



PARENT/STUDENT HANDBOOK

Saint James Academy
2020 - 2021

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PURPOSE OF PARENT/STUDENT HANDBOOK - RIGHT TO AMEND

This handbook is provided to inform families and students of St. James Academy about activities, programs, policies, procedures and conduct expectations. Parents are required to sign a statement indicating their agreement that they and their children will abide by the policies and rules in this handbook. While every attempt has been made to include pertinent information, the handbook may require amendment during the school year. The school and/or the principal retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

1 Philosophy

St. James Academy strives to prepare students to live in the world as responsible citizens and as faithful stewards of creation in an ever-changing environment. In our commitment to excellence and in support of the parents who are recognized as the primary educators of their children, a student-centered, Catholic-based, rigorous curriculum is provided which values cultural and intellectual diversity.

1.1 Mission Statement

SJA fosters the development of the whole child in a Catholic educational environment that prepares students to lead faith-filled, productive and successful lives.

1.2 St. James Academy Schoolwide Learning Expectations

A St. James Academy student is:

A faithful Catholic/Christian who:

- ◆ Demonstrates knowledge of the basic tenets of the Catholic faith
 - Lives and learns his/her Catholic faith
- ◆ Develops and enriches his/her relationship with God through prayer
 - Prays daily
- ◆ Practices and shares his/her faith in all aspects of daily life
 - Behaves according to Jesus' example
- ◆ Participates in the liturgical and sacramental life of the Church
 - Celebrates Mass & Sacraments

A lifelong learner who:

- ◆ Strives to master the curricular academics as defined by the Diocesan and State Standards
 - Works hard and perseveres in school
- ◆ Employs critical thinking skills in problem solving
 - Solves problems

- ◆ Integrates tools of technology to access, apply, and communicate knowledge
 - Uses technology

A responsible individual who:

- ◆ Strives to achieve personal and community goals
 - Does his/her best
- ◆ Respects creation, authority, self, others and property
 - Acts respectfully
- ◆ Makes decisions considering the effect on self or others
 - Demonstrates kindness and consideration

An effective communicator who:

- ◆ Articulates ideas creatively and clearly
 - Speaks thoughtfully
- ◆ Expresses thoughts cohesively by using proper writing techniques
 - Writes clearly
- ◆ Appropriately delivers opinions and information in all mediums
 - Shares ideas kindly
- ◆ Listens actively and respectfully
 - Listens respectfully
- ◆ Evaluates information objectively
 - Thinks deeply

A globally-aware citizen who:

- ◆ Demonstrates awareness of current events and social justice issues
 - Participates in our world community
- ◆ Respects cultural differences
 - Respects differences
- ◆ Works to conserve and preserve our earth's natural resources
 - Cares for God's creation
- ◆ Participates in service programs
 - Serves others in the community

2 Catholic Education in the Diocese of San Diego

The Diocese of San Diego affirms the rights and responsibilities of parents as the primary educators of their children and recognizes the Catholic school as an effective means of assisting parents in their educational task. Central to the character of elementary and secondary schools in the Diocese is their commitment to teach Catholic doctrine, build a community of faith, and serve one another.

”The Catholic school has had a clear identity, not only as a presence of the Church in society, but also as a genuine and proper instrument of the Church. The Catholic school finds its true justification in the mission of the Church; it is based on an educational philosophy in which faith, culture, and life are brought into harmony.” (Religious Dimension of Education in a Catholic School, 1988)

Parents, in mutual respect and shared commitment, realize their role in the education of their children and recognize, affirm, and support the mission of Catholic schools by entrusting their children to the elementary and secondary schools in the Diocese of San Diego. (Handbook for Catholic Schools)

2.1 History of St. James Academy

St. James Academy, founded in 1952 in Del Mar, was opened in a renovated public school building by three Sisters of Saint Joseph of Carondelet. As the school population grew, a wing was added to the building in 1955. In 1972, the Academy relocated to its present site and became the first Catholic open-space school in the southwest.

In 1986, a Kindergarten class was opened in a portion of the former rectory. As part of the long-range building plans of the parish, other property improvements were made in 1993 and the Kindergarten was relocated to a portable unit. The remodeling and expansion of the building was completed in February, 2000.

The school’s mission is to serve the St. James Catholic Community and the greater Church by providing a Catholic education to students in grades Preschool through eight. The current staff, which consists of sixteen full and nine part-time classroom and auxiliary teachers, nine full and part-time support staff, and administrator, is dedicated “to further Catholic values and traditions in a strong academic environment, supported by a vibrant faith community.” The school’s success is further enhanced by the assistance of involved parents and a supportive pastor who clearly views the school as an integral part of the overall educational mission of the parish.

Today, in addition to St. James Academy, the Education Center is utilized by many parish groups to provide faith formation to children and adults. The School of Religion provides religious education to over 250 parish children and adults on the weekends through both English and Spanish classes. Various groups in the parish and the community at large meet in the classrooms of the Education Center throughout the week.

3 Faculty and Staff

3.1 Administration

Pastor - Fr. Gerard Lecomte CJM

Business Manager - Dcn. Peter Hodsdon

Principal - Mrs. Christine Lang - clang@saintjamesacademy.com

Vice Principal - Mrs. Heidi Drake - hdrake@saintjamesacademy.com

Director of Admissions and Development - Mrs. Susan Hanna - shanna@saintjamesacademy.com

Office Manager/Bookkeeper - Mrs. Aminy Johnson - ajohnson@saintjamesacademy.com

Administrative Assistant - Mrs. Linda Giorgi - lgiorgi@saintjamesacademy.com

3.2 Faculty

Preschool Director- Mrs. Christine Leo - cleo@saintjamesacademy.com

Preschool Teachers - Mrs. Cindy Velasco, Mrs. Amy Meza, Miss Emily Pepper

K - Mrs. Nicole Girod - ngirod@saintjamesacademy.com

1 - Ms. Natalie Lozano - nlozano@saintjamesacademy.com

2 - Ms. Kate Aeono - kaeono@saintjamesacademy.com

3 - Mrs. Courtney Niemeyer - cniemeyer@saintjamesacademy.com

4 - Mrs. Cindy Skraby - cskraby@saintjamesacademy.com

5 - Mrs. Sally O'Neill - soneill@saintjamesacademy.com

6 - Homeroom/6-8 ELA/Reading & Literature- Ms. Sarah Coglianese - scoglianese@saintjamesacademy.com

7 Homeroom/6-8 Social Studies - Mrs. LeeAnn Mott - lmott@saintjamesacademy.com

6-8 Science/ 8 Religion - Mrs. Teresa Wilson - twilson@saintjamesacademy.com

8 Homeroom/6-8 Algebra/Math/8 Religion - Ms. Lauren Mottles - lmottles@saintjamesacademy.com

Library/ Curriculum Support - Mrs. Jamie Schlehuber - jschlehuber@saintjamesacademy.com

Resource/Learning Lab - Mrs. Heidi Drake - hdrake@saintjamesacademy.com

Resource/Learning Lab - Mrs. Cherine Tavassoli - resource@saintjamesacademy.com

Computers/Tech Support - Mrs. Amber Wilcox - awilcox@saintjamesacademy.com

Preschool-8 Spanish - Mrs. Patty Mendoza - pmendoza@saintjamesacademy.com

Athletic Director/Physical Education (Preschool, Grades 3-8) - Ms. Eisha Bohman - ebohman@saintjamesacademy.com

Physical Education (Grades K-2) - Mrs. Kelly Ramsay - kramsay@saintjamesacademy.com

Performing Arts/Sustainability Director - Mrs. Anne Marie Oldham - amoldham@saintjamesacademy.com

3.3 Staff

Aide/Morning Daycare -

Aide - Mrs. Sarah Phillips - sphillips@saintjamesacademy.com

Aide/Morning Daycare -

P.M. Day Care Coordinator - Mrs. Kelly Ramsay - kramsay@saintjamesacademy.com

P.M. Day Care -

4 Parent Involvement

4.1 Parental Role

Parents are the primary and principal educators of their children. It is the role of the school to support and complement this parental function.

The school's primary expectation of the parents is two-fold: to support the SJA philosophy and mission while consistently supporting the religious formation that the school seeks to develop in the children. Parents can do this by:

- Talking to their children about God and their own faith
- Praying together
- Celebrating Mass on Sundays and special days
- Being informed about the religious concepts the children are learning
- Supporting sacramental preparation in the classrooms
- Participating in the sacraments as appropriate
- Continually develop and model faith-filled lives

The school has additional practical expectations of the parents. Tuition fees cover only the basic cost of education at St. James Academy. In order to provide a comprehensive program with enrichment opportunities and ongoing improvement, considerable additional funds are needed. It is strongly encouraged that families support the St. James Academy Annual Fund and attend the annual Bocce Tournament and Gala to bridge the gap between the reasonable tuition of SJA and the actual cost of educating each student. Proceeds from these activities help provide capital improvements and program enhancements. All efforts and support of parents are very much needed and appreciated.

4.2 Parent Volunteers

SJA encourages parents to participate in our school community. Thirty service hours are part of each family's tuition commitment. (See Tuition Policy) **COVID-19 restrictions impact our Parent Volunteers this year.** We will suspend many of our volunteer programs during the initial reopening of the campus to limit the number of people on our campus. However, if you are a volunteer on campus, it is required that a mask be worn and that social distance is maintained. Lunch servers will be required to wear gloves. Dropping off forgotten items is strongly discouraged. Lunches may be dropped off in a designated area outside of the front office. Please make sure to label lunches with student name.

If volunteering to work directly with students or to drive students you must:

Complete [CMGconnect Safe Environment Training](#). A certificate of completion must be on file with the front office prior to regularly volunteering on campus. Safe Environment training is valid for five (5) years.

Complete a background check through CMG Connect (or have a valid Live Scan certificate prior to July 2017) on file with the Diocese of San Diego. The background check is valid indefinitely unless we are notified by CMG. The background check is valid unless CMG notifies us otherwise.

There are many ways to help at school both in and outside of the classroom. Classroom teachers will provide parents with more information on specific volunteer opportunities.

COVID-19 precautions will prohibit field trips this year.

4.3 Visitors

We welcome visitors to the Academy. **All persons entering the school must enter through the school office to obtain proper authorization and sign in.** In order to maintain an academic environment, parents are not to interrupt classes. Parents who wish to observe classroom procedures must obtain permission from the principal. Parents should make an appointment to confer with teachers after school or at other scheduled times so as not to interrupt class instruction and/or supervision of students.

The school office is a work area. Please be conscientious of office staff and conduct personal conversations in non-work areas, outside of the office.

COVID-19 precautions will prohibit visitors from entering the school except in the event of an emergency.

4.4 Advisory Board

The SJA Advisory Board, composed of Pastor, administration, teacher, parishioners plus alumni and current parents, offers consultation and recommendation in the formation and implementation of policy in the following areas: curriculum, development, facilities, financing, fund raising, marketing, programs, and publicity. The board also assists in the implementation of the Academy's long-range plan. Members of the Advisory Board can be found on the St. James Academy website.

