

***ST. JAMES***  
***SCHOOL***  
**PARENT/STUDENT**  
**HANDBOOK**  
***2011-2012***



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James F. Gieryng - Principal

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Dear Parents and Students,

*“What greater work is there than training the mind and  
forming the habits of the young?”*

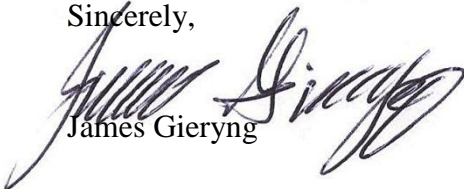
*St. John Chrysostom*

Welcome to St. James Catholic School! In choosing St. James, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Sincerely,

  
James Gieryng

## **St. James School**

St. James School on the campus of St. James Church in Stratford is a pre-kindergarten through 8th grade Catholic Elementary School under the Diocese of Bridgeport – Office for Education.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. James, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Connecticut guideline, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

## **HISTORY**

St. James School opened its doors in September, 1945, with two kindergarten classes in the Philips House on Main Street, where the present parish center now stands. Each year, one grade was added until construction on the school was completed in 1949. The school was enlarged in 1955 to its present size. The school had been staffed since its founding by the Sisters of St. Joseph of Chambery until September, 1984, when school opened with its first lay principal and complete lay faculty.

## **St. James Parish Mission Statement**

St. James is a Roman Catholic Community of Faith. We are a diverse and welcoming community of believers in Jesus Christ. We are energized and empowered by Christ's love, forgiveness and healing. We strive to experience and make Him known to others through: joyful worship, heartfelt prayer, formative education, life-giving service and supportive fellowship.

## **Mission Statement of St. James School**

St. James School is a vital part of the mission of St. James Roman Catholic Church. The school's Mission Statement is as follows: The mission of Saint James School, rooted in Jesus Christ, is to nurture the whole child by providing a quality academic education while living the Gospel message.

## **Philosophy**

St. James School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Bridgeport.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

## **Accreditation**

St. James School is accredited through the New England Association of Schools and Colleges.

## **Admission Information**

### ***Nondiscriminatory Policy***

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

As openings become available, the following priorities will be used to accept students to St. James School:

1. Siblings of those students attending St. James School
2. Members of other parishes in the Diocese of Bridgeport
3. Members of other parishes in other dioceses
4. Non-Catholic students

Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance screening.

At the time of registration, all new students seeking admission to St. James School in grades 2 to 8, are evaluated on the basis of current standardized test scores and report cards. Applicants will also take the IOWA Survey Battery Test. Requirements include:

- Verification of active parish affiliation/stewardship
- Use of weekly envelopes or automatic deposit
- Health Records
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. James School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some additional academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period (approximately five weeks) in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. James School.

Non-Catholic students whose parents accept the philosophy of St. James School will be accepted on a space available basis.

## **Financial Obligations**

### **TUITION SCHEDULE**

#### **SCHOOL YEAR – 2011-2012 PRESCHOOL TO- GRADE EIGHT**

IN-DIOCESE RATE		OUT-OF-DIOCESE RATE		*PRESCHOOL TUITION	
1 CHILD	\$ 5,060	1 CHILD	\$ 5,520	2-Day afternoon program (3&4-year olds) – T/TH 11:30 – 2:00	\$ 1,390
2 CHILDREN	\$ 7,930	2 CHILDREN	\$ 8,370	3-Day afternoon program (3&4-year olds) M/W/F 11:30 – 2:00	\$ 1,860
3 CHILDREN	\$ 10,000	3 CHILDREN	\$ 10,440	5-Day morning program (4-year olds) 8:00 -11:00	\$ 2,980
4 OR MORE CHILDREN	\$ 11,300	4 OR MORE CHILDREN	\$ 11,750	5-Day morning program with Aftercare to 2:00 (4-year olds)	\$ 4,210
The multiple child rates <i>do not</i> apply to preschoolers. The In-Diocese rate and Out-of-Diocese rates apply only to students matriculating in grades K-8. There is a \$100 discount on the Preschool tuition for families who register more than one child.				5-Day afternoon program (4-year olds) (11:30 – 2:00)	\$ 2,490

**FINANCIAL ASSISTANCE FORMS are available at the school office.**

A non-refundable \$100 application fee is required for all grades. All families must enroll in the SMART tuition management program adopted by the Diocese of Bridgeport for all its schools. The following payment options will apply:

- Option 1: Payment in full to St. James School / Smart Tuition by July 1.
- Option 2: Ten monthly installments to Smart Tuition, beginning July 1. (*Payments due on 1<sup>st</sup> with no grace period currently provided*)
- Option 3: Quarterly installments to Smart Tuition due on 7/1, 10/1, 1/1, and 4/1.

Payments may be made via phone or internet. Secure automatic deductions can be scheduled from checking or savings account, or for an extra fee, payments may be made with a credit card. Payments still will be accepted in the business office provided you have enrolled in the SMART tuition program. SMART program enrollment details will be provided upon acceptance.

Additionally, families with a student entering grade 8 will be responsible for a \$100.00 graduation fee. This fee includes the cost of a yearbook if one is produced, a cap & gown and other graduation-related expenses. This fee will be on your bill in July.

**TUITION DOES NOT COVER FIELD TRIPS, AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, volleyball, soccer, football, etc.) or other after school activities.**

**Deposit Fee:** \$200 per child due upon initial acceptance to St. James to hold seat. This fee is credited to your tuition & reflected in billing.

**Re-registration Fee:** \$300 (K-8) and \$100 (Preschool) - due at re-registration in January to guarantee your child/children's seats for the following school-year, which will be credited to tuition.

**One-time Family Deposit:** \$200 per family **entering grades K-8**  
*Every new family entering St. James must provide a one-time \$200 family enrollment deposit which is held "on account" so long as your family remains enrolled at St. James. This payment is due on July 1<sup>st</sup> or with your first tuition payment. Upon graduation or withdrawal from St. James, you have 30 days to request a refund of your \$200 family deposit. All requests must be made in writing. This family deposit will always be your money. St. James is just holding it during your child's enrollment at St. James and using the interest earned to fund scholarships.*

**Delinquent Accounts:** All accounts must be current in order to receive any grades, including report cards, progress reports, and final averages. Pre-K students must be current at all times in order to remain in the program. **If delinquent, payment must be made in the form of cash, bank check, or money order. A late fee of 1.5% per month will be added to all payments that are late by 10 days.**

**Insufficient Funds:** All returned checks must be re-paid in total plus an insufficient check fee of \$15.00 per check. Re-payment of insufficient funds must be made in cash or with a money order or certified bank check.

**Early Withdrawal:** Tuition paid may be refunded on a pro-rated basis if you withdraw your child or your child is required to transfer prior to the end of the year. Tuition is refunded based on the month of withdrawal – the tuition is refundable as of the first of the next month following. In addition, all enrollment deposits are forfeited.

