

**Saint James Regional Catholic School
500 Tome Street
Ridley Park, PA 19078**

**PARENT/STUDENT
HANDBOOK**



This handbook contains certain policies and procedures of the school. St. James Regional Catholic School reserves the right at any time to amend or add to the policies, rules and regulations contained in this handbook, and to make changes applicable to current and new students when the situation dictates. If you have a question about a particular policy or procedure, please contact the principal.

**STUDENTS AND PARENTS MUST ACCEPT
AND ABIDE BY THE SCHOOL'S POLICIES
AND PROCEDURES IN ORDER FOR THE
STUDENT TO ATTEND THE SCHOOL**

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Saint James Regional Catholic School 2017-2018

Administration – Faculty - Staff

Governing Pastor	Rev. John Flanagan
Governing Pastor	Rev. Anthony Orth
Principal	Mrs. Barbara Burke
Business Manager	Mrs. Susan Eubanks
Grade 8	Mrs. Cheryl Scartozzi
Grade 7A	Mrs. Carolina Qawasmy
Grade 7B	Mr. Christopher Geraghty
Grade 6	Miss Cortney Murphy
Grade 5A	Mr. Jim Kane
Grade 5B	Miss Briann Murphy
Grade 4A	Miss Christian Tittaferrante
Grade 4B	Mrs. Krista Spadea
Grade 3A	Miss Kathleen Laverty
Grade 3B	Miss Monica Boyle
Grade 2A	Mrs. Joanmarie Curran
Grade 2B	Mrs. Loren Loomis
Grade 1A	Mrs. Danielle Solomon
Grade 1B	Mrs. Katie Campbell
Kindergarten A	Miss Melissa Todd
Kindergarten B	Miss Shannon Everett
Pre- Kindergarten 4	Mrs. Sarah Markley
Pre- Kindergarten 4	Mrs. Dana Stauffer
Pre- Kindergarten 3.	Mrs. Nicole Shemeluk
Honors Math/Technology	Mrs. Susan Donovan
Technology Consultant	Mrs. Nancy Caramanico
Physical Education	Mr. Peter Lees
Art	Mrs. Amy Small
Spanish	Mrs. Teresa Creciun
Band Director	Mr. Paul Baldino
Pre- Kindergarten Aides	Kathy Shatzman, Kathy Scaricaciottoli, Marge Dougherty
Kindergarten Aides	Erin Brennan, Coleen Dooley
Office Staff	Mrs. Dorothy Marella Mrs. Marijean Hemmert
CARES Director	Mrs. Denise Robinson
Facilities Manager.	Mr. John Keller, Jr.

Celebrate our mission... to create a Christian Catholic community of learning
where each student is uniquely valued

OUR MISSION STATEMENT

St. James Regional Catholic School is committed to educating children in a loving, caring, Christ-centered environment where students are encouraged to grow spiritually as well as academically. As a school community, we strive to create a Catholic Christian community of learning where each student is uniquely valued. Through a strong parent – teacher partnership, extra-curricular activities and educational opportunities, each child is encouraged to develop into his or her individual best.

ACADEMIC POLICIES

1. Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will ultimately affect the student's effort grade on the report card.

Daily performance of students is assessed by the teacher. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad.

2. Class Participation

Part of the assessment for the report card grade. Students are expected to:

- give attention and respect to the teacher at all times
- show respect and concern for other students by a willingness to share and to take turns
- actively participate in class by responding orally or in writing as circumstances dictate

3. Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class research assignments or projects.

The following time per night is suggested for homework; this includes both written and study assignments:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minute

The school realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond class time.

In the event of absence or suspension, all homework and missed assignments are to be made up. If a student is absent, make-up work will be assigned when the student returns to school.

4. Academic Responsibilities

Each student is responsible for the satisfactory completion of projects, class work and homework in a timely manner. Grades on tests and quizzes should be commensurate with the student's ability.

A student who does not fulfill his/her academic responsibilities in an academic trimester will be placed on academic probation for the next trimester. Academic probation is a designated time period of a trimester, during which evaluation of a student's progress is monitored, as follows:

- a. The teachers will note the student who is experiencing academic difficulties in either assignments or assessment scores, and contact the parent(s)/guardian(s) to inform them of the possibility of academic probation.
- b. The progress report issued prior to the report card will include a written notification citing the possibility of academic probation.
- c. Written verification that the child will be on probation will be forwarded to the parent/guardian.

5. Conditions and Consequences of Academic Probation

- a. The parent(s)/guardian(s) and student will confer with the administration and the classroom teacher. The teacher will outline the student's program for improvement.
- b. The teacher will inform the parent(s)/guardian(s) of the student's progress. The process will follow the stated format:
 - parent contact
 - periodic meetings with the student
 - report cards
- c. If a student is successful in meeting his/her academic responsibilities, the student will be removed from academic probation and the parent/guardian will be notified in writing.
- d. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student's continued enrollment in the school.

