatly trimmed and no longer than "sport length", i.e. 1/8" from the base of the finger.

Jewelry

- Small button-type earrings or small hoop earrings that hug the earlobe are allowed only for girls. Large hoop or chandelier earrings are not appropriate for school wear. Other styles that are possible safety hazards are not allowed.
- Boys may not wear earrings.
- Other than a watch (**but no watches that can connect to the internet**), one bracelet, simple necklace, jewelry is not allowed.

The administration will determine whether a particular hairstyle, article of clothing, or jewelry is appropriate.

Uniforms

All children in grades K through 8 are required to wear uniforms. Dates for wearing of winter and summer uniforms are noted in the school calendar. **School uniforms MUST only be purchased through Flynn O'Hara or at SJES used uniform sale.**

Maintaining a dress code for a school is a partnership between school and home. It is important for both parties to work together to ensure that all students dress neatly and appropriately for school.
The school uniform shows pride for one's school!

School Uniform for Grades K to 4

GIRLS

Basic Fall/Spring Uniform

- *Green plaid jumper
- *White Peter Pan collared blouse
Long or short sleeve
- *Green Plaid shorts (*with belt*)
with short/long sleeve white polo shirt
- *Green **cardigan** sweater (*with logo*) is optional
- *Green knee socks/tights

Basic Winter Uniform

- *Green plaid shorts, khaki pleated pants or jumper **with** green or navy blue **tights**, or green knit sock
- *Short/long sleeve white polo shirt with logo
- *Jumper must be worn with white "Peter Pan" collared blouse
- *Cardigan sweater (with logo) is **optional**

BOYS

Basic Spring/Fall Uniform

- *Khaki shorts/pants
- *White collared button down shirt--
long/short sleeve with green plaid tie
- *Short/long sleeve White Polo with logo
- *Black or Brown belt
- ***Green 1/4 Zip Up Sweater (optional)**
- ***Plain** White or green crew socks—
with no insignia

Basic Physical Education Uniform

- *Hunter Green mesh shorts (*with logo*)
- *Medium Gray T-shirt (*with logo*)
- *Hunter Green sweat pants (*with logo*)
- *Medium Gray sweat shirt (*with logo*)
- *Medium Gray hooded sweat shirt (*with logo*)
- *Medium Gray Long Sleeve T-shirt (with logo)
- *Predominantly white sneakers
- ***Plain white** crew socks with **no insignia**

Basic Footwear

- ***Solid Color-tan, black or brown shoes only**
---no glitter (Sperry shoes, Mary Janes, Bucks, Vans-slip-ons)

Head Bands: Flynn O'Hara

Basic Physical Education Uniform

- *Hunter green mesh shorts (*with logo*)
- *Heather gray T-shirt (*with logo*)
- *Hunter green sweat pants (*with logo*)*
- *Heather gray sweat shirt (*with logo*)*
- *Heather gray hooded sweatshirt (*with logo*)*
- *Medium Gray Long Sleeve T-shirt (with logo)
- *Predominantly white sneakers only
- *Plain white crew socks with **no insignia**

Basic Winter Uniform

*Same as above – **except**

*Khaki pants only

* **Green 1/4 Zip Up Sweater (optional)**

Basic Footwear

***Solid Color Tan, Black or Brown shoes only**

(*Sperry shoes Buck, Vans slip-ons, or Bucks*)

**Plain white or green crew socks*

Notes:

*A doctor's note is required for students with special shoe needs.

*All shirts must be tucked in at all times and boys must wear a belt at all times.