**After School Fees:** After School Program fees are paid directly to the program director. These fees are subject to the terms and conditions of the St. James tuition policy. Late fees for delinquent after school payments will be assessed. In addition, late pick-up fines in the amount of \$15 per each 5 minutes are charged if your child is not picked-up by 5:30 p.m.

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL  
BUSINESS OFFICE at 380-1990.**

**Mrs. Natalia Zamachaj – Business Manager**

### **Parent's Role in Education**

We, at St. James School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. James School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. James School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is

vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### ***Parents As Partners***

As partners in the educational process at St. James School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch ticket or nutritional lunch (sack or hot lunch) every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly; this includes the signing of all papers and tests below a C-.

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

### ***Parent Organization***

St. James Parent Organization, "Home and School Association," will begin in August of every school year. This organization works to support and enhance the educational ministry of the school. HSA meetings, parent education, and building community are goals of this organization. The HSA will meet approximately nine times a year and a portion of each meeting will allow time for parent's concerns.

### **General Information**

#### ***School Hours***

Grades K through 8 – 7:40 AM – 2:10 PM. Students not in their homeroom at 7:45 AM are considered tardy. **Tardiness is disruptive to both the classroom teacher and students. Please review the Tardiness section of this handbook for consequences and clarification.**

At St. James School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their children to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

- The school doors are opened for students at 7:30 AM. Students arriving at that time will go to the gym until they are dismissed to their classrooms at 7:40 AM.
- The school doors will be locked at 7:45 AM.
- Dismissal time is 2:10 PM. Please check the school calendar and weekly newsletter for planned early dismissal dates, which close at 11:25 AM.
- Parents are to make arrangements for their children to arrive at school on time and be picked up at dismissal time.
- Students not picked up by the end of carpool (2:20 PM) will be sent immediately to the office. The office staff will call the parent.
- St. James School offers an After School Care Program. Students who are enrolled in the program must pay a \$25.00 deposit (per child) at the time of registration. After School enrolled is based on availability.

### ***School Office Hours***

The school office is open on all school days from **7:30 AM – 3:30 PM**.

### ***School Visitors***

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated time-sensitive badge that may be picked up in the office. Virtus training is a mandated requirement for all.

### **Attendance**

A student's absence from school interferes with his/her academic progress.

### ***Absence***

**When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. James students.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to

eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Excessive absence (40) days, can be cause for a student to be retained in the current grade for another year.

### ***Homework Policy Due to Illness***

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between **2:00 PM – 3:30 PM**.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments. For example, a student who was absent three days would be given three school days to complete the missed work.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

### ***Tardiness***

At 7:45 a.m. the general entrance gym doors will be closed. Students arriving to school after 7:45 a.m. are required to enter via the office/green door and with a parent or responsible adult and report to the school office and be signed. They may not, for the safety of the student, be admitted to the classrooms without a tardy slip.

Medical or "excused" tardy arrivals must present a doctor's note when signing in at the office. Students who accumulate 5 unexcused tardies will have to serve an after school detention from 2:10 – 3:00 p.m. After the initial 5 detentions, each additional *two* unexcused tardy arrival will result in an additional after school detention.

### ***Absence During the School Day***

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child in the school office. Students, who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day.

## **Academic Information**

### ***Curriculum***

The Diocesan curriculum guidelines, consistent with the State of Connecticut guidelines, are followed for the teaching of all secular subject areas.

St. James School offers students opportunities for growth in the following major subjects:

### ***Religion***

Catholic doctrine and tradition, Bible study, Social Justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held on the First Friday of each month for the entire school community. Students attend the Wednesday and Thursday morning parish Mass on a rotating basis.

Students in Grades 5 and 8 will take the ACRE (Assessment of Catechesis of Religious Education) Test in April/May.

### ***Language Arts***

Reading, Phonics, English, Spelling, Vocabulary, Composition, Library Skills, and Literature.

Students in Grades 4 and 7 take the IOWA Schools Writing Competency Test.

### ***Mathematics***

Mathematics Skills, Pre-Algebra, and Algebra I. A basic skills test will be administered in May to every student in grades K-7. If a student does not pass, he/she will be required to attend Summer School regardless of final report card grades.

## ***Physical Education***

Physical fitness programs appropriate for each grade.

## ***Spanish***

Vocabulary, common expressions, grammar, conversation, and culture.

## ***Social Studies***

History, Geography, Economics, Connecticut History, and Current Events.

## ***Science***

General Sciences and Laboratory Experiences.

## ***Handwriting***

Students in Grades 3 through 8 are expected to submit all handwritten work in cursive.

## ***Fine Arts***

Music, Visual Arts, Art, Performing Arts, and Band.

## ***Computer Literacy***

Word Processing, Data Base, Spread Sheets, Web Design, and Integration with Curricular Subjects.

## ***Grading Scale***

***A = 94 – 100***

***A- = 90 – 93***

***B = 84 – 86***

***B+ = 87 – 89***

***B- = 80 - 83***

***C = 74 – 76***

***C+ = 77 – 79***

***C- = 70 - 73***

***D = 66 -69***  
***F = 65 or below***

### ***Guidelines for Honors Program (Grades 5-8)***

#### **High Honors**

All grades must be A- or above

#### **Honors**

All grades must be B or above

### ***Report Cards/Progress Reports***

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

**Progress Reports** will be given mid-way between each nine-week grading period.

### ***Parent/Teacher/Student Conferences***

One Parent-Teacher-Student Conferences is held each year. Student attendance with parents is mandatory in grades 5-8. Conference days for children will be counted as school days. School is in session for ½ day during conferences.

Conference schedules are prepared and issued by the home room teacher well in advance of the scheduled date. Parents requiring additional conferences during the school year may make arrangements with the individual teachers. Progress reports are issued quarterly.

### ***Student Records***

St. James School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. James School Office for distribution. Completed forms will be sent via the U.S. Mail.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

## ***Testing***

Individual students will not be permitted to retake a quiz or a test in order to improve their academic standing.

The Iowa Test of Basic Skills is given in Grades 3 through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8. The first graders take the Cognitive Abilities Test only. **Parents should not schedule a vacation during the Iowa Testing Period.**

Blue Ribbon testing will be administered in Math and Reading this year to all students in grades 4, 5 and 7. The following year, the tests will be administered to grades 4,5,6 and 7.

## ***Awards***

### ***St. James Principal's Choice Award for Catholic Student of the Year***

Grades 5 through 8: Two awards given. One for a boy and one for a girl

\*Student exemplifies the spirit of the mission of St. James School.

Criteria:

- +Spirit of reverence
- +Academic effort
- +Appropriate conduct
- +Academic achievement
- +Respect for others
- +Integrity
- +Evidence of service (willingness to help)
- +Exhibits leadership
- +Goes above and beyond the norm

## ***Counselor***

A certified counselor, supplied by the Town of Stratford, serves the needs of students and parents through individual consultation based on recommendations of the Principal, SST Team, Nurse, and Town of Stratford Support Team.

