



Family Handbook 2019-2020

updated 07.19.19

MISSION STATEMENT

ST. JAMES SCHOOL

St. James School — located in the Allegheny West neighborhood of Philadelphia — is a faith-based middle school for traditionally under-served children, devoted to the education of students in a nurturing environment and with a challenging academic program. St. James is an Episcopal school that develops students’ moral and spiritual identities, as well as their intellectual, physical and creative gifts.

All St. James School parents/guardians agree, as indicated in the enrollment contract, to:

1. Provide enough rest for your child.
2. Ensure your child’s daily attendance at school in full uniform, and abide by arrival and dismissal expectations.
3. Support school policies and show respect to school personnel.
4. Check the family communication envelope (“Blue Folder”) every week.
5. Attend the three designated Family Teacher Conferences (FTCs) during the school year.
6. Actively participate in our community by volunteering for designated hours for the school year.
7. Attend monthly Family – Guardian meetings (led by family members).
8. Attend >3 Saturday Family Service Days per year
9. Participate in monthly Family Fee

At the same time, parents/guardians can expect the following from the school:

1. To be treated with courtesy and respect by all school personnel.
2. To know what and how my child is being taught.
3. To be informed about my child’s progress on a timely, regular basis.
4. To access my child’s school records.
5. To be consulted on important matters concerning my child’s education and general well-being.

Anti-Discrimination

St. James School admits students of any race, color, religion, nationality, gender, and ethnic origin to all privileges, programs and activities at the school. St. James School does not discriminate on the basis of race, color, religion, nationality, sexual orientation, gender, or ethnic origin in the administration of its policies.

Sign In/Sign Out Procedures and Policies

Attendance and Appointments

Students are invited to come to campus between 7:30 and 7:50 for morning recess. If students do not wish to participate in morning recess, they can arrive between 7:50 and 8:00. Students must be at school by 8:00. Any arrival after 8:00 will be marked tardy.

Our dismissal options for Grades 5,6,7,8 are 3:15, 4:15 or 5:00. All 4th Graders are dismissed at 3pm.

Please contact the school office to report illness or other reason for absence or lateness (between 7:45-8:00AM). Notes about funerals and illness from guardians must be written, signed and given to the school within three business days of return from absence. All notes after 3 days are discarded and absence is marked as unexcused. Vacations are never excused absences. This is Pennsylvania law. Phone calls can never excuse an absence.

Severe Weather Delay or Closing

In the event of winter inclement weather, a number of sources will provide information regarding delay or closing. An announcement will be carried over KYW (1060 AM) radio station on TV and via the web at www.kyw1060.com. St. James School follows the announcements for all Philadelphia Public Schools and/or School District of Philadelphia for snow, hurricane and ice events. St. James has air conditioning and does not close for hot weather or for heat waves.

Student Behavior Guidelines

St. James School Student Pledge:

I am a St. James Student.

I am an active member in my community.

I am committed to social justice
and positive change.

I can apply knowledge gained in the classroom
to real life situations at school and at home.

I will excel in high school and my career.

I will mentor my peers.

I will lead with compassion and by example.

I am a child of God and I will use my gifts to
protect, heal and honor the environment.

I am a St. James Student.

Positive Reinforcement

Studies show that positive reinforcement, as opposed to negative punishment, is more likely to permanently alter student behavior for the better. St. James School utilizes creative approaches to motivate, incentivize, and reward students who make positive choices and regularly meet student behavior and conduct expectations. We rely heavily on student feedback and opinion to direct our positive reinforcements. Our positive incentive system is based on our school expectation codes:

Lower School (Grades 4, 5 & 6)

REACH

Responsible

- Be prepared - come to school on time, everyday, uniform
- Take ownership of your actions, do not blame others
- Handle disagreements maturely
- Know what is expected of you in every situation

Enthusiastic

- Try new games, food, and activities *even* if you haven't liked them in the past
- Show your classmates and teachers praise when they do well

- Find something to look forward to each class
- Believe that effort will improve your future

Attentive

- Demonstrate good listening skills, eye contact and posture
- Notice when your classmates are feeling down and build them up
- Be full of thought, consider the consequences of your choices, words and actions
- Find a way to say please and thank you

Curious

- Come to school ready to learn everyday
- Read all directions, participate in class, ask questions
- Be creative, take risks, don't be afraid to fail
- Always read your DEAR book when you have free time

Hardworking

- Homework -- Just do it!
- Have a "no excuses" attitude
- Go above and beyond what is asked
- Set goals and make a plan to achieve them

Upper School (Grades 7 & 8): **AGAPE** (pronounced "uh-GA-pay")

Agape is loosely translated from Greek as "unconditional love." The Rev. Dr. Martin Luther King Jr described agape as "an overflowing which seeks nothing in return. When you rise to love on this level, you love all ... not because you like them, not because their ways appeal to you, but you love them because God loves them. That is what Jesus meant when he said, Love your enemies." By the time students leave St. James we strive to instill them all with the spirit of agape.