If there is a particular issue or concern you would like addressed at the Advisory Board meeting, contact Shawn Leo (sleolaw@gmail.com) by email or by leaving a note at the school office.

4.5 Parent Council

The Parent Council seeks to involve parents in a supportive role in various aspects of the school. The main objective of the Parent Council is to facilitate fundraising efforts. The Parent Council provides a forum enabling parents to give their input and time/participation in fundraising, volunteering to assist the school, organizing public relations, assisting with co-curricular activities and providing opportunities for parent education. Grade Representatives act as liaison between the parents/teachers

and the Parent Council. All parents are encouraged to attend and participate in the monthly council meetings. Ideas or suggestions are welcome at any time and may be submitted to the principal or Charlie Tanner, Parent Council President, who will contact the principal. Charlie may be reached at charleswtanner@gmail.com. For those parents unable to attend, the meeting minutes will be emailed and posted on the SJA website under *Parent Council*.

COVID-19 precautions will prohibit on-campus PC meetings until further notice. The PC will meet via Zoom until further notice.

4.6 Non–Custodial Parent

The school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

4.7 Access to Student Records

Access to records may include not only an oral description by the authorized school official, but also permission to read or take away a copy of the original record. Only the principal, as custodian of the record, authorizes the release of personal information about pupils. (Education Code 49069-from San Diego Diocesan Handbook for Catholic Schools)

If a parent wishes to view the official records of his/her child, the parent may send a note to the principal with this request. Within 24 hours the principal, or his/her designee, will contact the parent to set up a mutually convenient time for the parent to view the child's record in the school office.

5 Parent - School Communication

Two-way communication between families, administration, faculty and staff is vital in providing a superior Catholic education.

5.1 Friday Communication

The St. James Academy administration will email a digital newsletter every Friday. In addition, on the first Friday of the month, hardcopy notices of important school news/opportunities will be sent home in the Friday Envelope with your eldest child. Please return the envelope to school on Monday, making sure to record all service hours on the envelope.

5.2 Teacher Communication

Each teacher has a system for communicating specific class information. This is typically done using a weekly folder, the teacher's website, email, newsletter or a combination of these methods.

Additionally, teachers will communicate individual student progress via:

- Trimester report cards

- Conferences scheduled in November
- Progress Reports regarding student academic or behavioral progress
- Gradelink (4th - 8th grade)

5.3 Communicating with Your Child's Teachers

Please contact your child's teacher directly with questions or to set up a conference. Teachers may be contacted via their email address (found on page 2 and 3) or on the teacher's website. The teacher will make every effort to contact the parent within 24 hours from initial contact.

Parents at St. James are encouraged to share with their child's teacher any information that may affect the student's academic performance or emotional well-being.

5.4 Procedure for Problem Resolution (Principle of Subsidiary)

If a problem arises, the child should first contact the teacher. If the problem is not resolved, the parent should request a parent/teacher conference. The purpose of the "Principle of Subsidiary" is to secure, at the lowest possible level, equitable solutions to problems that may arise affecting the welfare of students, teachers or parents.

If an agreeable solution cannot be reached at this level, a conference may be arranged including the principal or pastor. These procedures will be kept as informal and confidential as possible in order to facilitate reconciliation, communication, and the strengthening of the school community. If the problem still remains unresolved, the principal and/or pastor may make a resolution she/he deems appropriate.

5.5 Parent-Teacher Conferences

Conferences are conducted in November to discuss each student's academic progress, behavior, attitudes, and interests. Students in fourth through eighth grades are expected to attend the conference with their parent(s). Before school, after school and evening conference times will be provided.

5.6 School Family Directory

The Family Directory is published each year to help families communicate with each other and the school. All families are listed in the directory with names, emails, cell and home telephone numbers (unless requested otherwise). Directory information is to be used for school-related activities only. The Directory is available via email in PDF form.

If you DO NOT want your family information included in the directory, please complete this [Opt Out of Directory form](#), also available online at the SJA website under [Resources/Important Forms & Links](#).

5.7 Back-to-School Night

At the start of each school year, the school hosts its annual Back-to-School Night, which all parents, preschool through eighth grade, are expected to attend. It is an opportunity for parents to meet the entire faculty, become familiar with the school's goals for the year, find ways to become involved, and

make new acquaintances.

Individual class orientations are also held this evening for teachers to explain basic curriculum and behavioral policies, events or activities taking place during the year, goals and classroom procedures.

[COVID-19 precautions require Back-to-School Night take place remotely. Individual class orientations will take place via Zoom.](#)

5.8 Telephone Privileges

Office phones are for official school use only. Office phones are not for student use unless deemed necessary by school personnel and a pass is given to the student to use the phone in the front office. Telephone calls to request forgotten items, arrange after school social activities, etc. will not be allowed. All students not picked up within fifteen minutes of dismissal will be sent to Daycare. Please make sure that your child is aware of this procedure. If they are aware of this procedure, they will easily adapt to this situation when it occurs. This should negate the parent having to call the office to forward a message to the student.

Students may not use cell phones or any smart device on campus for any reason, including making or receiving calls, texting and taking photos, recordings or videos. Junior high students' phones will be collected in the morning, kept in a safe location and will be redistributed at the end of the day. For students in grades kindergarten through six, the possession of a cell phone on campus is allowed only if it remains in the student's backpack and is turned off during school hours. If this policy is not adhered to, the cell phone will be confiscated and will be released only to a parent.

During before school or after school care, cell phone/smart device use is only permitted with supervisor's permission to contact parents.

6 Admission Procedures

6.1 Nondiscrimination Policy

The Catholic Schools in the Diocese of San Diego, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of San Diego do not discriminate on the basis of race, color, and national and/or ethnic origin, age, sex, or disability in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs. (California Catholic Conference, March 1994; revised January 1997)

6.2 Admission Policy for New Students

Since the schools of the Diocese are established and maintained by the Diocesan community as religious schools, preference in admission shall be given to practicing members of the Catholic community.

No person shall be admitted as a student in any Catholic school unless that person and his/her parents subscribe to the school's philosophy/mission and agree to abide by the educational policies and regulations of the School and Diocese.

A student is admitted to the Academy with the understanding that he/she has a reasonable, well-founded hope of successfully completing the school's program. **All new students are accepted on a probationary status until it is determined that placement is beneficial for the new student, school, class and other students.**

Applications for new students are available on our school website under the Admissions tab or through the front office.

Students must be five years old by September 1st in the year for which they are applying to begin Kindergarten; be six years old by September 1st in the year for which they are applying to begin first grade; and students applying for second grade must be seven years old by September 1st in the year for which they are applying to begin second grade.

6.3 Order of Priority for Admitting Students

- Families who have students already enrolled in and who are involved and actively support St. James Academy
- Members of the St. James Parish who support the church by signing up for the [automatic debit program](#) through this parish for a minimum of \$500/year
- Catholic school transfers
- Catholic families in other parishes
- Other interested students who, by their behavior and attitude, demonstrate an acceptance of the St. James Academy philosophy and mission

6.4 Application Process for New Student

- Establish contact with the SJA Director of Admissions
- Tour the SJA Campus
- Procure an application form from the school office or the school website
- Complete application form
- Present a birth and/or baptismal certificate
- Complete student screening and/or shadow day (a \$40.00 screening fee is required for kindergarten students only)
- Provide a copy of the most recent report card/progress report and any assessment/IEP paperwork prior to acceptance
- Interview with the Principal
- Register and submit fees and tuition agreement forms

6.5 New Student Screening Procedures

Students who wish to attend St. James Academy need to spend time in the class in which they will be enrolled. Prior to shadowing, students must have a complete application on file with the front office.

They will be assessed by the teacher(s) who will indicate whether the student has a well-founded hope of successfully completing the school's program. Prospective Kindergarten students will meet individually or in small groups with the Kindergarten Teacher/Resource Team for screening to determine the child's readiness for the Kindergarten program.

6.6 Re-Registration Process

In order to be eligible for readmission, at least fifteen of the thirty parent service hours must be completed, student conduct and effort must be consistent with school expectations, and financial commitments must be filled as specified in the Tuition Policy.

7 Tuition Policy

7.1 Introduction

We believe that tuition payments are an investment in your child's education and religious formation.

All fees are for the school year 2020-2021. These fees may change for subsequent years.

- Screening fee for kindergarten students only: \$40.00 per student, non-refundable due at screening
- Registration fee: \$400.00 per student, non-refundable due at the time of registration
- Graduation fee of \$300.00 due November 1st of eighth grade year. This fee will be billed via FACTS in October
- Technology fee: K-8th grade \$250.00 per student. This fee will be billed via FACTS in September
- Diocesan Student Fee: \$25 per student to be billed in September
- School Supply Fee: \$50 per student (K-5), \$65 per student (PS, 6-8) to be billed in September
- Parent Council Fee: \$400 per family to be billed in September
- FACTS Admin Fee: \$50 for monthly payment plans or \$20 for full or semi-annual payment plans. This fee also covers FACTS incidental billing plans.

7.2 Mandatory Service Hours

In addition to the annual tuition commitment, all families will complete thirty service hours per year for the school. Tuition, fees, and service hours are all part of the consideration that the parent gives to the school in return for student education.

If a family does not fulfill the service hour requirement, they will be charged \$10.00 per hour for each of the hours not served by the end of May 2021. Fees for unfilled hours will be posted in June 2021.

Each family is responsible for tracking their service hours on the monthly Friday Envelope. There are many and varied opportunities for fulfilling this part of the educational investment commitment. Each

family is expected to contact teachers or committee chairs to arrange for volunteer projects.

COVID-19 precautions will prohibit parent volunteers from entering campus. The Mandatory Service Hours are temporarily suspended. When we are able to reopen campus safely to volunteers, Service Hours will be prorated.

7.3 Tuition Plan Designation

Plan I - Supporting Parishioner (defined as “a registered family who contributes a **minimum of \$500.00** per year to St. James Parish via [auto-debit](#) through the Parish).

Plan II - Non-supporting parishioner or non-parishioner

	Non-Supporting Parishioner or Non-Parishioner	Supporting Parishioner
1 child	\$9,462	\$8,062
2 children	\$18,451	\$15,721
3 children	\$27,251	\$23,219

7.4 Method of Payment

All families are expected to make tuition payments using the FACTS Tuition Management System and one of the following payment preferences. Each family’s preferred manner of payment must be submitted each year at the time of student registration. Payment preferences include:

1. Full Payment- Under this plan, the entire amount of tuition is paid via FACTS before July 5th. Families who choose this option will pay a \$20 annual processing fee to FACTS.
2. Semester Payment- Under this plan, the entire amount of tuition is paid via FACTS in two equal installments, due on July 5th or 20th and December 5th or 20th. Families who choose this option will pay a \$20 annual processing fee.
3. Monthly Payments - Under this plan, the entire amount of tuition is apportioned over ten (10) monthly payments, beginning in July, through FACTS. This plan is an automatic payment plan made through the family’s checking account, savings account or credit card. Note: Credit card payments are assessed an additional 2.85% processing fee by FACTS. Those choosing this plan authorize their bank to make automatic monthly payments to FACTS. Families who choose this option will pay a \$50.00 annual processing fee which will be automatically billed to the family’s school account.