## ***Promotion Policy and Retention Policy***

Advancement to the next grade in St. James School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. The Diocesan Policy clearly states that students may not be promoted to the next grade with a failing average in an academic area. Successful completion of summer school may be necessary for promotion in all academic subject areas.

Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade will not be allowed to continue as a student at St. James School.

## ***Teacher/Homeroom Assignments***

A student's current teacher makes recommendations for placement to the next grade. The process for assigning students to the next year's teacher/homeroom is involved with thought and care given to each placement.

***Parents may, before June 1<sup>st</sup>, of any given year, make a written request for a specific teacher or student pairing.*** Your child's current teacher will take these requests into consideration in the process; however, there are no guarantees that your request will be honored. Placements are final and at the approval of the Principal. No parent may ask in advance of the stated "Summer Packet" distribution date who his/her child has been assigned. Parents must be current in all financial obligations to receive the summer packet, including the homeroom assignment.

## ***Academic Probation***

A student whose academic performance indicates serious deficiencies may be placed on academic probation.

## ***Homework***

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening. **Tests or quizzes may be given on Mondays. Projects may be due on Monday.**

### *Library*

The school has a well-equipped library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one nickel per day school day is required for overdue books with a maximum fine of 25 cents per week. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive quarterly report cards or progress reports until their account is cleared.

### *Field Trips*

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, 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.
5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
6. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and

use or copy the form provided. Call the school for information needed to complete the form.

7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
10. All monies collected for the field trip are **non-refundable**.
11. Students participating in a school sponsored field trip **MUST** ride to and from the destination on the school arranged transportation. The only exception is that Parents may transport **ONLY** their own children to and from field trips.

### **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. James School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. Students must receive these sacraments in their own parish and attend all required meetings at the parish in which the child registered.

### **Lunch Program**

Saint James School offers a hot lunch program daily. Meals are prepared through the services of outside vendors. Families will be provided with a calendar menu and place a monthly order. Teachers will have a master list of all the student lunches for the month and hand out a lunch claim ticket to those who appear on the list for the day. A small snack, such as Cherrios, will be provided to those students who forget to bring a lunch.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches from carry-out restaurants.**

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times

## **Uniforms and Dress Code**

***The Complete and official uniform policy is appended to the handbook. Please refer to the policy for specifics.***

### ***General Uniform Guidelines***

Dress shoes (navy, black, or brown) are required at all times except for P.E. classes (oxford style, saddle shoes, loafers, top-siders are acceptable). **No sandals, no open-back shoes, or any type shoe which resembles a tennis shoe, no boots or hi-top shoes, and no shoes with a heel over 3/4 inches (inside heel measurement) are permitted.** Girls' shoes may not be a moccasin style shoe.

**All students** – hair should be neat with bangs above the eyebrows. Boy's hair should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, etc. must be in the hair, **not worn on wrists.** **Hair coloring and bleaching is not permitted.** No beads or feathers should be worn in the hair.

Grades K-6: No cosmetics, lip gloss, colored chap stick, nail polish, or artificial nails may be worn. No tattoos of any kind. No Hologram contact lenses.

Grades 7&8: No cosmetics, lip gloss, colored chap stick, or artificial nails may be worn. No tattoos of any kind. No Hologram contact lenses. Pale or translucent nail polish is permitted only for the Junior High level girls.

No body piercing except pierced ears. Girls in grades K-6 may wear one pair of earrings not larger than a dime and without hoops. Girls in grades 7&8 are permitted two pairs of earrings not larger than a dime and without hoops. Boys may not wear earrings of any type. **Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain.

Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year.

During the months of January, February, and March girls may wear plain navy blue sweatpants under their uniform during arrival, recess, and dismissal. However, pajama style pants **may not** be worn at any time.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirt tails should be tucked in while a student is on campus. Belts must be worn at all times when a shirt is tucked in to pants or shorts with belt loops. Belts may be navy, brown, or black.

**Brownie/Scout Uniforms** – Students may wear the scout uniforms on meeting days.

**Students, who repeatedly violate the uniform policy, will be denied participation in the next out-of-uniform day or will serve a detention.**

### ***Out-of-Uniform Guidelines (Dress Down Day)***

#### **Students may wear:**

- \*jeans
- \*tennis shoes
- \*short socks
- \*shorts no shorter than three inches above knee
- \*skirts no shorter than three inches above knee
- \*skorts
- \*sweatshirts (official school or team only)
- \*jogging suits
- \*jewelry
- \*dresses
- \*slacks

#### **Students may not wear:**

- \*flip-flop sandals
- \*no open back shoes
- \*tank tops
- \*T-shirts with inappropriate writing
- \*tennis shoes that convert to roller skates
- \*biker shorts
- \*pajama pants
- \*make-up
- \*hats
- \*short shorts or tight shorts

### **Remember, if you have to wonder – don't wear it!**

Please check your children's attire before school, especially on dress down days. We will not tolerate girls wearing shorts that we consider too short or tight, a determination or judgment call to be made by a teacher or administrator. Students attire deemed inappropriate will be made to obtain Repeat offenders will be dealt with in accordance to the uniform policy.

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL**

### ***Gifts***

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

## ***Parties***

Students are permitted class parties during the year at the discretion of the homeroom teacher. Some suggestions for celebrations are: Christmas, Valentine's Day, and Cinco de Mayo. Room parents may assist the classroom teacher with these parties. We request that birthday treats be already prepared into individual servings.

## ***Birthday Observances***

Birthday treats may be brought to school for students in all grades. Students are only permitted to share birthday treats with their immediate classmates & respective grade-mates and teachers. We do not allow the distribution of treats to faculty and staff building-wide.

## ***The Essential 15***

St. James School teachers and staff strive to create a school community that is committed to a Christian and respectful environment. Appended to the handbook are 15 practices that we discuss with students and implement throughout the school year in order to create an atmosphere of learning where children can grow into not only successful students, but also individuals that respect themselves, every human being, and their environment. These are social graces that will endure a lifetime.

## ***Conduct***

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal

relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, pagers, laser lights, palm pilots, CDs, iPods or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time. Excessive amounts of key chains and toys may not be attached to student backpacks.

Cell phones may be brought for after school use only. Cell phones may not be used during the school day and may not be kept on a student's person. Cell phones must be stored and powered off and stored inside the student's locker at all times during the school day. Cell phone video is prohibited **AT ALL TIMES** in school. Cell phones will be confiscated from students if found in use during the day.

Electronic book reading devices (i.e., Kindle, Nook or Sony E-book) are in school as needed and *AT THE DISCRETION OF THE TEACHER*. If you permit your student to bring his/her book device into school, the student is responsible. We strongly urge that all electronic reading devices be kept safely locked-up in their locker or back pack and visibly labeled for identification.