Adaptable

- Be flexible - When life doesn't go as expected be willing and able to adopt "plan B"
- Show respect and be open minded to those who are different
- Change is a part of growth
- Think about what is *really* important in life

Gratitude

- Be thankful for all that you've been given in life
- Recognize what other people do for you and pay it forward
- Say "thank you" and do something nice to show your appreciation
- Respect the natural environment and all of its animals

Awareness

- Think about what behaviors or actions teachers expect of you
- Find solutions to conflicts and show that you care about the feelings of others
- Be sensitive and find ways to show you care about people other than your close friends
- Identify what emotions you feel and respond in a mature way

Patience

- Show love for ALL people even when you dislike their actions
- Allow others to speak without interrupting

- Keep your temper in check, use coping mechanisms
- Stay committed to your goals

Excellence

- Finish what you start, even when frustrated
- Do the right things *especially* when you don't want to
- Do the best you can with what you've been given
- Try hard even after experiencing failure

REACH and AGAPE points

Whenever students display characteristics of REACH (lower school) or AGAPE (upper school), teachers and instructional assistants may award them positive points which are displayed on Jupiter grades under "Good Behavior." REACH and AGAPE positive points are used to determine acknowledgements and disciplinary actions.

Restorative Justice

Restorative Justice, as opposed to retributive justice, focuses on repairing harm, offense, or distrust caused by a violation or infraction. It is cooperative and involves all stakeholders. St. James School seeks to employ restorative justice practices whenever possible. These practices always look different and are used in conjunction with disciplinary action described below.

Disciplinary Action

All students at St. James School are expected to follow the school's Code of Conduct at all times. Actions that breach the Code of Conduct will result in a disciplinary response on the part of appropriate school personnel. The following lists outline the types of points that engender disciplinary responses.

Level I Points

Level I negative points are earned by the student when it occurs. Corrective actions to these violations of school expectations are intended to correct behavior and help lead the student to make better choices. After one warning, level 1 points are logged as "minor" behavior referrals in Jupiter Grades.

Level I negative points include but are not limited to the following:

- Talking at inappropriate times
- Off task behavior
- Out of seat without permission
- Disrespectful tone/words/body language to student(s)/staff
- Unprepared for class (uniform, materials)

Consequences: Examples of consequences for Level I negative points include but are not limited to the following:

- Behavior Enrichment (held daily from 4:15-5:00pm)
- Confiscation of property
- Restorative practices which demonstrate effort to help community which was harmed or effected
- Required meeting with additional school personnel
- Warning letter or phone call home

Level II Points

Level II negative points are addressed directly by the Assistant Head of School or his/her designee and require a more severe response than Level I points. St. James School adheres to local, state, and federal laws and requirements for certain violations of school expectations. Level II negative points are immediately logged in Jupiter Grades under “moderate” behavior referrals.

Level II negative points include but are not limited to the following:

- Extreme disrespect to staff
- Teasing/bullying for gender, race, home life, sexual orientation, appearance
- Putting hands on a student or threatening with violence
- Misuse of technology
- Refusal to move/leaving classroom without permission

Level III Points

Level III negative points are handled directly by the Assistant Head of School or his/her designee and require the most severe consequences. St. James School adheres to local, state, and federal laws and requirements for certain violations of school expectations. These negative points require immediate suspension pending further review by the Assistant Head of School, Head of School, and President of the Board.

- Fighting
- Cheating/academic dishonesty
- Sexual harassment
- Theft

Behavior Enrichment Policy

Behavior enrichment will be held daily from 3:15 – 4:00 PM. Phone calls are sent out each day by 3PM.

Students who have a net total of 4 negative points at 2:45 PM each day earn a mandatory behavior enrichment that afternoon. Negative points are distributed as follows:

- Level 1 = 1 negative point
- Level 2 = 10 negative points

(Level 3 negative points require student to be either sent home or in school suspension)

For example:

- 10/6/2013
John Smith: 6 negative points + 4 REACH points = (net of 2 negative points = NO BEHAVIOR ENRICHMENT)
- 10/8/2013
John Smith: 8 negative points + 3 REACH points = (net of 5 negative points) = BEHAVIOR ENRICHMENT

Below are the expectations for behavior enrichment that will be met in order to properly complete a behavior enrichment. Students must “clean their slate” in order to complete behavior enrichment. Failure to complete will result in a suspension & recorded on student’s permanent record.

- Students will take necessary papers from the check-in station upon entering behavior enrichment.

- Students will then complete the Behavior Enrichment Reflection entirely, thoughtfully and in complete sentences.
- Students will then have a conference with Mr. Austin to devise a restorative justice practice.