All incidentals will be billed using FACTS. The annual processing fee associated with FACTS also covers a family’s incidental billing plan.

7.5 Late Registration

Families registering after July 1st shall be expected to fulfill their tuition obligation according to the

tuition policy stated above.

7.6 Late Payments/Delinquencies

It shall be the responsibility of each school family to keep the Principal or Bookkeeper informed of its need to make any changes in the preferred tuition payment plan or adjustments in the amount of tuition expected to be paid.

Without such information, the following policy will apply when tuition payments are received late:

1. Full Payment: If full payment has not been made by July 5th, the bookkeeper will contact the family within five days concerning the missed payment date and alternative tuition payment options will be offered.
2. Semester Payments: If a semester payment has not been made by July 20th or December 20th, the family will be contacted within five days by the Bookkeeper concerning the missed payment date and alternative tuition payment options will be offered.
3. Monthly Payments: School families, who choose the 10-month payment plan and miss a monthly payment due to insufficient funds, will be automatically charged a \$30.00 missed payment fee and may incur a similar penalty from their own banking institution. St. James Academy will not be responsible for any fees assessed by the family's bank resulting from insufficient funds.

School families who have missed two monthly payments, or have not kept the terms of the agreement and have not made suitable arrangements with the Principal or Pastor within fourteen calendar days of the second missed payment (therefore not honoring the terms of the agreement with St. James Academy), will be informed that their child/children will not be re-admitted at the beginning of the following trimester.

If a family should experience an unexpected financial crisis and wishes to adjust their tuition payment responsibility, they must contact the school no later than five working days prior to the payment due date.

All delinquent tuition, fees and incidental charges must be paid in full before report cards and yearbooks are distributed or before transcripts are sent to another school (including high schools). Fees may include, but are not limited to: tuition, day care fees, overdue library book, replacement of damaged or lost textbooks, field trips, excessive tardy fine, or sports fee, elective fees, etc.

7.7 Tuition Assistance

At St. James Academy, financial aid and scholarships are available. All families requesting tuition assistance **must** apply through FACTS Grant & Aid in the spring of the year preceding the requested assistance. Financial aid information is available during the late Spring from the office. Since financial difficulties often are unpredictable, a family should not hesitate to inform the Principal or Pastor of its need whenever a crisis or other financial emergency may arise during the year.

7.8 Consequences of Tuition/Incidentals Delinquency

Failure to pay tuition and incidentals according to the agreement that has been made with the school, or those who are unwilling to make suitable alternative arrangements with the school, will be informed that they must withdraw their children at the end of the trimester. Student transcripts will not be transferred until all financial obligations to the Academy are met.

Service hours are considered part of the investment a family makes in exchange for an education. Therefore, completion of service hours (or payment at a rate of \$10.00 per hour not served) is required before a child will be re-registered.

7.9 Tuition Refund

If a student is withdrawn prior to the first day of school from a full class there will be no tuition refund when paying monthly. If paying with the semester or full payment option the refund will be prorated. After the first day of school, tuition refunds shall be discussed with the Principal and the Pastor.

St. James Academy may withhold student records until all tuition and fees are paid.

8 Instructional Program

8.1 Curriculum

Curriculum may be defined as “all the guided experiences of the child under the direction of the school.” It includes the content of courses of study and also embraces the development of the whole child that is within the scope of the school. In keeping with our school philosophy and objectives, we enable the students of St. James Academy to grow in knowledge and love of God and of themselves.

Instruction in academic areas follows both the directives from the State of California as well as the Course Objectives from the Diocese of San Diego. Time allotments for each subject area are set by the Diocese of San Diego. Instructional methodologies include a variety of teaching strategies designed for optimum student learning.

Instructional areas include:

- Religion
- Fine Arts
- Language Arts
- Technology
- Mathematics
- Physical Education
- Science
- Family Life
- Social Studies
- Performing Arts
- Spanish
- Junior High Electives

8.2 Resource Assistance

The faculty and staff at St. James Academy endeavor to provide a quality education for all students. Curriculum differentiation, accommodations and modifications address the needs of each student within the scope of our program. This may include re-teaching and enriching curriculum where appropriate. Students are admitted to St. James Academy with the understanding that they have a reasonable, well-founded hope of successfully completing the school's program.

Students identified as needing additional assistance may receive help from the resource teachers. Resource support may consist of support in the classroom as well as small group instruction or individual instruction outside of the whole classroom setting. The resource team works closely with the general education teachers to support students who have an Individualized Educational Plan (IEP) to best support the academic goals of the plan. However, families are responsible to provide speech therapy, occupational therapy and psychological services for their student outside of St. James Academy. These efforts are coordinated between the parent, the classroom teacher and the resource teachers. If necessary, resource teachers will provide assistance to parents in navigating the public school or private assessment process and aid in the IEP, ISP, ILP documentation process.

8.3 Religion Program

The educational mission of the Church requires that the Catholic school be distinguished by an atmosphere and a formal program which relates religious beliefs and practices with the moral development and education of children. Regular religious instruction is an integral part of the educational program for all students at all grade levels.

In addition to daily lessons, prayers and integration of Catholic values throughout the day, the following list of religious experiences are offered to SJA students:

- Friday Masses planned by classes at 9:00 A.M. Parish Mass
- Weekly assembly for the student body which includes flag salute, community prayer, and announcements
- Holy Week retreat for students during the school day
- Separate retreat for Junior High students during the year
- All-school Rosary
- Christmas Nativity
- May Crowning
- Adoration
- Junior High Retreat
- School-wide Reconciliation during Advent and Lent

COVID-19 precautions require some of these faith-development activities to take place remotely and/or within classroom cohorts.

8.4 Mission Outreach

Outreach activities that support and develop social consciousness and bring life to the Gospel message of service are part of religious instruction. Throughout the year, teachers supervise

school-wide and individual grade level outreach programs.

Some of these programs include:

- Support of Mission Circle
- Baby Shower to benefit mothers and babies in crisis
- Visits to local nursing homes/assisted living centers
- Support of the Holy Childhood Association
- Support of Catholic Relief Services

8.5 Family Life

Family Life education is taught in all grades. The goal of the program is to help students prepare for a safe, informed Christian life in our society. Parents are notified of Family Life content prior to starting this instruction. Family Life textbooks and materials are available for preview by parents. Through instruction we help our students:

- Respect the family, its sacramental foundations, and its mission of teaching and transmitting values
- Develop values and an attitude of respect for their bodies
- Nurture and deepen their appreciation of God's gift of life
- Develop a gradual, open and wholesome understanding of sexuality and its place in Christian life

8.6 Sacramental Preparation

We celebrate First Reconciliation and First Eucharist as a Parish community. Sacramental preparation for children is the primary responsibility of the parents. During the year when children receive the Sacrament of Reconciliation and the Sacrament of Eucharist (usually in grade 2), parents attend classes to help them to prepare their children. At St. James Academy, in addition to the instruction received from parents, preparation for sacraments becomes a part of the ongoing religious education program in the classroom. The Sacrament of Confirmation, in the Diocese of San Diego, is generally conferred in high school.

8.7 Physical Education

All students, preschool through 8th grade, are required to participate in the Physical Education program. In order to be exempt from these classes, students must present a written statement from their doctor or parent to the P.E. teacher, describing the physical activity restrictions and the length of time the restriction is required. Students must be in proper attire (see Section 13.10) on the days scheduled for P.E. A student's P.E. grade will be based on the Standardized Based Grading Scale (4-1). Students are not permitted to call home for forgotten P.E. clothes. Junior High students have the option to change from their PE clothes into their uniform during lunch or recess.

The P.E. program has been designed with the following goals in mind for all grade levels. We desire for each student to:

- Be empowered in physical activity and learning
- Enjoy participating in athletics

- Develop an enduring love of and participation in physical fitness and a healthy lifestyle
- Grow in movement literacy, athletic skills, teamwork, leadership and self-defense
- Learn appreciation of God given gifts through physical activity

8.8 Library

St. James Academy’s library is staffed by a part-time curriculum specialist/librarian. Classes visit the library weekly to learn basic library/research skills, work on classroom teacher directed activities and to receive support in curricular areas being studied in the classroom. Students in grades one through eight may check out books from the library during library periods. Fees for library books that have been lost or severely damaged must be paid by the end of the year. The library includes use of computers for research and writing, as well as multimedia opportunities and monitored Internet access.

COVID-19 precautions will impact the use of the Library this year.

8.9 Standardized Testing

Standardized tests adopted by the Diocesan Office for Schools will be administered three times during the school year (Fall, Winter, Spring). Renaissance Learning Star Assessments (grades K-8) are the tests currently used by all schools in the Diocese. Each parent/guardian will receive a copy of the test results for their child in the areas of math and reading in the Fall and Spring.

STAR assessments provide the most valid, reliable, actionable data in the least amount of testing time—usually 20 minutes or less per assessment. The results empower educators to focus on what matters most—individualizing instruction to accelerate learning for all students.

The Assessment for Catholic Religious Education (ACRE) for grades 5 and 8 is given during the third trimester. Other assessments may be used for interim testing of classes, small groups and individual students to ascertain an individual student’s achievements and difficulties.

8.10 Homework

Homework reinforces and or extends concepts and skills covered in the classroom. Long-term individual and collaborative projects such as compositions, book reports, research projects, and oral presentations may be assigned. Although the work should be completed without outside help, parents are asked to ensure that the work is completed and returned to school.

These allotments are approximate and homework may, on some days, require more or less time. Individual students may require more or less time on a given day, depending on their individual skills and capabilities.

- Kindergarten and 1st - 10 minutes
- 2nd Grade - 20 minutes
- 3rd Grade - 30 minutes
- 4th Grade - 40 minutes

- 5th Grade - 50 minutes
- 6th Grade - 60 minutes
- 7th & 8th Grade - 60-90 minutes

Due to COVID-19, during times of remote learning, additional homework assignments will be minimized.

8.11 Promotion

Students who complete the work of a particular grade in the basic skill areas will be promoted to the next grade.

8.12 Retention

Retention is a possibility when a student's developmental level, achievement, performance or attitude is below expected standards. Each case will be reviewed individually. Decisions concerning retention are made after careful study of a student's emotional, developmental, intellectual, social and physical growth. Data collected throughout the year serves to document and support such an outcome. At times it may be necessary to recognize that our school is not equipped to meet the needs of certain students, and transfer may be recommended. Parents will be kept informed of the student's progress or possibility of retention.