6. Promotion or Retention

Student progress is monitored throughout the school year. At the December report card period, the parent/guardian is informed of the student's academic, social and emotional progress. In February, the teacher will contact the parent/guardian of a student who continues to experience difficulty to discuss the possibility of retention and support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, the parent(s)/guardian(s) will receive an

official notification which must be signed and returned to the school administration. Promotion or retention is at the discretion of the administration in consultation with the teacher.

7. Report Cards

Report cards are issued three times a year to students in Grades 1 through 8.

Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- major testing (at least three tests in the major subjects)
- quizzes
- oral and written reports
- homework
- independent classroom work
- active participation in classroom lessons and activities
- class/individual projects

8. Standardized Testing

The Terra Nova Test is administered each year to students in Grades 2, 3, 4, 5, 6, and 7. The results are communicated to parents and are utilized by the school to form and drive instruction.

9. Assessment Grades

In order for parents to be aware of the academic progress their child is making with regard to weekly assessments, **assessments are to be signed by parents and returned promptly.**

10. Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the Administration and the eighth grade teachers.

11. Closing Exercises

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in closing exercises if, in the view of the school, the student's conduct or academic or disciplinary records indicate that the privilege should not be extended.

ADMISSIONS

Our school admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

The school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

The school follows the local public school district's age requirements for admission. In the case of children coming from different public school districts, the school administration determines the admission date. For example: A student who is 6 years old by September 30 is eligible for first grade. Kindergarten entrance age is five years old by September 30. Pre-Kindergarten 4 entrance age is four years old by September 30 and Pre-Kindergarten 3 entrance age is 3 years old by September 30. The following are needed for admissions:

- a. copy of Birth Certificate.
- b. copy of Baptismal certificate
- c. A certificate of immunization that must be updated and available for confirmation.
- d. Social Security Number
- e. Health History

REGISTRATION GUIDELINES

Families are accepted into the School in the following preferential order:

- a. Registered in one of our supporting Regional School Parishes with currently enrolled children in our school.
- b. Families new to our school
 - (1) Students transferring from other Catholic schools
 - (2) Families new to our school residing in one of our Regional School parishes
- c. Families residing out of our parish
 - (1) Catholic students coming from a parish without a school
 - (2) Catholic students coming from a parish that has closed its school enrollment
 - (3) Catholic students coming from another parish school for other reasons
 - (4) Non-Catholic students

Registration

Registration is held each year for Pre-Kindergarten, Kindergarten and other students new to our school. This registration is only for new students. Registration information is communicated through the school website and the parish bulletins. The following are the non-refundable registration fees by grade:

Pre- Kindergarten students- \$125 per child

Parishioners

Kindergarten students -\$150 per child; two or more children -\$200
Grades 1-8-\$150 per child; two or more children-\$200

Non-Parishioners

Grades K-8-\$300 per child

Re-Registration

Families registered in our school are required to re-register annually. Re-registration information for the following year is provided to each family prior to the next school year. All financial obligations must be current before re-registration can be processed.

ADMISSION OF NON-CATHOLICS

Our school serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of Faith. Our school offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to our school under the following conditions:

- a. The permission of the Pastors is obtained.
- b. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
- c. The parents/guardians agree in writing to permit their child/children to attend Religion classes and Religious functions that are offered as part of the school program.
- d. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- e. The parents/guardians agree in writing to assume responsibility for all financial obligations.

CODE OF CONDUCT

Discipline Code

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

Guidelines

St James Regional Catholic School encourages all students, faculty, staff and parents to respect our mission by helping to create a Catholic Christian community of learners where each student is uniquely valued. All students are encouraged to be advocates against bullying/harassment/violence.

Harassment

The School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual Harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual Harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained by the Principal and is available upon request.

Bullying/Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of the school to provide an educational environment free from all forms of improper behavior which include but are not limited to physical and social bullying, improper threats, intimidation, hostility and offensive and inappropriate behavior. Any improper conduct in the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior by a student, parent and or guardian not otherwise conducive to the educational and religious mission of the school will be addressed by the administration.

Bullying Policy

St James Regional Catholic School recognizes that all students have the right to feel safe and unthreatened in a positive Christian learning environment. Bullying and cyber bullying will be addressed promptly.

Definition of Bullying

Unwelcome behavior directed against a student by another student or group of students which is found to be:

- intended to insult, ridicule, humiliate or intimidate another student
- intentional repeated over time
- harmful physically or emotionally to a student or students

Examples of Bullying

- Exclusion - behavior that makes a student feel unwelcome
- Verbal - teasing , name calling, unwelcome comments
- Written - unwelcome notes or written messages
- Cyber- bullying electronically: e.g. e-mail, text messages
- Visual - unwelcome gestures (bodily, pictures, drawings)
- Physical - unwelcome actions which create an environment harmful to health or well being of a student
- Disruptive - interferes, intimidates, or threatens students
- Retaliation - threats or actions to get back at students because of a complaint or being a participant in the complaint process.
- Destruction of Property or stealing- taking something of yours without permission.