Any Level II event requires immediate parent/guardian notification. Any incident that involves a breach of law requires police notification by the school.

Student Searches

In order to maintain the security of all our students, St. James School reserves the right to conduct searches of its students and their property when there is reasonable suspicion to do so. School cubbies, lockers and desks, which are assigned to students for their use, remain the property of St. James School, and students should, therefore, have no expectation of privacy in these areas. Law enforcement officers may need to conduct search of student or school property to keep the school community safe and secure.

School Day Policies and Procedures

Uniforms

Uniforms help children develop a serious mind set about school. They also simplify life at home, eliminating time and energy in deciding what to wear. While at school, we want children to be comfortable in their clothes and unconcerned about the distractions of changing fashions.

The St. James School Dress Code is as follows:

- All children must wear white, button-down oxford collared shirts: shirts can be short sleeved or long sleeved and must be tucked in at all times while on and off property.
- Children must wear khaki pants or a knee length khaki kilt.
- Hair must be in a natural color (black, brown, blonde or auburn) and no extreme hairstyles are allowed (e.g. mohawks). Boys may not have “parts” in their hair or have any designs shaved into hair.
- Student are permitted to wear the approved school sweater or blazer in class.
- No tattoos.
- Single ear piercing permitted.
- Students may wear one bracelet, one simple necklace tucked into a shirt and earrings no larger than a dime.
- Children wearing pants must also wear a brown or black leather belt.
- Children must wear assigned black or brown uniform shoes; the options are oxford shoes, Mary Janes with no heel or bucks. Please call or visit the school with any shoe questions before you buy them.
- Girls can wear white or burgundy socks. Boys can wear brown or black socks.
- For physical education class and some field trips students must wear the St. James School gym uniform from the school. This includes black and white sneakers. Colors such as blue, red, orange, etc... are not permitted).
- For field trips, a form will be sent home with the dress code for that trip.
- No makeup or nail polish is allowed for Lower School students. Students will be required to remove polish in school. Upper School students may wear nail polish. No acrylic nails are allowed in any grade.
- Students may not wear hooded sweatshirts or non-uniform sneakers/shoes in the school. If they arrive at the school with this clothing they will be asked to remove it before entering the building.
- Students may be excluded from any activity for being out of uniform.

Meals

St. James School provides meals free of charge and does not permit outside food or drink in the school. Please see school administration for details.

Valuables, Jewelry and Electronics

Items of special value, including expensive watches, iPods, jewelry, tablets, collectibles, and money, should not be brought to school. Any jewelry should be simple.

Cell Phones

Cell phones will be locked by school staff at the beginning of the school day in Homeroom and will be returned at the end of the school day. Electronics of any kind must be kept at home. Cell phones that are not turned in and any electronics seen or found during the school day will be confiscated. The school administration will hold the item until a parent or guardian comes to retrieve it. After the first time, the item will be locked in the school until the last day of school in July. The school cannot replace valuables that have been lost and/or stolen. The school is in no way responsible for expensive things that students bring in the building.

Mandated Reporting

In Pennsylvania, persons whose occupation or profession places them in regular contact with children are required by law, when they have reasonable cause to suspect abuse, to report or cause a report of that abuse to the county child protective services agency. In Philadelphia, that agency is the Department of Human Services. Failure to inform or cooperate in an investigation is a crime under Pennsylvania law.

The Department of Human Services staffs a 24-hour hotline (215.683.6100) to receive reports of possible child abuse or neglect. Reports of suspected physical abuse, sexual abuse, or severe neglect are investigated within 24 hours. Other reports are investigated promptly.

School Nurse and First Aid

St. James employs a school Nurse Practitioner part time 4 days per week. Staff may administer first aid for injuries acquired on school grounds. A parent or person designated on the Student Information Form will be contacted to pick up the student when an injury requires further medical attention. In rare instances, an ambulance may be summoned if deemed necessary. Every attempt will be made to contact parents, guardians, or emergency backup persons prior to ambulance transportation. A parental release for emergency transportation is on each student's information form and health history form. All Student Information Forms require that parents/guardians complete the space for health insurance information (carrier name and I.D. number) in case of a situation that requires referral to a hospital.

Health Assessments

Occasionally, state mandated health screening assessments are conducted by a nurse in the following areas: Hearing, Vision, Heights and Weights. Students without proper immunizations may be suspended, out of school, indefinitely.

Parent/Guardian Involvement

Parent/Guardian Communication

Three times per year (at the end of Marking Periods), you will have the opportunity to attend Family Teacher Conferences (FTCs) with teachers to discuss your child's development. It is very important to make time for conferences, and we encourage you to make every effort to be on time for your scheduled appointment.

Families that do not attend the conference may not be allowed to send their child to school. Families can expect to receive formal report cards 4x per year, as well as regular updates (Progress Reports) every two weeks.