All electronic devices brought to school are the responsibility of the owner. The school takes no responsibility for lost cell phones, e-books and other such devices.

The school Administration, in accordance with diocesan rules and state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### ***Off-Campus Conduct***

The administration of St. James School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

### ***Cheating***

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

### ***Detention***

Detention may be issued for unchristian behavior or a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the school teacher who issues the detention. Detention takes precedence over appointments, practices, lessons, ballgames, etc. Junior High (7 and 8) will also include an evening component to the detention system and special in- school detentions will require “school service,” monitored by a teacher.

Grades 1-6 – “Monday After-School Detentions” will be issued for unchristian behavior, inappropriate verbal language, inappropriate written language, and inappropriate behavior. This form of detention, given by a faculty, staff or administration member is non-negotiable. Parents will be notified with a written form and students will serve the detention on the very next Monday, from 2:10 – 3:00 p.m. A faculty member will monitor the detention. Students in grades 1 – 6 will be expected to complete an age appropriate activity and bring a book to read when the assignment is completed.

Attendance at all extra-curricular activities, including clubs, intramurals, scouting, liturgical dance, choirs, sports teams, and art classes, will be affected by student detentions. No student will be able to participate in the above activities until the detention is served.

Grades 7-8 – A separate policy, explaining the Infraction Point System, with an evening detention component will be handed out at a special “Expectations and Discipline Meeting” scheduled for the students at the beginning of the school year.

### ***Suspension***

Students who are given an in-school suspension will be required to report to school office each day and work will be sent down by the classroom teacher. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### ***Team Suspension***

A suspension is given for a progress report/report card grade below a C- in any subject listed on the report. The **student** must check with the teacher after a two week period to see if his/her grade average has improved. If the grade has improved, a form will be signed by the teacher and the student will present it to the coach. If the grade has not improved, another two week period will be observed.

### ***Expulsion***

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. James School. Students who have been expelled will not be allowed to return to the school. The Diocesan School Office will be aware of the expulsion.

Homeroom teachers will be advised in writing by the principal if a child is to be suspended or expelled.

### ***Returning to School After Dismissal***

Students are not permitted to return to the school building after the 2:10 PM dismissal unless accompanied by a teacher. Students, who choose to return to school after 2:10 PM without a teacher, face detention, suspension, or expulsion.

### ***School Safety/Harassment or Bullying***

*The full policy from official Diocese of Bridgeport Policy Manual related to bullying is appended to this handbook.*

St. James School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, Facebook, Xanga®, Friendster®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Cyber-bullying will not be tolerated. Any incident will result in suspension.

### ***Drugs and Alcohol***

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### ***Title IX***

St. James School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### ***Child Abuse Laws***

St. James School abides by the Child Abuse laws of the State of Connecticut. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### ***Volunteers***

All individuals who volunteer in the school must complete Virtus Training and will be asked to complete the Diocesan mandated background check. The school will keep a copy of the Virtus card on file for each person.

### ***Home-School Communication***

In order to insure that all communication from school reaches home in a timely manner, St. James School Official Envelopes for lunch ticket sales and certificate sales are sent home at the beginning of the year for parent use. Your child is responsible for emptying the contents of his/her backpack and handing in the envelope during the collection of morning mail. When the envelope is returned to the homeroom, it should be placed in his/her backpack. Official school-wide communications are usually sent with the youngest or only child.

In addition, e-mail notices are generated to keep parents informed of ongoing events. Every family must provide the office with at least one e-mail address. Please check your e-mail daily.

### ***School Property***

The parent or guardian of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks used by the student must have a proper book cover. No writing in any textbook is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### ***Lockers***

Each student in grades 4 – 8 is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated on the outside. Inside decorations may not be glued on, and the student may not write on the inside walls.

### ***Transfer of Students***

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

### ***Office Records***

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### ***Telephone***

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's room is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

### ***Service Projects***

The stewardship program for students in Kindergarten through Grade 8 is overseen by our Liturgical Coordinator. The purpose of this program is to provide students with the opportunity to make a difference in our church and surrounding communities through various service and support programs. Each student has an opportunity to participate in pre-planned service projects throughout the year. **Grades K through 8** will be organizing events directed towards helping other children and the sick and elderly of our community. Other projects are centered around collecting items for the hungry and homeless and serving meals to the same. Jr. High students must complete service hours: seventh graders = 7 hours, and eighth graders = 15 hours. One main service project is the "Relay for Life" that supports funding for cancer research.

### ***Emergency Drills***

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, away from the building;
5. Return to building when signal is given.

### ***Crisis Plan***

St. James School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be locked down or evacuated and students will be moved to one of three secure designated locations.

## ***Weather Emergencies***

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television and radio stations. Please refer to Inclement Weather policy appended.

## ***Lost and Found***

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found area in the Cafeteria. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

## ***Medication***

**All medications require a completed medication authorization form signed by the doctor and parent/guardian.**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Nurse with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

## ***Asthma Policy***

St. James School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma. This school encourages children with asthma to achieve their potential in all aspects of school life

by having a clear policy that is understood by school staff, their employers (the local education authority) and pupils.

### ***Asthma Medication***

**All medications require a completed medication authorization form signed by the doctor and parent/guardian.**

Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the pharmacy.

### ***Record Keeping***

All completed medication authorizations form, signed by the doctor and parent/guardian, are maintained in the medication book kept in the nurse's office.

### ***The School Environment***

The school does all that it can to ensure the school environment is favorable to children with asthma. Children are encouraged to leave the room and go and sit in the nurse's office if particular fumes trigger their asthma.

### ***Food Allergy Policy***

St. James School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. James School will maintain a procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

### ***Training***

In order to minimize the incidence of life threatening allergic reactions, St. James School will provide training and education for all St. James School staff. In

conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to teachers and will include (but not be limited to):  
A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.

The signs and symptoms of anaphylaxis.

The correct use of an epinephrine auto-injector (EpiPen).

Specific steps to follow in the event of an emergency.

Activating Emergency Medical Response - Dial 911.

Location of emergency EpiPen.

Policy and procedure will be reviewed at the beginning of every school year.

## ***Procedures for Life Threatening Allergy Issues***

### ***Notifications***

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

### ***Classrooms***

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classroom will have easy communication with the school nurse by such means as functioning telephone.

All teachers, aides and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

In the cafeteria, a “nut-free” table will be established and maintained as an option for students with peanut allergies.

### ***School Field Trips***

Protocols for field trips will include timely notification to the nurse.

Medications including an EpiPen must be sent on trips with the teacher.

### ***Right to Amend***

St. James School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via a bulletin.