Cyber Bullying

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- sending false, cruel, vicious messages
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police.

The above are only a few examples of bullying and other situations may be defined within this context.

Disciplinary Action

Incidents that are deemed bullying will result in age appropriate consequences at the discretion of the principal and if necessary the pastors.

Repeated bullying will result in a mandatory parent conference with additional consequences (possible probation, suspension and/or expulsion) at the discretion of the principal and pastors (if necessary).

Because discipline can involve varying situations, and clear cut rules and regulations may not always apply, we reserve the right to exercise good judgment in keeping with the Christian standards our school promotes in conjunction with our “Ambassadors of Christ” program. As a result, times may arise when we need to amend or add to our policy and to make changes applicable to current and new students. The above mentioned categories do not cover every possible situation. Thus the school will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities when necessary.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Action Steps to Respond to Cyber Bullying or Harassment

Save the evidence. Print the online harassing.

Identify the Cyber Bully.

Clearly tell the Cyber Bully to stop.

Ignore the bully by leaving the online environment and/or blocking communications.

File a complaint with the Internet or Cell Phone Company.

Contact the Cyber Bully’s parents.

Contact the school administration.

Contact the police.

Improper behavior

Improper behavior can include but is not limited to the following:

- Ignores Class/School Procedures Rude/Talking back to a teacher
- Repeatedly disrupts class Does not accept correction
- Excessive Talking Uncooperative/ Defiant
- Ignores Lunch Room Rules Annoying Classmates
- Displays negative attitude Bullying
- Ignores recess rules Rude /putting down another student
- Fighting Failure to complete an assignment
- Harassment of another Hitting/inappropriate touching
- Left class without permission Unacceptable language
- Destruction of school property Chewing gum /food in class
- Uniform violation Dishonesty/ Cheating

If the student does not show responsibility for their actions and changed behavior is not evident a meeting with administration will be scheduled.

Procedure for Disciplinary Referral

When a student receives a disciplinary referral slip, the parent/guardian must sign it on the night issued. It must be returned the following day to the issuing school official. A parent/guardian's signature indicates that the parent/guardian has seen the slip and agrees to the restorative action to be taken that has been determined by the teacher, and administration. A student may be put on disciplinary probation at the discretion of the administration. If a student is placed on disciplinary probation the student may not participate in school activities until otherwise determined by the administration.

Detention is held at the school's discretion.

Administrative Detention

Students who repeatedly choose to ignore or oppose any of the above or following list will receive an administrative detention. These detentions are usually held after school from 2:45-3:45PM with the principal:

- a. **Disrespect** – any improper attitude displayed towards any teacher, staff member, volunteer parent and administrator or fellow student.
- b. **Damaging any school, church or personal property.**
- c. **Cheating** – the taking or giving of schoolwork that is not one's own – or if the teacher has probable cause to suspect such an action.

Serious Infractions may result in an immediate probation, suspension or dismissal and apply when students are on campus, on a bus, or at a school-sponsored functions. Examples of Serious Infractions include the following:

- a. **Truancy** – unexcused absences.
- b. **Excessive bullying**
- c. **Violent behavior** – any fighting or behavior that causes physical injury.
- d. **Blatant disrespect for authority** – to any adult in the building.
- e. **Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on bus.**
- f. **Irreverence.**
- g. **Vandalism** – destruction or defacing of parish or school property.
- h. **Profane/obscene language or gestures or engaging in immoral conduct.**
- i. **Possession of any item which may present a danger to others in school or out.**
- j. **Cutting class.**
- k. **Leaving campus without permission from a school authority.**

Disciplinary Probation

The administration holds the right to place a student on Disciplinary probation. The time and conditions of the probation will be determined by the administrator according to the infraction/s.

Suspensions

Just, appropriate disciplinary policies are essential educational processes, which include procedures, which are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community.

Suspension may lead to dismissal. The Principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

Procedures for student suspensions:

- a. Infractions of a serious nature, as determined by the school.
- b. Parents/guardians of the student will be informed in writing of the suspension as soon as practicable.
- c. Suspensions will be implemented in-School or out of school, at the discretion of the Principal.
- d. Following suspension, parents or guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- e. Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- f. Where possible, a student will be referred to a counselor or a teacher for counseling.
- g. Signed agreement of parents and a written report of the suspension will be filed in the student's record.

Dismissal

- a. After two (2) formal suspensions, a student may be dismissed.
- b. Parents/guardians of the students will be informed in writing of the dismissal as

soon as possible.

- a. Students who are dismissed may apply for re-admission after one full year. The school will determine whether re-admittance is appropriate.
- d. In certain instances the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with School Policy, the good of the school community or Catholic teachings.