School Uniforms for Grades 5 to 8

GIRLS

Basic Uniform Spring/Fall

*Green plaid uniform **skort-**

No more than 3" above knee cap

*White Oxford blouse

***Short/long sleeve white/green polo**

*Green Plaid shorts (*with belt*)

*Hunter Green knee socks only

***Green 1/4 Zip Up Sweater (optional)**

Basic Physical Education Uniform

*Hunter Green mesh shorts (*with logo*)

*Medium Gray T-shirt (*with logo*)

*Hunter Green sweat pants (*with logo*)

*Medium Gray sweat shirt (*with logo*)

*Medium Gray hooded sweat shirt (*with logo*)

*Medium Gray Long Sleeve T-shirt (*with logo*)

*Predominately white sneakers

***Plain white** crew socks with **no insignia**

Basic Winter Uniform

Same as above except:

*Green plaid shorts or skort **with**

hunter green tights or knit green socks

(no stockings)

Head Bands: Flynn O'Hara only

Basic Footwear

***Solid-** tan, black, brown shoes only -no glitter

(*Sperry, Bucks, Vans- slip-ons*)

BOYS

Basic Uniform Spring/Fall

*Khaki pants/shorts

**White shirt long or short sleeve with plaid tie*

*Short/long sleeve white polo shirt w/logo

***Brown or Black belt**

***Green 1/4 Zip Up Sweater (optional)**

Plain white crew socks with **no insignia**

Basic Physical Education Uniform

*Hunter Green mesh shorts (*with logo*)

*Medium Gray T-shirt (*with logo*)

*Medium Gray hooded sweat shirt (*with logo*)

*Hunter Green sweat pants (*with logo*)

*Medium Gray sweat shirt (*with logo*)

*Medium Gray Long Sleeve T-shirt (*with logo*)

* Predominantly white Sneakers only

***Plain** crew white (**with no insignia**)

Basic Winter Uniforms

*Same as above—**except**

*Khaki pants only

***Green 1/4 Zip Up Sweater (optional)**

Basic Footwear

* **Tan, black or brown shoes only**

(*Sperry, Bucks, Vans slip-ons*)

Please Note

*Eighth grade girls and boys **only** may wear the senior fleece in place of the sweater.

***A doctor's note is required for students with special shoe needs.**

*The School Uniform must be purchased from **Flynn O'Hara Company ONLY** (including gym uniform)

*All orders are placed directly with **Flynn O'Hara Company**.

**All shirts must be tucked in at all times and boys must wear a belt at all times.*

***The Administration determines violation of the Dress Code.**

Dress Up/Dress Down Days

During the school year, there are times when students may attend school in clothing other than the school uniform. The dress code for non-uniform days is to be modest and non-offensive. Clothing should fit appropriately and be worn with respect. Tank tops, short shorts, pajama bottoms, miniskirts, dresses or skirts with hems more than 3 inches above the knee cap, slippers, Uggs, sandals without straps, Crocs, and flip flops are not allowed.

DRESS UP: Sunday best attire is to be worn. Sweats, T-shirts, shorts, athletic wear are not to be worn.

DRESS DOWN:

- Students may wear neat and presentable jeans (no torn jeans), fleece, or khakis.
- Sneakers may be worn.
- Shoes must have a back.
- Recommended: **Bermuda shorts** for girls. ***Please be aware that any student maybe asked to call home and request that proper attire be brought to school.***
- *Leggings are **not** acceptable unless covered by appropriate length (mid-thigh) top, skirt or dress*

IX. Discipline

Discipline at Saint James Elementary School is not meant to be punitive, but rather to:

- provide students with an opportunity to practice Christian ideals and attitudes
- assist students in the development of self-discipline
- provide an atmosphere conducive to learning
- promote respect and care for himself/herself and for others in the school

Any action or comment that are viewed as scandalous or detrimental to the school, its students, the operation of the school or the reputation of the school in the community is subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day.

Saint James Elementary School views educating students as a partnership that relies on support from home and school. It is our hope that together we are able to redirect misbehavior and move forward.

The Administration reserves the right to waive and/or deviate from, any and all disciplinary regulations for just cause at his or her discretion.