## PHONE LIST

### **Dr. Margaret Dames**

#### **Superintendent of Schools**

Diocese of Bridgeport – School Office  
The Catholic Center/238 Jewett Avenue  
Bridgeport, CT 06606

Phone: **372-4301 x380 or 384**

Fax: 372-1961

E-mail: [mdames@diobpt.org](mailto:mdames@diobpt.org)

Website (parishes): <http://www.bridgeportdiocese.com/parishlist.shtml>

**Website: (schools) <http://www.bridgeportdioceseschools.org/>**

**Virtus Contact Person: Erin Neil, 372-430 x563  
or Louise Spagnuolo, 373-4301 x251**

### **St. James School**

1 Monument Place  
Stratford, CT 06615-6345

Phone: 375-5994

Business Office: **380-1990**

After School: **375-1367**

Fax: 380-0749

E-mail: [jgieryng.sjschool@gmail.com](mailto:jgieryng.sjschool@gmail.com)

Website=[www.stjamesstratford.org](http://www.stjamesstratford.org)

**STUDENT BUS SERVICE: 378-0147**

**BINGO: 381-9820**

### **St. Mark School**

500 Wigwam Lane  
Stratford, CT 06614

Phone: **375-4291**

Business Office: **380-1990**

Fax: 375-4833

**Web: [www.stmarkschool.org](http://www.stmarkschool.org)**

### **Reverend Thomas Lynch**

#### **St James Parish**

2110 Main Street  
Stratford, CT 06615

Phone: **375-5887**

Fax: 378-1562

Website: [www.stjamesstratford.com](http://www.stjamesstratford.com)

### **Rev. Monsignor William Schultz**

#### **Our Lady of Grace Parish**

497 Second Hill Lane  
Stratford, CT 06614

Phone: **377-0928** Fax: 377-5235

E-mail: [olgparish@aol.com](mailto:olgparish@aol.com)

**Website: <http://www.olgstratford.com>**

### **Andrew Marus**

#### **Holy Name of Jesus Parish**

1950 Barnum Avenue  
Stratford, CT 06614

Phone: **375-5815** Fax: 375-5954

E-mail: [HNJesusStrfd@aol.com](mailto:HNJesusStrfd@aol.com)

### **Reverend Richard Murphy**

#### **Our Lady of Peace Parish**

230 Park Boulevard  
Stratford, CT 06615

Phone: **377-4863** Fax: 378-5253

Website: <http://www.ourladyofpeacestratfordct.4lpi.com>

### **Reverend Donald Guglielmi**

St. Mark Parish  
500 Wigwam Lane  
Stratford, CT **06614**

Phone: **377-0444**

Fax: 386-8071

website: [www.stmarkstratford.org](http://www.stmarkstratford.org)

website: [www.stratford.k12.ct.us](http://www.stratford.k12.ct.us)

### **Town of Stratford Central Office**

Board of Education  
1000 East Broadway  
Stratford, CT **06615**

Phone: **385-4209**

Pupil Services: **385-4225**



# Field Trip Consent Form

**Please complete in full:**

I/We, the parent(s)/guardian(s) of \_\_\_\_\_  
*(student's name-print)*

request that the St. James School allow my/our son/daughter to participate on this school sponsored trip/activity described below:

We are going to: \_\_\_\_\_

The date and time of the trip is: \_\_\_\_\_

The educational purpose is: \_\_\_\_\_

The cost per student is (please include payment with form – checks payable to St. James): \_\_\_\_\_

Additional related information: \_\_\_\_\_

We hereby release and save harmless the Diocese of Bridgeport, St. James School, and any and all of its employees from any liability for any and all harm arising to my/our son/daughter as a result of this trip.

I/We understand that the trip will be supervised by members of the faculty. All school transportation will be on properly insured vehicles. No parent, guardian or other person may remove a child from a class trip. *All students who leave St. James on the bus must return to school on the bus.*

Parent/Legal Guardian: \_\_\_\_\_  
(signature) (date)

Parent/Legal Guardian: \_\_\_\_\_  
(signature) (date)

**CHAPERONE REQUIREMENTS – Must be completed by any & all adult chaperones:**

Chaperone Name: \_\_\_\_\_ Date: \_\_\_\_\_

I am eligible to chaperone a school trip as indicated below:

\_\_\_\_\_ I have submitted a background consent form to St. James School.  
*your initials*

\_\_\_\_\_ I have attended “Protecting God’s Children” and submitted a copy of my Virtus Card to St. James.  
*your initials*

(REV. 7-06)

**ST. JAMES SCHOOL DRESS CODE & UNIFORM POLICY (revised as of Aug. 2011)**

Summer Uniform may be worn from opening day through October 31<sup>st</sup>.

Winter uniform is worn from November 1<sup>st</sup> through April 30<sup>th</sup>

Summer Uniform resumes again from May 1<sup>st</sup> through the end of school.

**Preschool** - No uniform required; play clothes are fine. Keep in mind that children actively play on floor & outdoors.

**Kindergarten** – May wear play clothes every day *except* gym day. On gym day, the official school gym uniform is required.

<b>BOYS</b>	<b>GIRLS</b>
<p><b><u>WINTER UNIFORM</u></b>  <b><u>BOYS GRADES 1-5</u></b>                      Navy blue pants - official uniform pant only (no Dockers, etc.)                      Blackwatch plaid tie (grades 1-4)                      Navy blue tie or blackwatch plaid tie (grades 5&amp;6)</p> <p><b><u>BOYS GRADES 7&amp;8</u></b>                      Navy blue pants or khaki pants- official uniform pant only (no Dockers and no Cargo-style pants)                      Any tie of choice (no offensive or inappropriate images/slogans)</p> <p><b><u>ALL GRADES - BOYS</u></b>                      Belt                      Socks – navy or white.  <u>Plain white button-down collared shirt</u>                      Shirt tails worn so that waistband is visible - tucked in at all times.                      No earrings at all - not for dress down or any other occasion.                      If you have any doubts about a shoe, please bring a photo to the office for approval before purchase - See note below under “Additional Considerations” regarding appropriate sweater/sweatshirt attire during school.</p> <p><b><u>SUMMER UNIFORM : BOYS</u></b>  <i>Grades 7&amp;8:</i> The only adjustment for Junior High boys is in the shirt, which can be any pastel colored polo and no tie. All other policies apply  <i>Grades 1-6 ONLY:</i> Navy blue shorts (official uniform short only) may be worn instead of pants. <b>SHIRT:</b> Plain white short polo/golf shirt – No crest or logo. No tie. All other policies apply.</p>	<p><b><u>GIRLS GRADES 7&amp;8</u></b>                      Navy blue jumper – must be purchased from the official uniform store.                      White or pastel colored (light blue, pale yellow or pink) polo/golf-style shirt, short or long-sleeved – No crest or logo.                      In Junior High girls may wear clear or pale shaded nail polish and two earrings per ear -- either a stud or a hoop no bigger than a dime.                      Junior High girls may wear multi-color or designed knee socks, however, students who chose to wear tights – they must be the traditional white or navy blue.                      Shoes – see note below</p> <p><b><u>GIRLS GRADES 1-6</u></b>                      Black watch plaid skort or jumper                      Plain white short or long-sleeved polo/golf shirt – No crest or logo.                      Navy blue pants - official uniform pant only (no Dockers, etc.)                      If your child opts for pants, shirts are to be worn tucked-in at all times so that the waistband is visible and with a belt                      Navy blue, white or dark green knee socks or heavy tights (non opaque)                      Stud-type or simple small hoop earrings. One earring per earlobe.                      No makeup &amp; no nail polish at school, not even on dress down day.                      Shoes – see note below</p> <p><b><u>SUMMER UNIFORM: GIRLS GRADES 1-6</u></b>                      Socks instead of knee socks or tights - short socks or anklets in white or navy blue.                      Navy blue shorts – official uniform short only</p> <p><b><u>ALL GIRLS</u></b>                      Hem is to be <b>no higher</b> than 1” above the knee.                      No moccasins or moccasin-style shoes allowed                      No feathers worn in hair.</p>