8.13 Report Cards

Report cards are issued each trimester. Students are graded on progress toward achievement of academic standards and social/behavioral/learning skills growth.

St. James Academy uses Standards Based Grading when assessing student achievement. The report card will reflect your child's progress and mastery toward grade level standards. As students are progressing toward mastery of goals, faculty will provide feedback (written, verbal, discussion, rubrics, etc) for students to improve, edit, analyze and communicate about their work to obtain mastery. Students will be assessed formatively during practice and initial applications of skills and summatively after the learning objectives have been taught and practiced. Communication regarding student progress and achievement will occur via email, phone calls to parents and on Gradelink (students 4-8). Standards based grading reflects student understanding and application of content, rather than work-habits. Learning skills and responsible behavior will still be included on report cards. Report cards will be generated in Gradelink Please make an appointment with the teacher whenever you desire more information about your child's progress.

8.14 Grading Policy

The Standardized Based Grading Scale is as follows:

4 - Exceeding mastery of standard

3- Standard met

2 - Progressing toward meeting standard

1- No evidence

8.15 Progress Reports/Gradelink

Progress reports are sent to parents in Kindergarten through eighth grade as needed. For fourth through eighth grade, parents and students may access their grades and progress toward standards. Fourth through Eighth grade students and parents are expected to monitor their progress through [Gradelink](#) on a frequent basis throughout the trimester. Faculty will input grades every two weeks or more frequently.

8.16 Peacemaker Award

Each trimester the teachers and staff of St James Academy honor an outstanding student from each grade level with a Peacemaker Award. A Peacemaker is one who continually and unconditionally demonstrates the values of Jesus in their thoughts, words and actions. They model a high standard of Christian discipleship in everything they do. They use the gifts of the Holy Spirit: love, patience, kindness, goodness, self-control, joy, peace, gentleness and faithfulness in ways that support and exemplify our school theme of being Christ to others.

8.17 Weekly Assembly Recognition

At the weekly assembly, recognition is given to a student who exemplified the schoolwide learning expectations the prior week. A raffle is held and students receive a small award.

8.18 Field Trips

COVID-19 precautions may require field trips, overnights and activities to take place remotely, be rescheduled or canceled.

Field trips are planned in order to support the instructional program. A fee may apply to cover the expenses incurred for the trip. No child will be allowed to participate in a school-sponsored field trip unless the official permission slip is returned and signed by a parent or guardian. Verbal permission is not legal and cannot be accepted. Student participation in field trips is a privilege and may be withheld. Students will wear their school uniform unless otherwise specified.

Transportation is provided by either charter bus or volunteer parent drivers. If traveling by car, all students must wear seat belts.

Children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children who are 8 years of age OR have reached 4'9" in height may be secured by a booster seat, but at a minimum must be secured by a safety belt. (California Vehicle Code Section 27363.)

Prior to the date of the field trip, parent drivers must have on file in the school office:

- A copy of a valid, current California driver's license.
- Current vehicle/driver insurance information. Diocesan policy states that the acceptable minimum liability limit for privately owned vehicles is \$100,000.00/\$300,000.00

- Have proof of Live-Scan fingerprints on file with the Diocese or a completed background check
- through CMGConnect.org
- Completion of Safe Environment training through CMGConnect with a certificate of completion
- on file with the school office
- Drivers are only authorized to drive students to the field trip destination and back to the Academy, making no stops along the way.

8.19 Overnight Field Trips

Students in grades four through eight annually attend camp programs that supplement and enhance the curriculum. Typically, these camp programs are: California Camp in 4th grade, Star of India Overnight in 5th grade, Astrocamp in 6th grade, and a two-night retreat for Junior High. Details, including the cost for each camp experience, will be sent out by the classroom teacher. Parent volunteers are needed to help with supervision and transportation. Guidelines for Field Trips apply (see above).

9 Daily Schedule

9.1 Arrival - Dismissal

The SJA school day is from 8:15 a.m. until 2:15 p.m. All students should be prepared and in their homeroom classroom by 8:15 a.m. to avoid being marked tardy.

The gates at the back and front of the school open at 8:00 a.m for ONLY students to walk on campus. Students are expected to be in class, ready to begin the school day at 8:15 a.m.

There is no supervision on the playground before 8:00 a.m. or after 2:30 p.m. For the safety of your child, Preschool-8 students who are dropped off before 8:00 a.m. and all students not picked up by 2:30, who have NOT signed-up and prepaid for after school care must report to the office. Parents are charged separately for this service (\$1/minute).

9.2 Morning Recess

Parents should provide a nutritional snack to be eaten at recess time, before playing.

COVID RECESS AND LUNCH SCHEDULES:

- Grades K-2: 9:35-9:50
- Grades 3-5: 9:55-10:10
- Grades 6-8: 10:15-10:30

9.3 Lunch Schedule

- Grades K-2: 11:25-11:55
- Grades 3-5: 12:35-1:05
- Grades 6-8: 12:00-12:30

9.4 Afternoon Recess

- Grades K-2: 1:45 p.m. – 2:00 p.m.

9.5 Parent Volunteer Lunch Supervision

Parent Volunteers during lunch are suspended until further notice.

Lunch duty rotates between classes beginning in August/September and ending in June. Parents or their approved adult surrogate are expected to cover a minimum of two (2) days for each student enrolled. All adults must have successfully completed Live Scan with the San Diego Diocese (prior to July 2017) or completed a background check through CMGConnect (after July 2017). ALL volunteers must complete Safe Environment training through CMGconnect. Safe Environment training is valid for five (5) years following completion.

Lunch duty time is counted double toward your service hours.

9.6 Dismissal

In order to ensure the safe dismissal of our students, parents may collect their child by queuing in the car pick-up line. Student names will be called to exit the exterior door of their classroom, walk across the blacktop, exit the gate to enter his/her car. **Due to COVID, no parents, adults or visitors are permitted on the SJA campus until further notice.** When remaining at school after pick-up, it is the parent's responsibility to supervise their child on campus. St. James Academy will not be held liable for injuries or damages resulting from inadequate parental supervision after dismissal.

9.7 Safety During Drop-off and Pick-up

Drop-Off Procedures:

All Preschool- 8 students arriving before 8:00 a.m. must check into morning day care by calling the day care phone number (see section 10.1) and entering through that classrooms exterior door. At 8:00 a.m., staff will open the front and back gates to allow students to enter the campus. Students must wear masks upon arriving and leaving the school. Front and back gates will be open 8:00-8:15 am for drop off. Students will enter and exit through the exterior classroom doors. In the morning, there will be no congregating on the blacktop by students or adults. Students should proceed directly to their classrooms, after successfully passing their health screening. Entering through the front office is not permitted, unless a student is late and needs to have his/her temperature checked by the office staff. Parents should remain in the car in the parking lot until receiving an "all clear" sign.

If a student needs to be picked up early, parents should call the school office ahead of time. The student will be escorted out to the car by staff and the parent will sign the sign-out form.

Pick-Up Procedures: Students are packed up and ready to be dismissed at 2:15 p.m. Students will remain in the classrooms at the end of the day until their name is called, indicating that their parent and/or carpool has arrived. They will proceed to the front of the school via the exterior doors and

blacktop. This is the same for rainy day dismissal.

If coming from Nardo there is no left turn allowed at the front of the school. You must go into the church lot and turn into the carpool line.

Once you are near the front of the school, please give the last name of all students you are picking up to the staff member on duty. He/she will convey that name to the staff member in front of the school to call for those children.

All students who wish to participate in afterschool care must sign-up and prepay. This ensures adequate staffing and space for attendees. Refunds will not be provided if the service is not utilized, but payment has been made. At this time, we request after school care to be used by working parents and not for student socialization and/or convenience. Please reassure your student that if you are not here by 2:30p.m., they will automatically go to the front office to wait to be picked up (\$1/minute charge). A billing for morning day care and after school front office supervision is sent out at the end of the month. Please make sure that anyone dropping off or picking up your child is aware of these procedures.

9.8 Permission to Walk Home

[Permission to Walk Home forms](#) may be found on our website under *Resources/Important Forms & Links*. This form must be signed by a child's parent/guardian and on file in the school office in order for a student to walk home after dismissal.

10 Day Care

The main purpose for the extended day care program is to provide safe, nurturing, and guided supervision before and after-school in a Christian atmosphere. Children will be given an opportunity to study, relax and play.

10.1 Hours:

Before school: 7:00 a.m. - 8:00 a.m.

Students arriving at morning daycare will be screened for COVID-19 symptoms upon entry.

Morning daycare: All students arriving in the morning before 8:00 a.m. MUST BE signed into daycare. Parents must call (858-252-8689) for entrance to the school in the morning. There is no yard supervision before 8:00 a.m. or after 2:30 p.m. Children MAY NOT be left unattended on school or church grounds prior to 8:00 a.m. or after 2:30 p.m.

After school: 2:30 p.m. - 5:30 p.m.

Students participating in afterschool care might be screened for COVID-19 symptoms upon entry and/or during operating hours. All students who wish to participate in afterschool care must sign-up and prepay. This ensures adequate staffing and space for attendees. Refunds will not be provided if the service is not utilized but payment has been made. At this time, we request after school care to be used by working parents and NOT for student socialization and/or convenience. Please reassure your student that if you are not here by 2:30p.m., they will

automatically go to the front office to wait to be picked up (\$1/minute charge).

After school daycare: SJA has after school daycare from 2:30 p.m. – 5:30 p.m. every school day (beginning at noon on half days) except for: the Friday that Christmas Vacation begins, Holy Thursday and the last day of school. The direct cell phone number for after school daycare is **(858-294-9567)**. This phone is only manned during the hours of 2:30 p.m. - 5:30 p.m. Students spend time out on the play area and then go up to the Youth Ministry's lounge/game room (east side of Parish office building). After 4:00 p.m., unless children are visible in the outdoor space, parents should pick their students up at the Youth Ministry lounge. Any child not picked up by 2:30 p.m. and not signed up for daycare will be immediately sent to the front office.

10.2 [Calendar:](#)

Extended day care is available only on days St. James Academy is in session **except** for the Friday before Christmas break, Holy Thursday and the last day of school. Refer to the school calendar for a list of holidays.

10.3 Rates:

Due to COVID-19, refunds for after school care will not be provided if the service is not utilized but payment has been made.

These are self-supporting programs; therefore, fees will be charged in addition to regular tuition through FACTS. If your child is in Extended Care, you are responsible for payment regardless of carpool arrangements.

- Morning Day Care: \$4.00 per child
- After School Daycare: \$6.00 an hour per child

10.4 Daycare Discipline Policy

Students are expected to follow all school rules at all times. Discipline procedures and consequences used in the school will be followed in daycare. Parents will be notified if behavior is a problem. Students whose behavior problems are not corrected will not be allowed in daycare. Students may not use cell phones on campus. Cell phone/smart device use is **only** permitted during aftercare hours to contact a parent with adult permission.