ASSEMBLIES

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

ATTENDANCE

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

- a. **Absences** - The policies regarding this area are as follows:
 - (1) A student who has been absent from school, even for one day, is required to present a written note to the teacher.
 - (2) A doctor's certificate may be required for absence of an extended time.
 - (3) If your child is going to be absent or arrive late at school, you are required to call the school. Please leave a message as to the reason for the absence on the voice mail. Please call the school office (610-583-3662) by 8:00 A.M.

If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to let us know, please expect a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.
 - (4) In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number.
 - (5) Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.
 - (6) It is the responsibility of the student to complete work and assessments that have been missed due to absence.

- b. **General Supervision of School Grounds**

The school grounds generally are supervised during school hours, from arrival time until dismissal time, when school is in session. There also will be general supervision in connection with school-sponsored activities, such as extracurricular events. Parents/guardians are responsible for insuring that they and their children

are not on the premises during other times. The school has no responsibility for students or parent(s)/guardian(s) on the premises during unsupervised times.

c. **Arrivals**

A child must come directly to the gymnasium between 7:40 and 7:55AM. Parents are asked not to leave a child at school before 7:40AM. Any student who arrives before 7:40AM will report to our CARES program. Parents will be responsible for daily fee.

d. **Dismissals**

Monday through Friday, children in Pre-Kindergarten are dismissed at 2:30 PM. Students in grades K-8 are dismissed at 2:45 P.M Monday through Thursday with a 2:30PM dismissal on Fridays. No child may leave the building prior to dismissal without the principal's permission.

e. **Early Dismissal - Individual Students**

No child will be excused early except in cases of emergency. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office first and sign the "Student Sign Our Book," in order to have your child released from school.

f. **Emergency Closings**

If it is necessary to cancel classes, St. James Regional Catholic School will announce such a closing on KYW. Our school number is **485**. Also, you will be advised by telephone or e-mail through our parent notification system (MSP.) The decision to close school will be in conjunction with Ridley Township School District. In case of an emergency, which requires an early closing, please advise your child, at the beginning of the school year, where to go if you are not at home. We will set up the MSP phone call and e-mail but we can **not** always depend on it completely.

g. **Emergency Cards**

The school requires the parent(s)/guardian(s) of each student to complete an emergency card provided by the school. It is important that the information on this card is accurate and updated so that the school can contact the parent/guardian in the event of an emergency. **Every change of address, phone number, or family name must be reported to the school office as soon as possible. Up-to-date records are needed in case of an emergency.**

h. **Lateness**

A student who arrives late for school must:

- report to school principal for an admission slip which will be issued to the teacher.

- Parents of any student who arrives late to school repeatedly will be required to meet with the administration to discuss the habitual lateness and the repercussions it has on student learning. Following the meeting, if the tardiness continues, the student may be subject to suspension or dismissal.

Consistent unexcused lateness will be considered parental neglect, which will be reported to the public school district for further investigation. Lateness, of course, impacts on a perfect attendance record and constitutes a serious infraction.

j. **Vacation Policy**

The planning of family vacations is **strongly discouraged** during the school year. **Please contact the Principal directly if there is a need for your child to be away on vacation during the academic year.** The repeated taking of vacations during school time may be grounds for dismissal. In the event that a child does go away, all work must be made up **when the child returns to school.**

BOOKS AND MATERIALS

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number. *Writing on books or pencil cases is not acceptable.*

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books were purchased by the school.

Students are expected to take care of their personal belongings, their books and their clothing. Parents are welcome to visit the lost and found located outside of the school office. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

CELLULAR TELEPHONES/PAGERS/HANDHELD ELECTRONIC GAMES

Cellular telephones, beepers, pagers, handheld electronic games, personal CD players, and other items that, in the view of the school, may be distracting or disruptive to the learning environment, are not permitted in the school unless special circumstance has been approved by the Principal. Students who are in need of cell phones due to extra-curricular activities must place their cell phones in the class basket each morning.

COMMUNICATIONS/STUDENT RECORDS/RELEASE OF STUDENTS

a. **Legal Custody Issues**

Parents are asked to inform school personnel when legal custody of the child/children resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need

arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

School requires parents/guardians to specify at registration the person or persons financially responsible for tuition and fees.

b. **Conferences**

Parent-teacher Conferences are scheduled at the first trimester Progress Report period for Grades K to 8. Arrangements for parent-teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should feel free to discuss it with the proper school authority - the teacher first then, the principal. The better the communication, the easier to direct your child in his/her educational endeavors.

Teachers may not be interrupted during the school day: lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number.

c. **Family Communication**

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communication include this handbook, school website, Emergency Communication System (MSP), weekly e-mail's from the principal, a digital monthly calendar of events, parent-teacher conferences, Home and School meetings, Progress Reports and Report Cards.