**ADDITIONAL CONSIDERATIONS**

**REQUIRED FOR GRADES K-8 :** For the safety of our students, the official gym uniform is worn in grades K-8. Please refer to the guidelines for the gym on page 2.

**SWEATER/SWEATSHIRTS:** The school uniform permits students to wear a solid, plain, navy blue sweater or vest-cardigan, v-neck or pullover. All students may wear the “official” St. James sweatshirt with the logo in the classroom. ONLY students in grade 5-8 may wear their team spirit sweatshirts during class. Hooded sweatshirts are permitted, however, as a courtesy to the office staff; we request that students remove their hood when presenting at door to be buzzed into the building as this is a safety issue. When wearing “hoodies” we cannot identify the person at the door.

**SHOES :** Conservative dress shoes either lace-up or slip-on in navy, black, or brown are required at all times except for P.E. classes (oxford style, saddle shoes, leather Merrill-style moc, loafers, top-siders are acceptable). No sandals, no open-back shoes, work-boot or any other type of boots or hi-top shoes and no shoes with a heel over 3/4 inches (inside heel measurement) are permitted. NO shoes that look like sneakers are permitted. Shoes must have a non-marking sole. If you have any doubts about a shoe, please bring a photo to the office for approval before purchase. For example, some styles of Merrell shoes may pass muster, but many do not.

**GENERAL CONSIDERATIONS:** The school uniform is not to be damaged in any way throughout the year. Students may not write on their uniforms, tear or rip them, or alter them in any way. Students should keep this policy in mind especially at the end of each school year. Uniforms should always be clean, neat and unwrinkled with all buttons attached and hems intact. Shirt tails should be tucked-in while a student is on campus. Belts must be worn at all times with slacks. Belts may be navy brown or black.

**HAIR STYLES/RESTRICTIONS:** Hair should be neat with bangs above the eyebrows. Boy’s hair should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, etc. must be in the hair, not worn on wrists. **HAIR COLORING, TINTING AND BLEACHING IS NEVER PERMITTED – NOT FOR GIRLS OR BOYS.** No beads or feathers should be worn in the hair.

**SCOUTS:** Students may wear choose to wear their scouting uniforms on meeting days.

GENERAL UNIFORM WHAT NOT TO WEAR	DRESS DOWN DAY WHAT NOT TO WEAR	GYM UNIFORM GUIDELINES GRADES K-8
<ul style="list-style-type: none"> <li>No hats worn indoors</li> <li>No tattoos</li> <li>No hologram contact lenses</li> <li>Jewelry limited to one watch, one ring and a simple cross or holy medal on a single slim chain. Watches that “beep” must be shut off during the school day</li> <li>Girls up to Grade 6 – Only 1 stud-type earring in each ear lobe.</li> <li>Junior High Girls -</li> <li>Boys: No earrings or piercings.</li> <li>No body piercing</li> <li>No skirts more than 1” above the knee</li> <li>No dyed hair</li> <li>No pantyhose or opaque tights -- only approved color anklets or tights for girls.</li> <li>No un-tucked shirts.</li> <li>No missing belts.</li> <li>No ripped clothing.</li> <li>No colored/decorative shoe laces.</li> <li>No non-uniform store pants/shorts – note that other brands fade quickly &amp; will have to be replaced sooner.</li> <li>No “pajama” bottom style pants may be worn under jumpers – only navy blue sweat pants are permitted during January – April.</li> <li>No generic sweatshirts – only the permitted types.</li> </ul>	<ul style="list-style-type: none"> <li>No hats worn indoors</li> <li>No inappropriate logos on tee-shirts</li> <li>No flip flops, open backed shoes or unsecured sandals</li> <li>No shoes that convert to roller skates</li> <li>No biker-style shorts</li> <li>No pajama pants</li> <li>Girls: No short shorts – modest lengths only permitted</li> <li>No tank tops or tops that expose the midriff.</li> <li>No ripped clothing</li> </ul>	<ul style="list-style-type: none"> <li>All “official” pieces available through school or uniform stores only</li> <li>Sneakers - must be laced style and be tied at all times.</li> <li>White socks</li> <li>Official gray St. James tee shirt with logo over left-breast</li> <li>Official St. James navy blue sweat shirt with St. James on front</li> <li>Navy blue sweat pants, either plain or official St. James name down the left leg</li> <li>Navy blue uniform shorts – poly blend or mesh permitted, mid-thigh in length with St. James imprinted on left leg. May be worn under sweatpants during the wintertime &amp; alone during the summer-uniform period.</li> </ul>
<p>REMEMBER: If you think that you shouldn’t wear it – don’t. If you are not sure if you should wear something, don’t wear it.</p>	<p><u>NOTES</u></p>	<p><b>GYM UNIFORM WHAT NOT TO WEAR</b></p>
	<ul style="list-style-type: none"> <li>Uniform pants, shorts, skorts, jumpers, must be purchased directly through the official Diocesan uniform stores listed below. (Note: Only Blake’s will carry the girl’s blackwatch plaid jumper.)</li> <li>The official gym uniform may be purchased directly through St. James School or through the official uniform stores listed above.</li> <li>Students who repeatedly violate the uniform policy will be denied participation in the next out-of-uniform day or will serve a detention.</li> <li>This policy is posted on the website and contained in the Parent/Student Handbook -: <a href="http://www.stjamesstratford.org">www.stjamesstratford.org</a></li> </ul>	<ul style="list-style-type: none"> <li>No hooded sweatshirts</li> <li>No short substitutions – MUST be uniform short</li> <li>Girls – no short lengths – gym shorts are to be worn at mid-thigh</li> <li>Boys – no sport or basketball shorts or over-sized baggy shorts.</li> <li>No non-uniform shirts or sweatshirt</li> <li>No unlaced sneakers</li> <li>No open backed sneakers</li> <li>No sneakers that convert to roller skates</li> <li>No colored/decorative shoe laces</li> <li>No short shorts – should be modest length</li> </ul>

**Blake’s Uniform Store** (203) 375-5901  
60 Access Road, Stratford CT 06615

**Dennis/Neil Roberts** (203)795-5457  
500 Boston Post Road, Orange, CT 06477

**PARENTS PLEASE!** When it falls upon the teachers to “police” student uniform conformity, valuable class-time is wasted for all students, therefore, as the primary and first authority to evaluate your children’s attire as they leave for school each day, particularly on dress down days, we ask that you do your best to reinforce these guidelines. Remember, ultimately you will be the one who is inconvenienced if your child is deemed to be wearing an inappropriate item. Those with daughters need to pay particular attention to hem line modesty – especially on summer uniform dress down days with regard to keeping short-lengths modest and appropriate for school.