11 Health, Attendance and Emergency Procedures

11.1 Medications

School personnel cannot dispense medications of any kind without written permission from the parent/guardian stating the student's name, name of the medication, and dosage and time to be dispensed. A note stating the dates that medicine is to be dispensed must be delivered to the office, dated and signed by the parent. All medications, both over the counter and prescription, must be clearly labeled and in the original container.

St. James Academy's procedures for dispensing medications are as follows:

- All medications must be labeled with the child's name/name of medication and dosage;

- Cough drops must be given to the classroom teacher for dispensing
- All other medications (over the counter, temporary, or long-term) must be brought to the office;
- No medications may ever be left with the student;
- Do NOT put medication in your child's lunch for him/her to take at lunch time;
- Students must take medication in the presence of an adult who verifies that the student has the proper medication. Please make sure the correct dosage is in writing.

11.2 Immunization and Health Screening Requirements

California law requires specific health screening procedures for all children entering school for the first time. A CHDP, California Health and Disability Prevention, physical appraisal is required before entry to kindergarten. This includes updated immunizations. A copy of the yellow California Immunization Card or the child's immunizations listed with their physician's office information must be on file in the school office or the child shall not be admitted to school. If the child's immunizations were documented by another state it is the parent's/guardian's responsibility to have a licensed California physician document the child's immunizations onto a yellow California Immunization Card. See the list below of California State required immunizations (effective July 1, 2019):

GRADE	NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION ^{1,2,3}				
K-12 Admission	4 Polio ⁴	5 DTaP ⁵	3 Hep B ⁶	2 MMR ⁷	2 Varicella
(7th-12th) ⁸		1 Tdap			
7th Grade Advancement ^{9,10}		1 Tdap ⁸			2 Varicella ¹⁰

1. Requirements for K-12 admission also apply to transfer pupils.

2. Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.

3. Any vaccine administered four or fewer days prior to the minimum required age is valid.

4. Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday.

5. Four doses of DTaP meet the requirement if at least one dose was given on or after the fourth birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the 7th birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.

6. For seventh grade admission, refer to Health and Safety Code section 120335, subdivision (c).

7. Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the first birthday meet the requirement.

8. For 7th-12th graders, at least one dose of pertussis-containing vaccine is required on or after the seventh birthday.

9. For children in ungraded schools, pupils 12 years and older are subject to the seventh grade advancement requirements.

10. The varicella requirement for seventh grade advancement expires after June 30, 2025.

California schools are required to check immunization records for all new student admissions at Kindergarten through 12th grade and all students advancing to 7th grade before entry.

Beginning July 1, 2019 as per California Code of Regulations Title 17, Division 1, Chapter 4, St. James Academy will:

UNCONDITIONALLY ADMIT a pupil whose parent or guardian has provided documentation of any of the following for each immunization required for the pupil's age or grade as defined in table above:

- Receipt of immunization.
- A permanent medical exemption in accordance with 17 CCR section 6051.

- A personal beliefs exemption (filed prior to 2016) in accordance with Health and Safety Code section 120335. .

CONDITIONALLY ADMIT any pupil who lacks documentation for unconditional admission if the pupil has:

- Commenced receiving doses of all the vaccines required for the pupil's grade (table above) and is not currently due for any doses at the time of admission (as determined by intervals listed in Conditional Admission Schedule, column entitled "EXCLUDE IF NOT GIVEN BY"), or
- A temporary medical exemption from some or all required immunizations (17 CCR section 6050).

11.3 Rashes, Impetigo, Conjunctivitis Policy

If a child has an unexplained rash or symptoms including a red or swollen eye(s), parents will be called to remove the student from school immediately. In case of bacterial infection, the child may return to school after documentation that a course of antibiotic treatment has been administered and the eye is clear of pink. In the case of impetigo or other infectious rashes, the child may return to school after treatment has begun and, in the case of impetigo, the area infected by impetigo remains covered if the rash is still present.

11.4 Pediculosis Policy

Though this happens infrequently, this policy is established to control and contain occasional head lice infestation. If a child is discovered to have head lice, the child will be sent home that day and readmitted to school with a note to the teacher affirming the child has been treated with a lice killing product and all visible nits have been removed. Cooperation of parents is essential to control head lice infestation. It is imperative that parents notify the school immediately if their child has head lice.

11.5 Illness/Injury

Please reference [SJA's Response to COVID-19 Plan](#) for updated information regarding symptoms, being ill and the timeframe/protocol to follow before returning to campus.

Should a student be injured or become ill, parents will be contacted. No student will be permitted to go home before this contact is made through the school office. Every family will maintain updated emergency information in the school office indicating names and telephone numbers of persons to contact in the event of illness/injury or other emergency.

11.6 Absence due to Illness

Parents must email their child's teacher, and copy the office manager and bookkeeper to report an absence before 8:00 a.m. Communicable diseases must be reported immediately to the school. Illness and medical appointments are recognized as excused absences. For absences exceeding three days, a note explaining the absence must be given to the classroom teacher when your child returns to school.

11.7 [SJA RESPONSE TO COVID-19 PLAN](#)

2020-2021 Modified Medical Policy

Students who are not feeling well and/or exhibit [COVID-19 symptoms](#) will not be permitted to enter the SJA campus. Also, students will not be allowed to attend on campus learning if any family/household member exhibits any [COVID-19 related symptoms](#).

If a student has been ill, he/she will NOT be permitted to return to campus without written instruction from their health care provider. If a COVID-19 viral test is suggested, proof of the negative test is required and the student may return to school 72 hours after symptoms resolve. If the test is positive, student may not return to school for 14 days and continue to take instruction from a health care provider. If a COVID-19 viral test is not suggested by a healthcare provider, student may return when: (a) 24 hours without fever (no meds) and (b) symptoms are improving AND (c) at least 10 days from symptom onset or test date. If symptoms are a result of a chronic illness, a signed note from the health care provider must confirm the chronic diagnosis; explain how symptoms are unrelated to COVID-19, include provider's contact information, and be accompanied by a signed consent for school to interact with the provider. In this case, student may return to school immediately.

Please refer to the [SJA Response to COVID-19 Plan](#) and this [County Fever/COVID-19 Decision Tree](#) for additional information and safety protocol to mitigate the risk of exposure and transmission of COVID-19. Families are required to follow state and local health orders for the safety and well-being of SJA students and staff.

11.8 Tardiness

Any K-8 student arriving after 8:15 A.M. is tardy and must fill out an alert in the front office. Medical excuses signed by a doctor will be considered an excused tardy. The first through third tardy of a trimester will be considered warnings. For the fourth, fifth, and sixth tardies of the trimester there will be a \$10.00 fine; for the seventh and beyond tardy of the trimester, there will be a \$25.00 fine per tardy. Tardies will be recorded on Gradelink. Tardy fees must be paid prior to receiving report cards and yearbooks. Repeated tardiness is a disruption to the class, instruction and routine for all students.

11.9 Appointments/Leaving Campus

Please follow safety protocol for dropping off late and picking up students before 2:15 as outlined in the [SJA Response to COVID-19 Plan](#).

Medical and dental appointments should be scheduled before or after school whenever possible. If a student must be absent for any part of the day, parents are requested to notify the classroom teacher and office staff by email or with a note, at least a day in advance of the appointment. This will facilitate the teacher in having homework, backpacks, etc., ready with far less distraction to the rest of the

class. Parents are to call the school upon arrival and wait in their car outside the front offices. Students will be escorted to the car and must be signed out by the parent when leaving campus for any reason. Students will not be sent to the office until parent/guardian has called/arrived.

Adults listed on your family emergency form are authorized to pick up students at dismissal or in case of an emergency only. Students are not allowed to leave the school grounds at any time during the school day without being signed out by their parent or guardian. If it is necessary for your child to be picked up during school hours by someone other than the parent or guardian, you must send a note to your child's teacher stating the date and time this will take place, the reason, and the name of the adult picking up your student. The school assumes no liability if students leave the grounds in violation of the above policy.

11.10 Unexcused Absence/Vacations

Neither the principal nor the teachers will give permission to any student to be excused from school for any length of time for vacation. The decision to leave school is the responsibility of the parent. Parents must notify the teacher and office staff if their child is going to miss three or more days of school at least one week prior to the departure date of vacation. Teachers are **not** required to provide work in advance for unexcused absences or vacations. All tests and make-up work must be completed within one week of the student's return. Teachers will not provide make-up testing time for students on vacation or with unexcused absences for Star Renaissance Assessments.

Students may not participate in after school activities (choir, sports, dances, student council events, etc) if they are not in attendance at school that day.

11.11 Child Abuse Reporting Obligations

In accord with Diocesan policy and California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to make such reports in the best interests of the affected child. Once reasonable suspicion is established, the staff does not have any legal alternative except to make a report to the proper authorities for their investigation and review.

11.12 Smoke-Free Environment

- Schools are smoke-free environments. (Assembly Bill #13 County Health Department - Commission on Tobacco)
- The San Diego Schools strictly enforce smoke-free environments in their schools. (Legal Office for the County Office of Education)

11.13 Emergency Text/Email Message System

In case of an emergency all families will be contacted through an emergency text, email or phone message via Gradelink. It is the parent's responsibility to update Gradelink contact information by

notifying the school office.

11.14 Emergency Evacuation Procedures

[SJA Emergency Management Plan](#)

Each month, students and staff practice fire drills and/or emergency lockdown/evacuation procedures. In the event of an earthquake or other emergency while school is in session, parents are requested to follow the following procedures:

- DO remain calm and know your child is being well cared for.
- DO NOT phone the school. Lines must be kept free for emergencies.
- DO NOT come to school to pick up your child; First Responders will disseminate information regarding a safe pick-up location
- Dependent on the emergency, students and teachers will assemble on the school grounds. All students will remain at school regardless of the time under staff supervision, until a parent or authorized adult comes for them, or until further direction is given by authorities to the school personnel.
- If an emergency situation involves a violent intruder, DO NOT come to campus. First Responders will disseminate information regarding location of students at safe locations and pick up protocol.

12 Discipline

12.1 Diocesan Discipline Policy

Discipline in the Catholic school is as an aspect of moral guidance, not a form of punishment.

The purpose of discipline is:

1. To provide a classroom environment conducive to learning;
2. To educate students to appreciate the importance of developing personal responsibility and self-control;
3. To help build a sense of community.

12.2 St. James Academy Behavior Policy

In addition to the preceding Diocesan Discipline Policy, St. James Academy will adhere to the School Behavior Policy in order to build a sense of community, to reinforce positive behavior, and to increase respect for creation, self, others and authority.

A student enrolled at St. James Academy assumes responsibility for his/her conduct. As a member of this faith community, each student is obliged to be considerate of fellow students and respectful to teachers and all adults. Each student is expected to accept this opportunity and obligation to become an integral part of the school community. This fosters the convictions of Christianity and the love of neighbor. Conduct whether on or off campus which is detrimental to the reputation of the school, faculty, staff or other students may result in discipline.