It is the responsibility of the oldest/only child in each family enrolled at the school to provide the parents with all written communications. **Parents are asked to check book bags and folders regularly for such communications.** Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher.

d. **Student Records**

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child/children may be disclosed only upon written consent of the parent/ guardian with legal custody.

e. **Release of a Child**

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial

parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

Acceptable Use Policy for Technology

a. Purpose and Goals

Technology is a valuable educational tool. Our school is committed to teach students, faculty, administrators, staff, and school community tools to be used for education. One of this school's purposes is to encourage the proper use of computer related technology, including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy set forth:

...to provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology

...to encourage critical thinking and problem solving skills, which will be needed in this increasing electronic and global society.

b. Responsibilities of User

With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such materials is impossible. The school will make every effort to discourage the appearance of such material; however, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

c. General Requirements for Use of the Internet

- a. All users are required to take simple Internet training from the computer coordinator or his/her designee.
- b. All users and their parent(s)/guardian(s) must sign a student access contract governing use of computer resources, which is provided by the school and set forth below.
- c. Only students issued passes or permission and have completed training may use the school's computers to access the Internet.
- d. Use of stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited, if necessary.
- e. Transferring copyrighted material to or from the school without express permission of the owner may be a violation of federal law. The user must insure that this does not incur.

- f. Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is forbidden.
- g. E-mail accounts through the school are restricted.
- h. any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- i. Use of the Internet for commercial gain or profit is not allowed from an educational site.
- j. Users will not move, repair, reconfigure, modify or attach external devices, or load software on the system without the express, prior written consent of the school.
- k. The system operator has the right to monitor all computer activity without prior notice to the user.
- l. The school may impose additional rules and restrictions at any time.

d. Discipline:

Violations of these rules will be handled by the computer education coordinator and the school administration.

e. Student Rules

- For reasons of personal safety, students must never post or transmit personal information about themselves or other people. This includes name, address, telephone/fax number, school address, social security number, etc.
- Students must not access material that is profane or obscene (e.g., pornography) or that advocates illegal acts, violence, harassment or discrimination toward other people.
- Students must not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of another and presenting them as if they were one's own.
- Students must not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy other users.
- Students must not knowingly or recklessly post or transmit information about persons or organizations that is false or private.
- Students must not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by other means. These actions are illegal.
- The illegal downloading of copyrighted software or other written works for use on home or school computers is prohibited.

Violations of any of these rules may result in any or all of the following, the discretion of the school:

- i. Loss of Internet access privileges
- ii. Disciplinary and/or legal action by the school, law enforcement or other involved parties.

DRESS CODE

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. Students are expected to come to school well groomed because good grooming leads to personal self-respect and effective academic performance. When a child looks and feels good about himself/herself, he/she acts and works accordingly. Any student not in compliance with the dress code will be subject to disciplinary action. Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the principal.

HAIR STYLES/GROOMING

Student's hair is to be neat and clean, and groomed conservatively. No extreme styles such as tipped or streaked are permitted. Boys' hair should not be below the ear.

JEWELRY

Although jewelry is not a part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls (one earring only in each ear). Boys are not permitted to wear earrings. **Bracelets, ankle and wrist, pins, and buttons are not a part of the school uniform. This includes any and all types of wrist and ankle bands.** A small religious medal or cross on a chain is permitted.

Physical Education

Gym classes are held weekly. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to himself/herself or another or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the instructor and/or the Principal.

Immunization

a. Regulation

No Child may be admitted to attend St. James Regional Catholic School unless the child has received the immunizations as mandated by the Pennsylvania Department of Health.

Please note: Upon entering kindergarten or first grade for the first time the student needs a physical and dental exam and an updated immunization for that calendar year. Students entering third and seventh grade are required to have a current dental exam. Students entering sixth grade are required to have a physical.

Pre-Kindergarten students need the following:

Health History

Updated Immunization

Kindergarten students need the following:

Health History
Physical exam form
Dental exam form
Updated Immunization

b. Nurse

The public school district provides St. James Regional Catholic School a certified school nurse for two and a half days. The district nurse is responsible for checking the height, weight, hearing (Grade K-3, 7) and vision of every child and for making referral to parents when problems are found. Also note that the nurse provides the puberty program for fifth graders. Students in Grades 6-7 are screened for scoliosis. **The Students entering third and seventh grade are required to have a current dental exam. Students entering sixth grade are required to have a physical.**

The nurse maintains all health records. All students are screened yearly under the State-mandated program.

Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

c. Accident/Illness at School

Accidents or unusual illness occurring at school are reported immediately to the administrator. When a student becomes ill or meets with an accident, the parent(s)/guardian(s) should be contacted immediately. In the event of serious injury, 911 should be called and emergency personnel be contacted. An insurance form should be provided to the parent(s)/guardian(s) of the injured student requiring treatment. A follow-up incident report must be written and kept on file in the school office.

d. Medications

I. Non-Emergency Administration of Student Medication

A. Teachers and other non-administrative school employees will not administer medication when the nurse is available. Parent(s)/guardian(s) are responsible for administering medications to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student.

B. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

1. Prescription medication means any medication prescribed by a licensed physician or dentist.

2. Non-prescription medication means any medication that can be obtained over-the-counter.

II. School Medication Authorization

- A. No school personnel shall administered to any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form.
- B. The form shall be completed by the student's parent(s)/guardian(s) and physician and shall be on file at the local school. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and appropriate dosage.

III. Personnel Authorized to Administer Medication

- A. All student medication shall be left with the school nurse or the district's health aide during the school day. If there is no school nurse or health aide in the building, then the medication shall be left with the person designated by the administrator.
- B. All such medication will be clearly marked with the student's name, doctor's name, contents and dosage in the original labeled pharmacy container.
- C. All such medication will be administered by the school nurse whenever possible.
- D. Teachers, other certified school personnel, and secretaries designated by the building administrator may administer student medication (if the school nurse is not available).

IV. Field Trips

- A. Students requiring medication on field trips shall provide the certified school person responsible for the field trip with a copy of the school medication authorization form and the required medication.
- B. In the event the time of trip exceeds the length of the school day and further medication needs to be administered, written notification shall be provided prior to the day of the trip.

RECESS

Weather permitting, students are given a recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess.

LUNCH AND SNACKS

All students stay for lunch during the school year. The 40-minute lunch period is divided into 20 minutes for lunch and 20 minutes for play. If a parent wishes to have a child leave school at lunchtime, prior arrangements must be made through a note sent to the homeroom teacher and

forwarded to the office. The child must have an adult with him/her when leaving for and returning from lunch.

Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to the playground area when dismissed. Respect and courtesy are to be shown to the adults who supervise and assist during this time.

MEDIA CENTER

The school media center is staffed by volunteers and is available to the students during the school day. Books from the book section of the media center may be taken out once a week. Damage or loss of books will result in the parent(s)/guardian being responsible for the replacement cost of the book. Appropriate conduct is expected at all times our media center.

INVOLVEMENT OF PARENTS/GUARDIANS

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society. Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings or the law is necessary. Therefore we ask that all members of our community: students, teachers, administrators, parents, coaches and alumni should accept responsibility for their actions, account for and consider the moral implications of their choices and find the courage through the graces of sacramental participation to do what is right. The failure of a parent/guardian to take seriously his/her responsibilities in this area are grounds for action by the school, including dismissal of the student.

SAFETY

a. Fire, Shelter in Place, and Lock Down Drills

Fire drills are conducted on a regular basis. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter. Also, **Shelter in Place** and **Lock Down Drills** are conducted throughout the school year.

Shelter in Place: Provides a refuge for students, staff and the public inside the school building during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter in place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

Lockdown: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (ie intruder, shooting, hostage incident, gang fights, civil disturbances, etc.)

b. Regulations

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors must report to the school office. A security system has been installed at the main front door and the CARES door. Please ring bell to enter school and go to the office to sign in and obtain a badge. All other doors will be locked.

SMOKING

The school premises are a smoke-free environment. No smoking is allowed in the school building. Violations will result in suspension from school and school-related activities until a conference can be arranged with the parents and the principal.

STATIONERY

At the end of each school year, students will receive a list of all materials and supplies required for the upcoming year. During the school year, stationery items can be purchased in the school office during the morning recess period.

TELEPHONE - SCHOOL OFFICE

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with the permission of the Principal or his/her designee. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school secretary when necessary, and they will be given to the appropriate teacher.

TRANSFER OF STUDENTS

If a student is transferring to another school, parents are requested to arrange a meeting with the principal to obtain the official transfer form and also to sign a permission form for release of academic and health records. Records are not forwarded to another school until this form has been signed by a parent and, in the discretion of the school, the parent(s)/guardian(s) have made suitable arrangements to pay any amounts due the school or parish. The student will be given a transfer slip on his/her last day of school. School records will be forwarded to the child's new school upon request from that school.

TRANSPORTATION

In the beginning of the school year, parents/guardians are asked how their child/children will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day.

a. Bicycles

Fifth to eighth grade students are permitted to ride bicycles to school. Bike locks are required. Students must follow state and local bicycle laws, including the wearing of appropriately sized helmets.

b. Bus

Children who ride the school bus are expected to behave in a safe and orderly manner at all times. **Misconduct on the bus will affect report card conduct mark and students could be denied the privilege of riding the bus.** Children must ride the same bus both morning and afternoon as assigned to them by the school district. Bus riders are not permitted to walk home unless the parents send a note to the homeroom teacher and the principal asking permission for this exception.

Please do not request permission, written or verbal, from the principal for a student who is a non-rider to take the bus to any location on a given day. The school is not in a position to grant such a request. The insurance of the school districts will not permit students from other school districts riding on their buses.

c. Car Pick-up

In the morning, students who are car riders are to enter the school through the gym door. We ask drivers to follow established traffic patterns and to exit right going out of the school yard. The front of school is for school buses and Pre- Kindergarten arrival and dismissal only.