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL** (see handbook dress code for more).

# Inclement Weather/Dismissal Policy

## **SCHOOL CANCELLATIONS: Follow Stratford Schools**

Please listen to local broadcasts, both TV and Radio, should the weather be questionable when you get up on a school morning. We follow the town of Stratford. If Stratford cancels school, so do we! Please listen carefully as many have confused the town of Stafford with the town of Stratford.

## **SCHOOL DELAYS: Follow Stratford Schools usually 90 minute delays**

Once again, Please listen to local broadcasts, both TV and Radio, should the weather be in question when you get up on a school morning. We follow the town of Stratford. If Stratford has a delay, so do we! If you cannot listen yourself, please have a friend or family member who can and call you. Do not call the school. We get overwhelmed with inquires on a typical snow day.

If we start late, the doors will open at 9:00 a.m. (1 ½ hours later than usual) *and no child may be dropped at school earlier than 9:00 a.m.* Classes begin at 9:30 a.m., including AM Preschool. AM preschool dismisses at 11:00 as usual. Any student arriving after 9:30 must be signed-in tardy. There is no change to dismissal times. Afternoon Preschool follows the usual schedule. There is aftercare and after school when we experience a delay.

**PLANNED EARLY DISMISSAL: 11:25 a.m.** On regularly scheduled half days dismissal time is 11:25 a.m.

## **EMERGENCY EARLY DISMISSAL DUE TO BAD WEATHER: 12:15 pm**

On any day that we begin school and bad weather or some other situation requires the town to call an unexpected early dismissal, we will dismiss at 12:15 p.m. You *must* listen to local radio if there is the possibility that the weather may turn bad or if bad weather is forecast. Bus service is still provided at 12:15 p.m.

## **TUNE IN!**

We recommend you tune into WICC-600 A.M. Other stations that carry postings include: WELI-60 AM, WEBE-108 FM, WEZN-999.9 FM.

**EMERGENCY DISMISSALS:** We will follow the instructions that you provide us on the emergency form if ever such an event occurs. If you have registered your e-mail address with us, we will send out a notification of emergency dismissal via e-mail as well.

## **PRESCHOOL ONLY**

**SCHEDULED EARLY DISMISSAL:** Only the morning preschool class meets for the regularly scheduled hours of 8:00 a.m. – 11:00 a.m. There is no aftercare/after school. All students will go home at 11:00 a.m.

**UNPLANNED/WEATHER-RELATED EARLY DISMISSAL:** Whenever we have any unexpected early dismissal, the morning Preschool students will have class as usual. There will NOT be afternoon preschool. However, if the afternoon preschool was already in session, it will close at 12:15 with the rest of the school. There is no aftercare/after school.

**DELAYED OPENINGS: \*See School Delays Above\***

## **WEATHER CANCELLATION/DELAY DETAIL LINKS:**

St. James Policy: <http://www.stjamesstratford.org>

Town of Stratford Policy: [http://www.stratford.k12.ct.us/cancellation\\_info/index.html](http://www.stratford.k12.ct.us/cancellation_info/index.html)

On-line postings: <http://web.wtnh.com/cgi-bin/school.cgi>

On-line postings: [www.ctweather.com](http://www.ctweather.com)



# The St. James Essential 15

## We Are Family

1. When someone is talking to you, look at them. When you look right at a relative, a teacher or a friend, they can really see that you are listening carefully.
2. When you answer an adult, use words like “yes” or “no.” You never just nod your head at them.
3. Always be polite and respectful when your classmates are sharing ideas. Listen to them the same way you want them to listen to you.
4. Sometimes a classmate may bother you or make you feel badly. First try hard to solve your problem nicely. If that doesn't work, ask your teacher to help you. Your teacher is there to protect you.
5. It's nice to win but don't brag about it. If you lose, be a good loser. Everyone wants to play with someone who does not brag and can be a happy loser.
6. Be kind and hold the door for the person behind you. Always stop and hold the door for an adult.
7. Don't share your germs! When you sneeze or cough, turn your head away from others. Cough into your elbow and then say "excuse me:"
8. It is important to be grateful for anything you receive, so practice the "3 second rule:" Always say "thank you" right away when you are given something. If you don't say "thank you," the item will be taken back.
9. Move quietly in the hallways or around your classroom. Other students and teachers are working hard and you don't want to disturb them
10. Walk in a nice straight line and keep some space between you and your classmates. Always face forward and remember not to talk.
11. Always try to do *your* best because you want to be the best that you can be. Never ask for a reward. If you ask, it will not be given. When your teacher does give a reward, always say “thank you.”
12. Flush the toilet and wash your hands after using the bathroom. The bathroom and your hands should be nice and clean when you finish!
13. Clean up after yourself after snack or lunch. Always check the floor around you and clean up your space. You should do this no matter where you eat. No garbage should be left on the floor in any area of the school.
14. Don't be selfish! When offered food or a treat, just take your fair share. Always leave enough for everyone else.
15. When you bump into someone, say “excuse me.” When someone bumps into you, also say “excuse me” It's a nice way to tell someone you care about them.

**DIOCESE OF BRIDGEPORT, CONNECTICUT  
ACCEPTABLE USE POLICY**

*October 2002*

***Internet Safety and Computer Equipment Use Including Related  
Systems, Software, and Networks***

***By Students and Staff***

The Catholic Church understands that technology has opened the world of Cyberspace where not only adults but also our children live and learn.

The Catholic Church understands that technology is an educational tool the rapidity of whose development sometimes outstrips the concerns for its effects. The Internet offers a dizzying array of undifferentiated facts, knowledge and wisdom. It is a place of instantaneous long distance connections and multiple sources of information from newsgroups, to chat rooms, instant messaging, listservs, audio and video conferencing, etc.

New technologies are often seen as good in themselves without consideration of their far-reaching consequences for individual human beings and for humanity as a whole. We must learn to question not only what we are doing but also why and whether we should be doing it.

While it is true that this technology carries with it the potential for unprecedented good, it also brings the possibility of incredible risks of which the Church is ever conscious. This understanding is especially critical in light of the Church's responsibility to assist its people in the making of good moral decisions.