Character training is primarily the responsibility of the parents. The school and the parents are partners in the education of their children. If, in the opinion of the administration, that partnership is no

longer viable, the school reserves the right to require the parent to withdraw the student from the school.

12.3 School-wide Rules

These rules are applicable to activities, on or off campus, including Extended Care and field trips, and are in addition to classroom rules.

- Show courtesy and respect to all people
- Follow all rules and procedures.
- Use courteous and attentive behavior in all classrooms, during assemblies, and on the playground.
- Keep your hands, feet, and objects to yourself.
- Follow the directions of all in authority.
- Use appropriate language and actions.
- Use good manners.
- While on school grounds, remain in view of adult supervisors in designated areas.
- Enter school building, hall, or church only if accompanied by an authorized adult.
- Adhere to school uniform policy and guidelines.
- Students may not roam the school unsupervised during recess and lunch breaks.
- Respect property.
- Show proper care of school property.
- Use materials correctly.
- Ask before using another's property.
- Do not chew gum on campus.

Behavior (on or off campus) that is not in alignment with the above expectations and is brought to the attention of the administration will be addressed with the parents of the student and dependent on the severity of the behavior, school consequences may be a result.

12.4 School-wide Consequences

The following consequences for discipline infraction will occur after the classroom discipline plan has been followed. Classroom consequences may include:

- Conference with student;
- Denial of privileges;
- Assignment of special tasks;
- Conference with parents;
- Relocation- dismissed from class to go to another classroom
- Detention/time out.

At each level; Primary, Intermediate, Junior High, consequences reflect the development level of that grade:

- Step 1 - Removal from classroom activity or school affiliated extracurricular activity, and/or a note sent home requiring parental signature, and/or phone call to parents;
- Step 2 - Conference with parent, teacher, and principal;

- Steps 3-5 - Probation, suspension, and/or expulsion.

Oops slips will be distributed to students who do not follow the school rules. Parents will be contacted if a student receives 3 oops slips in a short amount of time. A detention will be issued to students who receive 5 oops slips in a short amount of time, for repeated behaviors and/or if egregious behaviors are demonstrated.

12.5 Detention

Detention is a consequence for a variety of discipline issues. Detention is generally given at the teachers' discretion or after a 5th "Oops" slip. It can also be an immediate consequence for a more serious infraction such as disrespectful, unkind or egregious behavior. Detention is served in the student's homeroom the day it is issued or the day after. Junior High expectations and consequences are further explained in the junior high handbook that is distributed to junior high students and parents.

12.6 Probation/Suspension

"A student may be placed on probation for a relatively serious offense, for continuing serious academic deficiency, or for continued misconduct after a warning, when the misconduct does not require more serious action. A student may be placed on suspension for serious misconduct, on or off campus or for continued misconduct after having been placed on Probation. Suspension may be imposed without a prior conference in cases constituting a clear and present danger to the lives, safety, or health of students or school personnel." (Diocese of San Diego Handbook for Catholic Schools)

Students who seriously or habitually disrupt the learning environment, interfere with the learning process of others or engage in unsafe or unlawful behavior on/off school grounds and/or jeopardize the safety of other St. James Academy students and staff are subject to serious disciplinary action.

This action may result in suspension (physical removal of the student from the classroom and/or school for a specified period of time).

Due to the seriousness of expulsion or suspension, these consequences will be used after concerted efforts have been made to address inappropriate behavior. These efforts will include written documentation of the procedures used by the school, including parent-teacher-administrative conferences, which explain both the nature of the undesirable behavior as well as the actions taken to modify the student's behavior.

Serious misconduct resulting in or leading to probation, suspension, or expulsion may include, but not be limited to:

- Actions gravely detrimental to the moral and spiritual welfare of the students;
- Repeated or persistent violation of school regulations;
- Open, persistent defiance of authority;
- Disruptive behavior that impedes the progress of the rest of the class;
- Profane or obscene language, gestures, or innuendo;

- Verbal or nonverbal behaviors that threaten another's sense of safety.

During the period of Suspension:

- Student will not receive credit for work but is responsible for completing assignments and learning missed academic content
- Student may not participate in any school-sponsored activities.

Students may be suspended or expelled without benefit of the above outlined procedure for certain offenses, on or off campus, that have an immediate and severe impact on the school, staff or other students.

The types of behaviors that constitute this kind of action may include, but are not limited to:

- Physical abuse of another person (Education Code 48903);
- Possession or use of controlled or illegal substances such as alcohol, tobacco, drugs, firecrackers, etc. (Education Code 48904);
- Possession of any device that may be used as a weapon (Education Code 48903);
- Theft;
- Damage to property;
- Indecent or obscene conduct or language directed towards another SJA student while at school, at a school sponsored event or via social media;
- Leaving the campus during the day without permission or habitual truancy;
- Dishonesty, cheating or plagiarism;
- Actions gravely detrimental to the moral and spiritual welfare of other students;
- Disruptive or incorrigible behavior which impedes the progress of other students;
- Threatening another student, faculty or staff member verbally, in writing or on social media.

12.7 Expulsion

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension or for the repetition of conduct for which the student has been suspended one or more times. Grounds for expulsion are not to be applied automatically. There are, nevertheless, acts which constitute good cause for suspension or expulsion from school when the conduct is committed by a student while under the jurisdiction of the school or when the conduct is directly related to school activity or school attendance.

Reasons for expulsion are, but are not limited to, the following offenses committed by pupils:

- Actions gravely detrimental to the moral and spiritual welfare of other students (EC44806, CCR Title V, EC48900 "k" Sec. 5530);
- Incorrigible or disruptive behavior which impedes the progress of the rest of the class;
- Damage to, or theft of school or private property;
- Infliction of, or threatened physical injury to another person;
- Possession or sale of weapons;
- Possession or sales of drugs, including controlled substances or prescription/non-prescription;
- Possession or sales of intoxicants;
- Possession or use of tobacco;
- Commission of obscene act(s) or engagement in habitual profanity or vulgarity (EC487900"l");

- Disruption of school activities;
- Defiance of school authorities;
- Habitual truancy;
- Hazing.

No student, or other person in attendance at any public, private, parochial, or military school, community college, college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

The violation of this section is a misdemeanor, punishable by a fine not less than one hundred dollars (\$100.00), nor more than five thousand dollars (\$5,000.00), or imprisonment in the county jail for not more than one year, or both. (Amended Stats. 1983, Ch. 1092.) (EC 32051)

In regard to offenses that take place on/off school premises and which constitute grounds for expulsion, the school must have evidence of the offense and establish a relationship with school discipline and the welfare of students.” (Diocese of San Diego Handbook for Catholic Schools).

The final decision to expel a student rests with the principal, with the knowledge and consent of the pastor.

12.8 Adhere to the Social Media Policy

All students and parents are expected to adhere to our updated [Technology Acceptable Use Policy](#), which now includes our Social Media Policy, found in this document under section 14.

12.9 Bullying Prevention Program

Having a safe school experience is something that all students should be able to enjoy. Our philosophy states that we are preparing our students to live in the world as responsible citizens and faithful stewards of all creation. As part of a Catholic faith community our students are to model Christian values and be respectful of creation, self and others. In keeping with these values we implemented the Olweus Bully Prevention Program years ago. Since the initial roll out, maintenance activities take place in all classrooms, in the form of class meetings, team building activities, school family content, conflict resolution and whole school assemblies. The program is for all students, not just those who are being bullied or bullying others, and works to make relationships better among students.

12.10 Electronic Devices

No personal electronic devices such as cell phones, smart devices, including iWatches, iPods, or electronic toys may be used during school by students. The Academy is not responsible for loss or damage to personal items. School iPad/Chromebook use must follow the [Technology Acceptable Use Policy](#).

12.11 Lockers

Due to COVID, students in grades 6-8 will not use lockers until further notice. Books, materials and supplies will be kept in homeroom classrooms.

Lockers are school property. A seventh or eighth grade student assigned a locker has exclusive use but not proprietary rights versus the Academy. The administration reserves the right to search and inspect any locker on suspicion of a threat to the health, welfare, or safety of any student. Lockers are to be locked when school is not in session; materials inside lockers are the student's responsibility.

12.12 Student Threat Policy and Procedure

1. Any and all student threats to self and others will be taken seriously.
2. Whoever hears/reads the threat will report it to the principal immediately.
3. The parent or guardian of the student who has made the threat will be notified immediately.
4. Police will be notified when necessary.
5. The student will be kept in the Principal's office under supervision until the police/parents arrive.
6. The parent or guardian of any student who has been mentioned as a potential victim, as well as any adult who has been mentioned, either verbally or in writing, will be notified immediately.
7. The student will work from home and will not be considered for readmission to the classroom unless and until the following steps have been completed:
 - a. The principal must receive a verbal or written report from the police which includes notification of whether the child will be charged with any crime and an assessment of the child's access to weapons.
 - b. An independent psychiatrist or psychologist must conduct a comprehensive mental health evaluation and risk assessment. If a psychiatrist performs the primary evaluation, he or she will determine whether it is necessary to utilize a psychologist for psychological consultation or testing. If a psychologist performs the primary evaluation, he or she shall determine the need for psychiatric consultation.
 - c. The principal will, after obtaining the permission of the parents, provide the mental health care professional with all relevant facts, including but not limited to: aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
8. The principal will receive a written, comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professional stating the basis (factual and risk factors and testing results) upon which it has been determined that the student does or does not pose a danger to self or others. The report must also address the concerns raised by the principal to the mental health care professional. The evaluation and report must be delivered to the principal.
9. If the psychiatrist or psychologist recommends re-admittance, and if the principal is

satisfied with the report given, the principal will, after due consideration, including a conference with the parents, decide whether to readmit the child. The outcome of the investigation, including police and mental health reports will be considered as determining factors in the decision whether to re-admit. This decision will not be finalized until after an initial meeting with the parents. The decision will not be made or announced at that meeting. Any decision on whether to readmit will require consultation with the pastor.

10. Disciplinary action, including suspension/expulsion will be administered as appropriate.
11. If the student is readmitted to the school, the mental health care professional must at the principal or pastor's request provide a follow-up assessment of the student within 30 days. The principal must be provided with a copy of the follow-up assessment and evaluation and with any recommendation for therapy, counseling, or other treatment. Cooperation with recommendations for continuing care will be a condition of re-admittance and continued enrollment.
12. Counseling will be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
13. Documentation from the mental health care professional concerning the student is to be placed in a separate, confidential file and will not be a part of the student's academic or disciplinary file. Only the principal and/or pastor should have access to these files. This documentation will be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, or graduation, before being destroyed.

This policy will be communicated clearly to all faculty, staff, volunteers, parents/guardians and students.

This policy will be reviewed periodically or as needed to accommodate changes, as mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

12.13 Policy for Student-to-Student Harassment

The Diocese of San Diego affirms the Christian dignity of every student. It is the policy of the Diocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct. This policy addresses harassment occurring in a school environment when an individual is subjected to treatment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability, gender or other personal characteristics.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the parents of the alleged harasser will be called to take the student home pending conclusion of the investigation by the school.