At dismissal, we ask parents to be prompt and in the parking lot by 2:45 (2:30 on Fridays) and **do not move until all students** are in their respective cars. Parents who pick up students must park their cars in the back parking lot and walk to the sidewalk to meet their children. Teachers will oversee car pick-up procedures daily.

d. Crossing Guards

Crossing guards are provided by the local public school district. They are not employees or under the direction of our school. The school is not responsible for the conduct of crossing guard or for insuring that crossing guard is posted as scheduled.

FINANCIAL RESPONSIBILITIES

TUITION

Our school provides quality Catholic education through the efforts of our parish priests, faculty, staff, Home and School Association, volunteers, parish community, and most of all, through the many sacrifices made by the parents/guardians of the children enrolled here.

Tuition is determined in January for the following school year. The school also may impose fees for other items, such as technology, book fee, extracurricular activities, field trips, and registration. This information is communicated to the school parents/guardians through the school website and Parent Communication System (MSP).

In justice to all parents and the parish communities, parents are expected to keep tuition payments up to date. Both parents are jointly responsible for tuition and other fees charged by the school. The Business Manager reviews the tuition records. The student report card will not be released or made available through MSP if the tuition account has an outstanding balance, unless the parent has met and made suitable arrangements with the Business Manager. In addition, the school reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not timely made.

Visitors Policy/Security

All visitors to St. James Regional Catholic School are required to **register in the main office**. Visitors will be asked to sign a registration book indicating purpose of visit, time of entry, and time of departure. All visitors should enter the building through the main entrance on Tome Street. A “buzz-in” system is in place during school hours.

Parents coming to school to bring forgotten articles or to relay messages should come to the school office. Classes may not be disturbed for these reasons. All visitors must report to the school office and sign in the Visitor’s Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

VOLUNTEERS

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students’ families, which helps in building a strong learning community. All Required Clearances are needed for all volunteers.

Parents are urged to take an active part in their child’s education by volunteering whenever and wherever possible. Every student is expected to show courtesy and respect to all volunteers

AUXILIARY SERVICES

DELAWARE COUNTY INTERMEDIATE UNIT

NON-PUBLIC SCHOOL SERVICES DIVISION

The Intermediate Unit runs our largest state-funded program, Act 89, which provides remedial reading, guidance and counseling services, speech, and psychological services to a non-public school student in Delaware County.

HOME AND SCHOOL ASSOCIATION

The Home and School Association of St. James Regional Catholic School has set as its objective the advancement of Catholic education and the welfare of all of the school's children. It strives to enhance the parents' and teachers' role in education by increasing their mutual understanding of the children and by providing opportunities for parents and teachers to work together for the good of the children. Membership dues are \$10. The Association promotes parent-school activities to increase members' interest in education and civic affairs, and conducts fundraising activities. Members of the Home and School Association can be contacted through the school office. The Home and School Association has always and continues to play an important role in raising funds to support school programs, equipment, renovations, and educational materials.

APPENDIX A

PARENT PERMISSION FORM FOR GENERAL TECHNOLOGY USE

This form can be found on our school website www.stjamesregional.com

By indicating my permission and signing the release form, found on school website, I, as a parent/guardian of a student(s) in St. James Regional Catholic School, and hereby give the St. James Regional Catholic School and Archdiocese of Philadelphia, its successors and assigns and those acting with its authority, the unqualified right and permission to permit my child(ren) to participate in the activities outlined in the Parental Permission Form for General Technology Use including Web 2.0, On-line Collaboration, Photos and Media Release

I also fully understand that this is a complete release of all claims against St. James Regional Catholic School and the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such interviews.

I hereby warrant that I am free to give this permission. I further warrant that the information I have provided is, to the best of my knowledge, true and accurate.

APPENDIX B
ACCEPTABLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia
Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and St. James Regional Catholic School.

My signature below and that of my parents(s) or guardian(s) means that I agree to follow the guidelines of this *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*

Student Name/ID _____
Student Signature _____ Date ____/____/____
Graduation Year _____
Room Number (if Elementary) _____
Grade _____

Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Access Contract

I hereby release _____ (school name) and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for _____ (school name). I hereby give my permission for my child to use the Internet and will not hold _____ (school name) or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____ Date ____/____/____
Revised June 2012

STUDENT COMPUTER ACCESS

By signing the Acceptable Use Policy for Technology contract, found on the school website, I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette and laws regarding the copying of information as prescribed by either Federal, State or local laws, the Archdiocese of Philadelphia and St. James Regional Catholic School.

My signature of the contract and that of my parent(s) or guardian(s) means that I agree to follow the guidelines of this Acceptable Use Policy for Internet access at all Catholic schools.

Parent or Guardian: We ask that you review this policy with your child(ren) and sign the Student Internet Access contract form found on the school website.