Code of Conduct in the Classroom

Students will familiarize themselves with classroom rules and comply with them (e.g. no gum chewing, no eating other than designated snack time, no web browsing, being respectful,--this list is not all inclusive). They will address teachers in a courteous manner at all times. Each teacher is responsible for the discipline of the students in the classroom and for preserving discipline throughout the school. If a question should arise concerning discipline, it is advisable that the parent first contact the teacher involved - the teacher and/or parent would then refer serious problems to the principal. **NO** eating in the classroom other than snack time. Drink for snack time is **water only** (no juice, no Gatorade, etc.)

Code of Conduct in the Cafeteria

- Each student is to make it his/her responsibility to clean his/her eating area
- Eating and drinking are not permitted outside the lunchroom area
- Students are to remain seated until their class is dismissed
- Manners and code of politeness are required at all times
- Students **MUST** only use **their** assigned code to purchase food or drinks
- **For allergy precautions** we suggest that students refrain from buying food for and sharing food with other students
- Cashless Cafeteria: please be mindful of account balances. Accounts will be closed if balance due exceeds \$30

Code of Conduct in the Playground

Playground activities are supervised by school personnel, teachers and administrators. The following regulations will be strictly enforced:

1. Good sportsmanship is to be displayed at all times.
2. Teachers or supervisors may terminate any game which they deem to be dangerous.
3. Equipment is to be shared.

4. Students may not leave the playground during recess.
5. All problems and injuries are to be reported to the supervisors on duty, which will notify the nurse when necessary.
6. When the whistle signals the end of playground time, for everyone's safety, **students are to curtail activities immediately**, return the equipment to the supervisors, and line up in designated areas to meet teachers.

Code of Conduct on the Bus

In order to ensure the safety of bus riders, all students are advised of and must abide by the Bus Safety rules received.

- All students must remain seated on the bus, facing forward with seat belts buckled, at all times.
- Students may not leave the bus once boarded.
- Students must keep their voices modulated.
- Students are reminded that they are representative of this school. Their behavior at bus stops must reflect the behavioral expectations of this school.
- At no time is a student to put any body part out the window or throw any object from the bus.
- Homework is not to be done on the bus.
- Students may not eat or drink on the bus.
- Students will lose bus privileges for a specified length of time if repeated infractions of inappropriate behavior are reported.
- Students are prohibited from using their phones for recording or taking pictures.

Books/Lockers/Desks and Chairs

Books are on loan to the children and must be cared for throughout the school year. All books must be covered at all times. No writing or drawing is permitted on book covers or texts. Books must be carried to and from school in a book-bag or backpack. If a book is lost or destroyed, payment must be made before final report cards will be given.

Lockers are provided for the 5th, 6th, 7th, and 8th grade students. Lockers may not be decorated internally or externally in any way.

Desks and chairs are to be treated carefully. At no time are they to be defaced or abused. Students will be required to replace any school property that has been damaged.

Consequences for Behavioral Infractions

Detentions:

A notice of detention will be emailed to parents/guardians indicating the infraction and the date when the student will serve the detention

Lunch Detentions may be assigned for the following reasons, although the list is not all-inclusive:

- 3 written warnings (per class) for no homework in one marking period
- 3 written warnings for dress code infraction
- Miscellaneous offenses handled by the administration/teachers
- Behavior which interrupts the educational process of others
- A 4th Lunch Detention will result in an after School Detention

NOTE: 3 Lunch Detentions in one marking period will result in a grade of "N" for conduct on student's report card.

After School Detentions are held from 2:30 PM to 3:30 PM. The date of the detention will be communicated to the student and the parent/guardian. Three lunch detentions in any marking period will result in an After School Detention. After School Detentions may also be administered for the following reasons (please note that this list is not all-inclusive).

- Infraction of any school conduct code
- Repeated behavior which interrupts the educational process of others
- Violation of cell phone policy
- Disrespect exhibited to other students, faculty or school volunteers

NOTE: **One After School Detention within a marking period will result in a grade of "N" for conduct on student's report card

****Two or more After School Detentions within a marking period will be deemed excessive and**

- result in a grade of "U" for conduct on student's report card
- may carry additional consequences (e.g. school/community service; loss of extra

- **curricula/clubs/sports privileges, loss of Honor Roll, Student Council eligibility).**
- **a meeting with the administration and the pastor will be required.**

The preceding examples are not all-inclusive.