Disciplinary action for Harassment will follow the Student Discipline Policies as stated in the Diocesan

Handbook for Schools.

12.14 Harassment

Harassment, in any form, including social media is prohibited. Any person who believes that he/she has been the object of harassment or has witnessed such behavior should notify the Principal immediately. The Principal is directed to contact the Diocesan Office for Schools or the Office of Human Resources for Diocesan procedures on Harassment and Sexual Misconduct.

Harassment is any form of conduct that is not welcome, is personally offensive, and undermines the integrity of employment and professional relationships.

13 Uniform Policy

The complete uniform code must be adhered to in order for your child to be in attendance at St. James Academy. This includes the P. E. uniform. On rare occasions or in an emergency situation when your child is unable to adhere to the uniform policy, an explanation to the teacher and principal is required. Not following the uniform policy or proper dress code may also result in the student losing the privilege of non-uniform dress the next time it is allowed. Uniforms are required for field trips unless otherwise specified by the teacher.

LAND'S END SCHOOL UNIFORMS

www.landsend.com School Code: 900161563

24/7 Customer Service 1-800-469-2222

13.1 Uniform Guidelines

- All uniform clothing must be neat, clean, well maintained, and free from tears and holes.
- All uniform clothing must be purchased through Land's End or the SJA Recycled Uniform Sales.
- All uniform items must be labeled with the student's first and last name.
- No excessively loose fitting clothing or "sagging" styles are allowed at any time. Shorts and pants must be belted at the appropriate waistline.
- Non-uniform outerwear may not be worn on campus.

13.2 Shirts:

Shirts must be white or solid navy blue polo style, with the SJA logo. They may be short or long sleeves. Boys' shirts must be tucked into pants or shorts at all times, except during P. E. or while playing during recess or lunch. Girl's shirts may be untucked when wearing a skirt but must be hip-length. Undershirts may be worn but NOT visible (i.e.: must be tucked in and no sleeve showing). Light blue and red polo shirts are alternate uniform shirts for Junior High students. ALL shirts must be purchased only through Land's End or the uniform recycle committee to maintain color consistency.

School year 2020 – 2021:

- Grade 7 - Light Blue
- Grade 8 - Red

13.3 Jumpers/Skirts:

Girls in kindergarten through grade three must wear the SJA plaid jumper. Girls in fourth through sixth grades wear the SJA plaid skirt. In addition to the plaid skirt, girls in Junior High have the choice to wear the navy or khaki SJA skirt. All jumpers and skirts must be purchased through Land's End or the uniform recycling committee. Skirts must be no shorter than two inches above the knee. Girls do not have to tuck in their uniform shirt when wearing skirts.

13.4 Pants:

Solid navy, logo-free pants may be worn by all students. Seventh and eighth grade boys also have the choice of solid, logo-free khaki pants. Pants must be purchased through Land's End or the uniform recycle committee.

13.5 Shorts:

Uniform shorts are allowed for all students except on dress uniform days. Uniform shorts must be no shorter than 2 inches above the knee and no longer than the top of the knee. Seventh and eighth grade have the choice of solid, logo-free khaki shorts. Uniform shorts must be purchased through Land's End or the uniform recycle committee. If female students wish to wear bike shorts underneath their uniform jumper or skirt for modesty, the bike shorts must be navy blue or black. These shorts should not be visible below the hem of the uniform skirt or jumper.

13.6 Belts:

Black, brown or navy belts are acceptable. Any male students in grades 2-8th wearing uniform shorts/pants must wear a belt with their shirt tucked into their shorts/pants. Kindergarten and first students are encouraged to tuck their shirts in but are not required to wear a belt.

13.7 Socks/tights:

Solid (no combination of colors, patterns, prints, stripes, pictures etc) white, gray, navy blue or black socks/tights are acceptable.

13.8 Shoes:

Athletic shoes are strongly recommended. White, black, navy blue, gray or brown shoes (or a combination of these colors) with appropriate matching laces (if the shoe has laces) are acceptable. Shoes must be flat, non-platform, closed-toe and closed-heel with no flashing and no wheels.

13.9 Dress Uniform:

Dress uniforms consist of jumpers or skirts for the girls and long pants for the boys. Outerwear must be St. James Academy outerwear found on Land's End or the Spirit Wear Site. Dress uniforms must be worn on all Mass days, school picture days and other days as announced.

13.10 P.E. Uniform:

Athletic shoes must be worn on scheduled P.E. days. If athletic shoes are not in accordance with the

uniform policy they may only be worn during P.E.

Grades Kindergarten through third wear their school uniform for P.E.

Plain navy, mesh, gym shorts or plain/navy, SJA sweatpants are to be worn for all P.E. classes in grades four through eight. Fourth through eighth grades must also wear the St. James Academy P.E. T-shirt purchased through Land's End or the uniform recycle committee. Any St. James Academy outerwear/sweatshirts are permitted to be worn during P.E. Junior high students have the option to change into their regular uniform during lunch or recess.

As a result of COVID-19 all students may wear regular or PE uniforms on PE days; Changing of clothes in the bathroom dressing rooms will be prohibited at this time.

13.11 Spirit Day Tuesdays

Students and staff may wear spirit wear purchased on the [spirit wear site](#) every Tuesday unless otherwise specified.

13.12 Outerwear:

St. James Academy outerwear must be purchased through Land's End, the SJA Spirit Wear website or through the uniform recycle committee. The hoods on sweatshirts may not be used (placed on head) on campus.

13.13 Hair:

Hair must be neat, clean and the student's natural color. Hair may not be unruly or obscure the student's vision. Boys' hair length must be cut above the eyebrows, collar, and mid-ears. Girls may wear hair accessories that are SJA plaid, navy, or white only.

13.14 Make-Up/Nails:

Any make-up, including mascara is not acceptable. Only clear nail polish may be worn.

13.15 Jewelry:

Earrings may be worn only by girls and must be small, stud type only (no dangling earrings). Crucifixes or other Saint necklaces may be worn with permission from the principal. Wrist watches, with the exception of Apple watches and smart devices, are allowed. No other types of jewelry, including necklaces, may be worn.

13.16 Non-Uniform Dress Code:

Girl/boy scout uniforms may be worn on meeting days. St. James Academy regards non-uniform dress as a privilege and expects that students will dress appropriately on free dress days. Students may lose non-uniform dress privilege if they do not dress in the required uniform or if they dress inappropriately on non-uniform dress days. The principal will make final decisions regarding appropriate clothing. Clothing must be modest. Tank tops, halter-tops, bare midriffs, plunging necklines, cut-offs and short-shorts/skirts are not permitted. Any logos/symbols must be appropriate.

Non-uniform days often have a theme and guidelines. If these are not followed, the child loses the non-uniform dress privilege for the next free dress day.

13.17 Uniform Recycle Program:

SJA provides a uniform recycling program through which gently used uniform items may be exchanged or purchased, for \$5.00. At the beginning and end of each school year the uniform committee holds a sale/exchange on campus. The committee may be contacted through the school year if needed. Contact parent coordinator, Lyn Jutronich (jutronich.l@gmail.com) for more information.

13.18 Lost and Found

All personal items, especially clothing and lunch boxes, must be permanently labeled. All lost items will be placed into the front office Lost and Found drawers. Unclaimed uniform items will be sent to the uniform recycle committee the last Friday of the month. All unclaimed lunch boxes will be disposed of if not claimed within a reasonable time period.

Due to COVID-19, unlabeled, lost items may be disposed of on a more frequent basis; Please label all items with student name.

14 Technology Acceptable Use Policy

For the use of Photos and Social Media, Computers, Mobile Devices, Internet Access, Google Apps for Education Suite, and Internet Applications. The St. James Academy iPad Acceptable Use Agreement form may be found on our website under Resources/Important Forms & Links.

14.1 Definitions

- Users include anyone, including employees, students, and guests, using St. James Academy technology, including, but not limited to, computers, networks, Internet, email, chat rooms and other forms of technology services and products.
- Network is wired and wireless technology networks including school networks, cellular networks, commercial, community or home-based wireless networks accessible to students.
- Equipment are cellular phones, 'iPhone' [smartphone] type devices, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, iPads, desktops, tablets and netbooks, as well as portable storage devices.

Technology provides students with unique and powerful ways to enhance their learning. St. James Academy supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to computer networks so that they can access technology to enhance learning.

It is one of the technology goals of the school to ensure that each User's interactions with technology contribute positively to the learning environment both at school and in the community. Negative use of technology through St. James Academy-owned devices inside or outside of our school that degrades or defames other Users, or members of our community is unacceptable. St. James Academy also recognizes that Users have widespread access to both technology and the Internet; therefore, use of

personal devices and connectivity is considered to be included in this Acceptable Use Policy.

14.2 Access to St. James Academy's Network

The use of technology at school, whether owned by St. James Academy or devices supplied by the Users is a privilege, not a right, and entails personal responsibility. It is expected that Users will comply with St. James Academy rules, act in a responsible manner, and will honor the terms and conditions set by the classroom teacher and the school. Failure to comply with such terms and conditions may result in temporary or permanent loss of access as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental misuse immediately to their teacher or school administration.

With the increased usage of free educational applications on the Internet, digital storage areas, containing less sensitive User information, may or may not be located on the property of the school, St. James Academy, or county. In some cases, data will not be stored on local servers. Therefore, Users should not expect that files and communication are private. St. James Academy reserves the right to monitor Users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of St. James Academy property, network and/or Internet access or files, including email.

14.3 Google Apps in Educational Applications

St. James Academy offers Users a free educational suite of applications for use to enhance teaching and learning. Google Apps is a concept known as "cloud computing" where services and storage are provided over the Internet. Google Apps for Saint James Academy provides for email filtering for objectionable content. St. James Academy will use this technology protection measure to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network.

14.4 Terms and Conditions

These are examples of inappropriate activity on the St. James Academy network, but St. James Academy reserves the right to take immediate action regarding any activities 1) that create security and/or safety issues for the St. James Academy network, Users, school, network or computer resources; 2) that expend St. James Academy resources on content it determines lacks legitimate educational content/purpose; or 3) other activities as determined by St. James Academy as inappropriate.

- Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
- Criminal activities that can be punished under law.
- Selling or purchasing illegal items or substances.
- Obtaining and/or using anonymous email sites, spamming, spreading viruses.
- Causing harm to others or damage to their property.
- Sending, accessing, uploading, downloading, or distributing materials that are offensive,

threatening, profane, obscene, sexually suggestive, or making damaging or false statements about others .