APPENDIX C

LEGAL CUSTODY

We are the parents/guardians who have legal custody over [_____]. No other person has such a right. Only we are legally entitled to make decisions concerning the education of [_____]. We agree that no other person is entitled to participate in the issues surrounding [_____]'s attendance at school, including participation in school meetings. We agree that no other person is permitted to attend a school meeting, and the school will not conduct a meeting unless only both or one of us (if we so agree beforehand) is present. We understand that separate meetings for each of us will not be held.

Recognizing that requiring the school to provide duplicate copies of school grades, notices, and other related educational materials and notices is administratively burdensome, we agree that the school is required to send only one set of such materials to the parent/guardian identified below, and that we retain the responsibility of communicating such information to each other. We understand that the school is not required to send such material to any other person.

We also notify the school that, as indicated below on the dates listed, [_____] may released to me(us) at dismissal. [_____] may be picked up before dismissal when necessary to do so as identified below on the days listed. In an emergency, or when we cannot be reached, [_____] may be released to those persons whom we have identified on the emergency contact card. We agree and represent that these dates below reflect when we have physical custody of [_____] as reflected in the custody order and/or custody agreement we have provided to the school.

We agree that we are jointly and independently responsible to pay tuition, and that our failure to pay tuition constitutes grounds for dismissal of our student.

Signature

List all days of school week, and times, when you may pick up listed child/children

Name of Parent/Guardian to receive School Materials

APPENDIX D

ASBESTOS EMERGENCY RESPONSE ACT

St. James Regional Catholic School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA.) A copy of the plan is available for your inspection at the school office during regular office hours. ACER Associates is the school's asbestos program manager.

APPENDIX E GUIDELINES

Playground

- Good safety rules will be followed.
- Wrestling, fighting, tackling, piggyback riding or roughhousing, etc. is not permitted on the playground.
- The throwing of ice, snow, snowballs, or hard objects is not permitted.
- Any games that require the student to be on the ground, tackled, etc. are forbidden.
- Pushing, shoving, hitting and bullying are not permitted on the playground.
- The use of balls will be restricted. No hardballs of any type will be permitted on the playground.
- A child who wishes to go inside the building before the end of recess must first receive permission from one of the playground supervisors on duty.
- The climbing of fences or trees is not permitted.
- Children must obey the playground supervisors at all times. Problems that cannot be resolved with the playground supervisor should be brought to the principal's attention.
- All accidents must be reported to the school nurse immediately.

CAFETERIA

- Polite behavior is expected at all times.
- Students will enter and leave the cafeteria in a quiet orderly manner.
- Students will obey the Lunchroom Moderator and helpers on duty.
- Students may leave the cafeteria after receiving permission from the Lunchroom Moderator. They may not return to their classrooms for play equipment, snacks, or other forgotten items.
- Students will remain in their seats while eating their lunch or snack.
- Conversations among students should be soft tones. No shouting please.
- All trash will be placed in the appropriate containers.
- Students will be dismissed by tables. To be dismissed, students must be seated, quiet, and the tabletop and floor where they are sitting must be clear.
- Sharing of food and/or snacks is not permitted due to some children's food allergies.
- All food is to be eaten **only** in the cafeteria.
- Good eating habits will be encouraged at all times.
- Students unable to follow the above rules may be seated at a separate table and/or lose recess.
- Parent volunteers in the cafeteria are welcome.

BUS

Busing is available to eligible elementary children. The bus driver will strictly enforce bus regulations. Pupils not abiding by bus safety regulations are written up by the driver and parents notified. The third infraction of bus rules may result in a temporary loss of riding privileges. Additional infractions may lead to a recommendation to the principal to rescind transportation privileges.

While on the Bus

- Be courteous to fellow pupils and the bus driver.
- Keep hands, head, and feet inside the bus at all times.
- Assist in keeping the bus safe and sanitary at all times.
- Never tamper with the bus or its equipment.
- Keep books, coats, packages, and all other articles out of the aisles.
- Help look after the safety and comfort of the smaller children.
- Do not throw anything out of the bus windows.
- Stay seated until you are supposed to get off the bus.
- Horseplay or fighting will result in disciplinary action.
- Don't distract the driver when the bus is in motion. However, in an emergency, alert the bus driver immediately.
- There is no eating on the bus.

APPENDIX F
INSTRUCTIONAL SUPPORT TEAM

IST

St. James Regional Catholic School's IST (Instructional Support Team) provides support to students who may be experiencing difficulty in the classroom due to consistent academic, social-emotional, or behavioral problems. IST is a problem solving process that develops partnerships between the school and parents in their effort to improve a child's school performance. The IST is made up of: the parent of the referred student, the child's classroom teachers, school principal, two specially trained faculty members, and personnel from the Delaware County Intermediate Unit.

Parents seeking this assistance should contact their classroom teachers for a referral.