Suspension

Suspension from a Catholic school is a serious matter. The administration is responsible for determining whether an event warranting suspension has occurred.

- A child may be suspended for a serious violation of school policy whether they occur at school, or outside of school.
- Length of suspension will be determined by the administration.
- When a student is suspended for a serious violation, the parents/guardians will be contacted and the student may be sent home immediately.
- **Once the administration suspends a student, parents/guardians will be required to meet with the administration and the pastor before the student returns to school. Parents/guardians and student will also be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.**
 - **The failure of the parents/guardians to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-school and out-of-school suspensions.**

As a result of a suspension:

- Credit will be given for student work performed during suspension when work is required for grading purposes.
- Student on suspension (in-school or out-of-school) may not participate in any school related activity during the day(s) of that suspension nor participate in the next school social activity.
- In the case of a most serious act, a student may not participate in extracurricular activities for a period of time determined by the Administration.
- Student will be placed on Disciplinary Probation. Disciplinary Probation is to be regarded as an extremely grave situation. Any student on Disciplinary Probation will be prohibited from participation in school activities including social events, sports/class trips during the period.

Disciplinary Probation

- Disciplinary Probation is to be regarded as an extremely grave situation. Students receiving two suspensions in a year will be placed on disciplinary probation.
- Any student on Disciplinary Probation will be prohibited from participation in school activities including social events, sports/class trips during the period.

Expulsion

Expulsion may be warranted in the rare circumstance where either the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the school community. Expulsion, if warranted, is addressed by the Office of the Superintendent

Withdrawal

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Discrimination, Harassment, Intimidation and Bullying

A safe and civil environment is necessary for students to learn and achieve high academic standards. Discrimination, harassment, intimidation, bullying, and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

Definition of Discrimination, Harassment, Intimidation, and Bullying

Discrimination, harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student's physical or emotional well-being or with the operation of the school. Discrimination, harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group.

Cyber-bullying is a form of discrimination, harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include but are not limited to: posting inappropriate pictures or personal information of a student or individual

on the internet; using social media to post or send discriminatory, harassing, intimidating or inappropriate messages about or to another student or individual; and sending discriminatory, harassing, intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the school's policy on the acceptable use of technology may also violate this policy.

Retaliation

Retaliation for reports of discrimination, harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing discrimination, harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

Reporting Incidents of Discrimination, Harassment, Intimidation, and Bullying

Individuals who have reason to believe that a violation of this policy has occurred, are to contact the student's teacher. School personnel are to report any violations of the anti-harassment policy to the principal within a school day.

Resolving Complaints of Discrimination, Harassment, Intimidation, and Bullying

In the course of resolving a complaint under this policy, the school will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared on a "need-to-know" basis.

Resolution of a complaint of discrimination, harassment, intimidation, and/or bullying depends on the context and circumstances of each case. The school will strive to balance the interests of students involved as well as the needs of the school as a whole when confronting these issues. Disciplinary measures will be consistent with the school's disciplinary policies and diocesan guidance for student discipline. In addition, the school may consider implementing appropriate remedial and preventive measures in response to a finding that discrimination, harassment, intimidation, or bullying has occurred.

X. Transportation

Walkers

For their safety and protection, students who walk to and from school are required to cross where there is a crossing guard. Children should be encouraged to walk in groups and obey street crossing regulations. Students must be mindful that they are representatives of the Saint James School Community and that their conduct should be reflective of the school's code of conduct at all times. Students are never to be crossed by parents in the middle of the block or in between parked buses.

Bus

Bus authorizations are handled by the local public school district in which the student resides. Applications are provided by the school and must be filled out each year. Applications are forwarded to the appropriate school district no later than May 1st. Any questions about bus schedules, location of bus stops, drivers, etc., should be directed to the transportation department of your public school district. Use of bus service is strongly encouraged if it is provided to the student.