- Deleting, copying, modifying, or forging other Users' names, emails, files or data, disguising one's identity, impersonating other users, or sending anonymous email.
- Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
- Using any St. James Academy computer/mobile devices to pursue "hacking," internal or external to St. James Academy, or attempting to access information protected by privacy laws.
- Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
- Using websites, email, networks, or other technology for political uses or personal gain.
- St. James Academy Internet and intranet property must not be used for personal benefit.
- Users must not intentionally access, create, store or transmit material that may be deemed to be offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.
- Advertising, promoting non-St. James Academy sites or commercial efforts and events
- Users are not permitted to use the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.
- The unauthorized changing of hardware, software settings, downloading, adding, deleting or moving files, folders or icons.
- Bypassing (or attempting to bypass) the school web filter through a web proxy
- Downloading apps or any media (including music, videos, games) not approved by St. James Academy.
- Song lifting, plagiarism or any other form of piracy.
- Gaining access to other students' accounts, files, and/or data.
- Using or advocating racial, ethnic, religious, or gender-based slurs.
- Using technology to threaten, bully, or harass others.
- Using St. James Academy devices in chat rooms or any social network environment not approved or managed by St. James Academy whether at school or at home.
- Illegal use or transmission of copyrighted materials.

14.5 Cybersafety and Cyberbullying

Despite every effort for supervision and filtering, all Users and Students' parents/guardians are advised that access to the network may include the potential for access to content inappropriate for school-aged students. Every User must take responsibility for his or her use of the network and make every effort to avoid those types of content. Every User must report security or network problems to a teacher, administrator, or system administrator.

In using the network and Internet, Users should not reveal personal information such as home address or telephone number.

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or

confidential information about themselves or others on the Internet.

St. James Academy will utilize filtering software or other technologies to prevent Users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Attempts to circumvent or 'get around' the content filter are strictly prohibited, and will be considered a violation of this policy. St. James Academy will also monitor the online activities of Users through direct observation and/or other technological means.

14.6 Interactive Web Tools

Technology provides an abundance of opportunities for Users to utilize interactive tools and sites on public websites that benefit learning, communication, and social interaction. Users may be held accountable for the use of and information posted on these sites if it detrimentally affects the welfare of individual users or the governance, climate, or effectiveness of the school. From time to time, teachers may recommend and use public interactive sites that, to the best of their knowledge are legitimate and safe. As the site is "public" and the teacher, school, and St. James Academy is not in control of it, all Users must use their discretion when accessing information, storing, and displaying work on the site. All terms and conditions provisions in this AUP also apply to User-owned devices utilizing the St. James Academy network.

Online communication is critical to the students' learning of 21st Century skills, and tools such as blogging, podcasting, and chatting offer an authentic, real-world vehicle for student expression. Student safety is the primary responsibility of teachers, staff and parents. Therefore, teachers need to ensure the use of Google Documents, classroom blogs, student email, podcast projects, email chat features, or other Web interactive tools follow all established Internet safety guidelines including:

- The use of Docs, blogs, podcasts or other web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes—but is not limited to—profanity, racist, sexist, or discriminatory remarks.
- Students using Docs, blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- Students should NEVER post personal information on the web (including, but not limited to, last names, personal details such as address or phone numbers, or photographs without permission).
- Students should NEVER, under any circumstances, agree to meet someone they have met over the Internet.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use the blog login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and should follow these guidelines.
- Students should never link to web sites from their blog or blog comments without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their username or password with anyone besides

their teachers and parents and treat Web posting spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.

- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

14.7 Student Use of Mobile Devices

- St. James Academy has provided some students with iPads/Chromebooks for use in school. The St. James Academy-owned devices follow the stipulations outlined in this AUP.
- Profiles on St. James Academy-owned devices may not be removed.
- Attempting to “jailbreak” the device (that is, attempting to alter the device’s operating system in order to run additional, unauthorized applications) is not allowed.
- School Administration and St. James Academy Technology staff may search the student’s device history if they feel school rules have been violated, which may include, but are not limited to, audio and video recording, photographs taken on school property that violate the privacy of others, or other issues regarding bullying, etc.
- Students may not use an audio recording device, video camera, or camera (or any device with one of these, e.g. cell phone, laptop, tablet, etc.) to record media or take photos during school unless they have permission from both a staff member and those whom they are recording.
- These rules apply to student-owned devices as well. A student-owned mobile device is a non-school supplied device used while at school or during school or school-sponsored activities. The students may use the student-owned mobile devices in class only with the teacher’s expressed permission.

14.8 Student Supervision and Security

St. James Academy does provide content filtering controls for student access to the Internet using St. James Academy’s network as well as reasonable adult supervision, but at times inappropriate, objectionable, and/or offensive material may circumvent the filter as well as the supervision and be viewed by students. Students are to report the occurrence to their teacher or the nearest supervisor. Students will be held accountable for any deliberate attempt to circumvent St. James Academy technology security and supervision. Students using mobile and cellular devices while at school, during school or district-sponsored activities are subject to the terms and conditions outlined in this document and are accountable for their use.

14.9 Social Media and Photo Policy

When taking photos or video of any SJA student(s) at any school related event, we ask you to keep in mind these guidelines in order to protect our students. SJA cannot possibly police every parent’s publishing activities and the school cannot be held responsible for parents that do not follow the guidelines. Sharing online includes email, web pages, blogs, sites such as Facebook, photo sharing sites, phones etc.

1. Please note that even if you do not plan to publish images online, some parents do not wish their children to be photographed.
2. Please contact the school about including your photos, video or online album on the SJA website.
3. We ask that as a general rule, you not publish pictures/video from school activities online. We

recommend that you do not publish photos or videos of St. James Academy students at school events on any non St. James Academy website.

4. If there is any doubt about posting or publishing anything from a school event, contact the principal, Mrs. Christine Lang (clang@saintjamesacademy.com).

5. Student photographers at school or school events must have teacher or parent permission for any photography by cell phones or any other camera.

6. For more information about keeping your child safe online see the "Online Safety" section of the school website.

7. When publishing any photos or video of your child online, it is recommended that you do not use any names to identify your child. Avoid identifying the school or anything else that might help someone locate your child.

8. If publishing any photo or video online of children other than your own, get permission from the other children's parent before sharing online.

9. No one may use the school name, logo or motto on any type of social media without the express written permission of the principal or pastor.

The Academy may choose to publish a photo of students in a newspaper, magazine, on the school's web page, in St. James Academy marketing materials, or other publications. Video may be used for educational or informational purposes regarding the programs or curriculums at St. James Academy.

St. James Academy will make every effort, especially on their web page, to NOT give personal information or identity and to protect the privacy of students, families, volunteers and teachers.

Such photos or videos, if used for school related purposes, including photo contests, will not be used for any other commercial purpose whatsoever, and therefore, all rights are waived to remuneration of any kind which could otherwise accrue for the use of such photos or video.

If a parent/guardian does not wish their child's image to be used as stated above, they MUST fill out [this Google Form](#), indicating their opt-out choice.

15 Extracurricular Activities

Extracurricular activities are an important part of the total educational curriculum. They are offered as opportunities to develop individual skills, team skills, sportsmanship, leadership skills, musical abilities, and school spirit. Student participation is a privilege and may be withheld with just cause. Students may not participate in after school activities (choir, sports, dances, student council events, etc) if they are not in attendance at school that day.

COVID-19 impacts the availability of and participation in afterschool activities/sports until further notice.

15.1 After School Sports Program

In order to promote competition and good sportsmanship, St. James Academy participates in the North County Parochial League that offers junior varsity competition for fifth and sixth grades, and

varsity competition for seventh and eighth grades. Surf Team is offered to grades 6 – 8 through the Scholastic Surf Series. Pee Wee Soccer is offered for grades K- 4 and Pee Wee Basketball is offered for grades 3 – 4 through the Catholic Sports League of San Diego.

St. James Academy fields a team if:

1. a volunteer coach assumes responsibility for the team, and
2. a sufficient number of students participate.

The Athletic Director coordinates the sports program. All teachers will receive a schedule alerting them to away game dates so they are aware when students will be leaving at 2:30. Parent participation is essential in order to provide coaching, transportation to and from games, and to offer other support needed by the Athletic Director. A nominal fee of \$50.00 will be assessed per student, per sport, to help defer the costs of administering the league, including officials and facility rental.

All uniforms must be returned to the Athletic Director or the student’s parent/guardian will be billed for a replacement. Any student who is absent from school on the day of a game may not play with the team that day. Students may not leave earlier than 2:30 p.m. for travel games without the principal’s permission and are responsible for all missed class work.

A typical sports season is as follows:

Fall Sports	Winter Sports	Spring Sports
Volleyball (girls) Flag Football (boys) Surf Team (girls & boys)	Soccer (girls) Pee Wee Soccer (girls & boys) Basketball (boys) Surf Team (girls & boys)	Basketball (girls) Pee Wee Basketball (girls & boys) Soccer/Volleyball (boys) Surf Team (girls & boys)

COVID-19 precautions will impact sports this year.

15.2 Student Council

The Student Council provides an opportunity for students in grades 6 - 8 to develop leadership skills while serving the school. Elections for officers are held in the spring for the following academic year. Appointments for other positions take place after elections. Participation may include before and after school hours. Students wishing to participate in Student Council should contact the Student Council faculty advisors: Mrs. Tavassoli and Mrs. Mott.

Activities coordinated by the Student Council may include: the Halloween Carnival, Open House, mission outreach projects, spirit days and other events that build community and encourage school spirit.

15.3 Altar Servers

Students in grades 4-8 are invited to serve St. James Parish as Altar Servers. Parents with any questions may contact the parish office.

15.4 School Families

Each student at St. James Academy is assigned to a “school family” composed of one child per grade level. School families get together periodically for structured activities, planned by teachers, which may include multicultural/character building education or community outreach. The Junior. High students in the family are the leaders of their school family and assist the younger students during the activity.

15.5 Hot Lunch Program

The Monday-Friday Hot Lunch program is run by Ki’s Restaurant. Ki’s provides a variety of nutritional menu choices. Each family that chooses to use Ki’s must set up an account through this [link](#), which is also available on our website under *For Parents, ‘Lunch Program.’* Orders are placed directly through Ki’s. Please be sure to read their FAQs regarding ordering deadlines and cancellations.

15.6 Graduation

The 8th grade class celebrates graduation at a special Mass in June. A committee of parents works with the 8th grade teacher to plan and coordinate various graduation activities, which may include a special field trip, prayer service, awards ceremony and reception for family and friends.

15.7 Catholic Schools Week

Catholic Schools Week is celebrated the last week of January. Parents are encouraged to participate in the school’s Open House and other activities planned for the week.

15.8 School Pictures

Class and individual pictures will be taken at school, by a professional photography studio, early in the school year. We make every effort to have the date placed in the current academic calendar. A reminder is given in advance in the newsletter. Children are to wear full dress uniforms for school pictures.

15.9 Birthday Parties/Get Together

When parents are planning parties for their students, they may pass out invitations at school only if all class members are invited (gender specific is okay). It is requested that no limos pick up students on campus, please make other arrangements after the students have left school property.