With these facts in mind, the Church, nevertheless, also understands that it would not be faithful to its mission should it fail to use telecommunications technology to bring others to Christ. Along with other forms of media, today the Church encourages schools to make wise use of the Internet. In a paper promulgated in February 2002, Archbishop John Foley, President of the Pontifical Council for Social Communications, stated that, "the Internet is relevant to many activities and programs of the Church – evangelization ... catechesis and other kinds of education." The Pastoral Instruction *Communio et Progressio* spoke of the urgent duty of Catholic schools to train communicators and recipients of social communications in relevant Christian principles (n.107). In the age of the Internet, with its enormous outreach and impact, the need is more urgent than ever. The world has become a global village through telecommunication, and, as a result, technology has become increasingly more necessary as a means of spreading the message of Christ. Effective catechesis depends on the wise use of the latest communication's technology, and our teachers must continue to develop themselves in the use of technology not only to advance the cause of academic excellence but also to promote and proclaim the Gospel.

Since as Catholic educators and students in Catholic schools, we are called to follow the teachings and example of Jesus Christ, we willingly agree to comply with the provisions of the ***Acceptable Use Policy*** listed below as an expression of our love of God, neighbor and self.

ARF/jl  
10/09/2002

**DIOCESE OF BRIDGEPORT, CONNECTICUT  
ACCEPTABLE USE POLICY**

**October 2002**

- I. Office for Education Responsibilities/Rights
  - 1. To create an *Acceptable Use Policy* for the schools of the Diocese of Bridgeport
  - 2. To publish said policy
  - 3. To review it annually
  - 4. To be free from liability for presence of unacceptable materials
  - 5. To comply with State and Federal Regulations
  - 6. To cooperate with authorities in criminal investigations
  - 7. To be free from liability for financial obligation incurred through unauthorized use of system
  - 8. To amend the policy at any time
  
- II. School Responsibilities/Rights
  - 1. To oversee resources including scheduling
  - 2. To place reasonable restrictions on systems and technology
  - 3. To perform routine system maintenance
  - 4. To search individual Internet activity with reasonable suspicion
  - 5. To own all files on school network
  - 6. To be free from liability for presence of unacceptable materials on the school's system
  - 7. To comply with Diocesan, State, Federal regulations
  - 8. To provide a filtering system in accordance with CIPA, as protection measures
  - 9. To provide opportunities for technological training for staff
  - 10. To cooperate with authorities in investigations of criminal activities
  - 11. To bypass passwords to determine activity
  - 12. To publish student works on its website
  - 13. To deny student/staff access
  
- III. Parents'/Guardians' Responsibilities/Rights
  - 1. To see their child's e-mail file upon request
  - 2. To deny their children Internet access
  - 3. To prevent the use of their children's names and pictures on the Internet by the school
  
- IV. Student Privileges/Expectations/Understandings
  - 1. To use Internet in distance learning
  - 2. To access World Wide Web for educational purposes
  - 3. To have individual e-mail accounts to send and receive e-mail
  - 4. To receive instruction in technology use
  - 5. To have reasonable protection measures
  - 6. E-mail or Internet correspondence is not privileged or confidential
  - 7. To use Internet to consult experts
  - 8. To communicate with other students
  - 9. To locate information to meet educational needs
  - 10. To have staff assistance to find, use, discriminate among, information sources

## V. Prohibitions

1. Modifying documents or files without permission
2. Playing unauthorized games
3. Making purchases
4. Conducting commercial or private business
5. Personal use – unrelated to appropriate educational purposes
6. Political lobbying
7. Installing software for personal use
8. Installing school software at home without school permission
9. Altering, interfering with, dismantling, disengaging Internet
10. Installing educational software without Office for Education permission
11. Installing stand alone (CD/Diskette) without Office for Education approval
12. Illegal activities
13. Accessing knowingly inappropriate material
14. Downloading large files without permission
15. Sending chain letters
16. Spamming
17. Plagiarizing
18. Copyright infringements
19. Profane, obscene language/defamation
20. Accessing and transmitting pornography
21. Accessing information advocating violence or discrimination outside the scope of research under direction of a teacher/supervisor
22. Accessing, modifying, erasing, rename, making usable or unusable another's files or programs
23. Modifying, copying, transferring software provided by school, faculty, another student without permission
24. Aiding or abetting another student in policy violation
25. Introducing or spreading viruses or other harmful programs
26. Divulging passwords

## VI. Individual Responsibilities

1. To comply with security measures
2. To report illegal activities
3. To report improper language or unacceptable activities on the Internet
4. To report damage or tampering with equipment or system
5. To report violations of privacy

## VII. E-Mail Etiquette

1. Be patient
2. Be polite
3. Keep paragraphs short
4. Use "Subject Line"
5. Include signature
6. Capitalize only to highlight important points

ARF/jl

## **8/09: Official Diocesan Policy Attachment**

### **Discipline**

**4016** (Practices/Procedures)

The primary goal of any disciplinary code is self-discipline: enabling the student to internalize Catholic values and principles and to behave in accordance with those values and principles. Each student has the right to learn in a safe, caring, Catholic environment. This right must be respected and safeguarded.

The Diocese of Bridgeport has a published Student Code of Conduct (Practices/Procedures) which outlines specific behavioral expectations and consequences to be used as a guideline for each individual school's own discipline policy. Additionally, the following guidelines apply to all:

1. A teacher should never dismiss a pupil from the classroom for a disciplinary reason without notifying the principal.
2. A student must be accompanied by school personnel when dismissed from class.
3. On the rare occasion when it is necessary to remove a student from the school for part of a school day, the principal will resolve the situation and notify the parents/guardians.
4. Direct supervision of a pupil who is being disciplined is the responsibility of the teacher or principal and is required in all cases. Placement in corridors, closets, or corners is never acceptable.
5. The use of corporal punishment is forbidden.
6. Discipline records shall be maintained. (Practices/Procedures)
7. Bullying of a student by another student is forbidden. (Practices/Procedures)

**ST. JAMES 2011-2012**

***Parent and Student Signature Page***

I have read and reviewed the entire Parent/Student Handbook posted on the St. James website inclusive of the Diocese of Bridgeport Acceptable Use Policy and Bullying policies (both appended). Please write your family name legibly & check the appropriate box below:

**FAMILY (Last) NAME:** \_\_\_\_\_

I/We agree to follow the school policies and procedures as stated within and appended to the current St. James Parent/Student handbook and sign below in acknowledgement.

We do not accept the stated policies as written in or appended to the current St. James Parent/Student Handbook and **will not sign-off below.**

_____ Parent/Guardian Signature	_____ Date
_____ Parent/Guardian Signature	_____ Date
_____ Student Signature	_____ Date
_____ Student Signature	_____ Date
_____ Student Signature	_____ Date
_____ Student Signature	_____ Date

**SIGNED FORM DUE TO MR. GIERYNG, ON THE FIRST DAY OF SCHOOL.**

This contract must be signed annually and kept on file by the school office. We ask parents to discuss these policies with students prior to signing. Parents may sign for their Kindergarteners and Preschoolers. First grade and up should be able to sign for themselves.