Only authorized students may ride the bus. ***CHILDREN MAY NOT RIDE ON BUSES OTHER THAN THE ONE TO WHICH THEY ARE ASSIGNED*** (i.e.: one township may not ride the bus of another township). **PLEASE DO NOT REQUEST A CHANGE IN THIS AT ANY TIME, AS IT IS NOT PERMITTED UNDER THE LAW.**

Parents are requested to follow the school's traffic flow plan at all times to insure the safety of all children.

XI. General Information

Child Abuse

New Jersey law requires any person who has "reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse to report the same promptly to the Division of Youth and Family Services by telephone or otherwise." (N.J.S.A. 9:6-8, 10 et seq.) Failure to report suspected child abuse is punishable as a disorderly person's offense. (N.J.S.A. 9:68.14). Under the law, anyone who makes a report shall have immunity from any civil or criminal liability that he may have otherwise incurred. (N.J.S.A. 9:6-8.13).

Communications

Parents are kept abreast of policies, procedures, and other information on a regular basis via: Handbook, yearly calendar, Virtual Folder (weekly information news), E-blasts, and Teacher eBoards. These items are posted on the school's website. Parents are urged to check the school's website frequently (**mysaintjames.com**) to be updated on

all activities, events, and opportunities. Teachers' eBoards contain information on homework, class calendar, reminders and announcements

Emergency Drills

In compliance with the New Jersey State Law regarding emergency drills are held periodically throughout the year. Fire equipment is inspected in accordance with state law requirements. A strict code of behavior is upheld during all Emergency Drills. *Absolute silence is required of all students.*

Lunch Program

All students in grades K through 8 must eat in the cafeteria. Hot lunches are available for students in **grades 2-8** who wish to buy them. Hot lunch menus are distributed monthly. Cold lunches and beverages (milk, juices, and water) are also available. Kindergarten and 1st grade children do not purchase their lunch in school.

The school has a cashless cafeteria system. Parents are encouraged to sign up. Information about the system and how parents can create and access their child's account can be found on the school's website.

All students are permitted to bring a light nutritious snack to school each day. A mid-morning break is provided for each grade level.

Students MUST only use **their** assigned code to purchase food or drinks.

For allergy precautions: we suggest that students refrain from buying food for and sharing food with other students.

Parties

Parties are limited to Christmas and End of Year. Teachers will inform parents/guardians of protocols.

Photo Release

Occasionally, Saint James School will use photographs taken of your child for marketing purposes. The school reserves the right to use pictures of students in publications such as school and local newspapers, and the school website. If you prefer that your child's photo not be used in any marketing activities, that request will be honored as per your instructions indicated on the Photo Release Form.

Pictures

Individual school and class pictures are taken in the fall of the year. There is no obligation for purchase. Class pictures cannot be purchased separately from the individual portrait package. Sports Team pictures are taken during the year as well as club and activity pictures. Students are to bring their team uniform to school for those athletic group pictures. Students may not have cameras or take pictures in school without the permission of the Principal.

Royals

A part of the PTA, this group is comprised of fathers, grandfathers, uncles, or any other significant male adult in the student's life. Meeting monthly, they plan family activities and outings throughout the school year.

Technology

Students are not permitted to have iPods, iWatches, game boys, or any kind of digital or mechanical items on their person at any time while in school including the bus ride to and from school. If discovered, the item will be confiscated and must be retrieved by a parent.

Students are not permitted to use the school computers for any personal use (E-mail, etc.) other than research or word processing assignments.

Telephone

The office telephone is for business use only. Students may request to use office phones in case of emergencies. All post school arrangements must be planned prior to the school day's commencement.

Personal cell phones are discouraged. However, if parents deem it necessary for their children to carry cell phones to school the student's cell phone must be labeled, turned off, and handed in to homeroom teacher. Cell phones will be collected during morning exercises and will be returned prior to dismissal. Students are to place cell phones in the backpack immediately upon receipt.

The **expectation** is that once students enter the school building cell phones will be off and in their backpacks. Once in homeroom, students are to place cell phones in a designated place until the end of the day. Upon retrieving the cell at the end of the day, students are to place the cell phone in their backpacks. **Please note that students are not to use their cell phones without school personnel permission while on school grounds. Students may use their cell phones once off school grounds and released by school personnel.**

Students who do not comply are in violation of the school Cell Phone Policy and will receive consequences as deemed by the administration.

**The school administration reserves the right to search cell phones.
The school is not responsible for lost or damaged cell phones.**

Tuition

Tuition for Saint James Elementary School is administered by the F.A.C.T.S. Tuition Management Company and is paid in twelve monthly payments, in full, or two payments. The rates of tuition for the next school year are announced prior to registration. Parents are expected to cooperate in meeting their financial responsibilities by paying tuition at the designated times. All parents are required to sign the tuition contract. This contract is legal and binding. All paid tuition is non-refundable and non-transferable.

A re-registration fee is required of all families annually. The fee is non-refundable.

Students will not receive a report card or participate in graduation ceremonies if monetary obligations are not paid up to date.

Because tuition reflects only a portion of the cost of the education of each student, parents are asked/expected to support the fundraisers sponsored by Saint James School and the PTA.

Visitors

Visitors to the school, except at times of public functions, must report to the business office before entering the corridors. No parent may go to a classroom. Parents may not deliver items to classes. This policy prevents disruption to teachers and students during class time. All visitors are to enter Saint James School via the front door.

Volunteers

The education of your child involves a cooperative effort between home and school. Parents are urged to contribute suggestions and viewpoints concerning the educational needs of their child. The most efficient means to carry out this privilege is to become active members in the Parent/Teacher Association.

All those interacting with the students are required by the Diocese of Trenton to undergo a criminal history check including IdentoGo Fingerprinting Service process as well as attend an online 30 minute Virtus training session. Parents/guardians are responsible for all costs incurred.

You, the parents/guardians and students of Saint James Elementary School, are the heart and soul and spirit, which gives us a reason to be here. Many parents and members of our parish community generously give of their time to our students. There is a place in our school community for everyone. Please contact the president of the PTA to discuss the type of assistance you would enjoy giving. **VOLUNTEERS ARE NEEDED.** For the safety of our students, all volunteers and visitors must wear designated badges when working in the school building.

The Principal or Pastor may amend the material set forth in this handbook at any time for just cause. There are many other regulations that may not be explicitly addressed but are implicit within the context of the school in its role of "In Loco Parentis" (in the place of the parent). Parents will be given prompt notice of any major changes. The policies put forth in this document are in compliance with the Diocesan Handbook of Policies, which is available for reference upon request.

The Principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the Principal believes to be correct. Nothing this handbook says limits the Principal's authority to interpret and apply the rules.

8/30/24

Please sign the Handbook Signature Page along with the Acceptable Computer Use Policy Form and the Media Release Form. These forms must be handed in on the first day of the school year.



SAINT JAMES ELEMENTARY SCHOOL



Handbook Signature Page

After reading the information contained in the handbook, complete the section below. Print the entire page, sign and return it to homeroom teacher.

My child and I have read and reviewed the Saint James Elementary School Student Handbook.
We understand the contents of the document and agree to abide by it.

Student's Name: _____
Please Print

Student's Signature: _____ Date: _____

Grade: _____

Parent's/Guardian's Name: _____
Please Print

Parent's/Guardian's Signature: _____ Date: _____



SAINT JAMES ELEMENTARY SCHOOL
30 Peters Place
Red Bank, N.J. 07701



ACCEPTABLE COMPUTER USE POLICY

Student Contract

I have read the Terms and Conditions for use of technology resources in Saint James Elementary School. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is a violation of school rules. Should I commit any violation, I understand that my access privileges may be revoked and school disciplinary action may be taken. This contract shall stay binding as long as I am a student at Saint James Elementary School.

Username (print) _____ **Homeroom** _____

User Signature _____ **Date** _____

Parent/Guardian Contract

As the parent or guardian of this student, I have read the Terms and Conditions for acceptable use of technology resources at St. James School. I understand that this access is designed for educational purposes and that the school has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. I understand that this contract is binding as long as my child is a student at St. James School. Further, I accept full responsibility for supervision if and when my child's use is not in the school setting.

I hereby agree to the conditions listed in the above paragraph, and therefore give my permission to allow my student computer usage and network access at Saint James Elementary School.

Parent/Guardian (please print) _____

Signature _____ **Date** _____

Daytime Phone Number _____ **Evening Phone** _____

Saint James Elementary School Home Page

In order to maintain an accurate reflection of Saint James Elementary School on our Internet Home Page, it is necessary to publish current information about our school, pertinent samples of work that our students have produced, and pictures of our students involved in school activities. We, therefore, are asking permission to publish any photographs taken of the student involved in a school activity, any art, and/or literary work created by the student (with a pre-publishing consult between the system administrators and the student, including right of refusal) on our website.

I hereby give my permission to allow, with pre-publishing consultation and right of refusal, publishing of the above stated material for the current school year.

Parent/Guardian Signature _____ **Date:** _____

Student Signature: _____ **Date:** _____

School Year: _____



SAINT JAMES ELEMENTARY SCHOOL
30 Peters Place
Red Bank, N.J. 07701



Student Media Release Form

To publicize the achievements of our students, we like to occasionally publish students' names, photographs, and academic/extracurricular achievements in a variety of media formats such as: school notices, the church bulletin, newsletters, the local newspapers, local community websites, Saint James School website and SJS Facebook Fan page, television, and poster/photo displays in the school foyer and classrooms.

Because your child's safety is our utmost concern, we ask that you complete the information below. Our students' names will not be published in any form outside the school building. We understand that you may have reasons for not wanting to have your child's name, photo, or achievements published.

I understand that these photos may be used for the school's website and newsletters.

Student's Name: _____
(Please Print)

School Year: _____

Student's grade: _____

____ **I DO** give permission for my child's name, photo, work and/or achievements to be published in school notices, church bulletin, school website, newsletters, newspapers, local community websites, television and poster/photo displays.

____ **I DO NOT** give permission for my child's name, photo, work and/or achievements to be published in any format.

Parent/Guardian Signature: _____ Date: _____



SAINT JAMES ELEMENTARY SCHOOL
30 PETERS PLACE
RED BANK, NJ 07701

CELLULAR PHONE POLICY

If parents determine it is necessary for their child to have a cell phone for after school activities or in the case of an emergency to or from school, students may bring a cell phone into the building.

However, cell phones must be turned off and placed in backpacks upon entering school. At the direction of the homeroom teacher, **students are then to surrender their cell phones as soon as they enter the classroom. Cell phones will be stored in the classroom either on the teacher's desk or behind the teacher's desk.** At the end of the day, the cell phone is returned to the student and is to be placed immediately in the backpack where it is to remain until the student reaches home. The cell phone is to remain off.

If it is discovered that a student did not surrender the cell phone in the morning as directed, or the cell phone is not immediately placed in the backpack when returned at the end of the day, student may incur one of the following consequences: Lunch Detention, After School Detention, Cell Phone may be confiscated. Please note that the above list is **not** an all inclusive list

Saint James School is not responsible for lost or damaged cell phones. Cell phones should be labeled and placed in a protective case.

Thank you.

CELLULAR PHONE REGISTRATION

Student's name _____

Date _____ Grade _____

_____ My Child will not be bringing a cell phone to school.

_____ My Child will bring a cell phone to school.

Cell Phone Type _____ Color _____

I have discussed the above policy with my child, and we are aware that consequences will be imposed if the policy is violated. I further understand that Saint James School is not responsible for lost or damaged cell phones.

Parent signature

Student signature

All parents and students must sign and return this form, even if student does not bring their cell phone to school.

Honor ♦ Faith ♦ Excellence