Children are routinely given notices to take home, including letters from your child's teachers and the monthly Family Letter. These announcements, test and other paper will come home in a blue family envelope every Monday. Please sign these papers and send to school with your child on Tuesday.

Volunteer Procedures for Parent/Guardian Volunteers (Active Involvement)

Parents/guardians and other significant relations are active members of the St. James School Community. Opportunities to volunteer are abundant and many of our parents/guardians have unique gifts and creative energy that, when shared at school, strengthen our community in innumerable ways. Volunteering in support of your child's education is one key for a successful St. James School experience for you and your child. In addition, parent/guardian volunteers assist with keeping costs low and therefore, more funds are available for academic purposes. At the beginning of the academic year, the Head of School will meet with each parent/guardian to identify individual volunteer opportunities for each family member. Examples of volunteer service include assisting in kitchen, carpooling, cleaning, tutoring, front desk assistance, helping in the library, yard work and painting.

1. Parents and friends volunteering on a regular basis must complete a Child Abuse Clearance Form and a Police Background Check. Completing these checks is considered volunteering on its own and is greatly appreciated.
2. Volunteers should check in and out at the school office when arriving and before leaving.
3. In order to ensure that each student's/family's right to privacy is maintained, please note that confidentiality must be maintained at all times. (Please do not repeat anything you hear or see regarding students while volunteering, and never discuss a student's grades or progress with anyone except school faculty or staff.)
4. If you sign up for a regular time with a specific teacher or staff person, we look forward to your consistent attendance; students look forward to seeing you and teachers/staff plan your visiting time into their schedules. If you must be absent, please contact the appropriate teacher/staff person or the school office.
5. Discipline should be left to school personnel. If you experience a problem with a student, please consult with the appropriate teacher/staff person. We expect our children to behave according to our Code of Conduct and we expect all adults in our community to be models of the Code of Conduct.
6. When volunteering, please dress comfortably and appropriately and remember that, at all times but particularly at school, you are a role model for all of our students.

Parental Permission for Field Trips

Legal guardians must submit an original permission slips for every trip a student goes on or any time they leave the building. No faxed forms, signatures from non-legal guardians or notes will be accepted. Please do not call the school and give permission over the phone, as it will not be accepted.

Monthly Fee Payments

Fee payments for your child are due on the 15th of each month. Payments can be made using check or money order (no cash is accepted) families may request a receipt at the time payment is made. We strongly encourage you to keep these receipts in a safe place for your records. Checks should be made out to St. James School and may be mailed or brought directly to the school. All payments must be given in an official St. James School fee

payment envelope to the Head of School. Failure to pay on time may affect future enrollment. On-time payment of fees is most appreciated and is recognized as one of your many ways you are supporting your St. James School student. Fees are collected and processed by an outside collection department. The Head of School is the staff member who is in direct contact with the collection department. All concerns or questions regarding fees should be directed to the Head of School.

Technology

In registering a student for St. James School, every parent and guardian accepts and agrees to follow the acceptable user policy for technology:

ACCEPTABLE USE POLICY FOR TECHNOLOGY

RESPONSIBILITIES OF USER

Our school will make every effort to provide a safe environment for learning with technology including Internet safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below.

TECHNOLOGY USE GUIDELINES

- **Educational Purpose/ Appropriate Use:** All technology use and Internet access at schools for all faculty, staff and students is provided solely for educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision. Expressed permission to use the Internet and hardware/software in any area of the school must always be obtained.
- **Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law. When using school technology, teachers and students are to use their assigned user name and password at all times. Each person is reminded to log off of their assigned account before leaving a computer unattended.
- **Communications:** Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication. The school sanctioned communications methods include: Teacher school web page, teacher school email, teacher school phone number and educationally focused networking sites.

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

- **Electronic and Mobile Devices:** Use of any technology oriented device in our schools should have an educational focus. The school's technology policy regarding authorization, use, responsibility, integrity,

intellectual property, and monitoring will be applied to these devices. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use in writing.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, apps, websites, social networking sites, cell phones, digital cameras, text messaging, and email, voice over ip, chat rooms and instant messaging.

- **Examples of Unacceptable Uses:**

- Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Users must not use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal. Users must not use school equipment to create any site, post any photo, image or video of another except with express permission of that individual and the principal. Maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.
- Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files or another person's password. Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission. Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission.
- Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Users are not to plagiarize content and may not present the work of another as their own without properly citing that work. Users must not violate license agreements, copy disks, CD-ROMs, or other protected media. Users must not use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.

ADMINISTRATIVE RIGHTS

The school has the right to monitor both student and employee use of school computers and computer accessed content both in and outside of school. Due to the evolving nature of Technology, St. James School reserves the right to amend or add to this policy at any time without notice.

- Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:
- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Confiscation of electronic device used and possible turning over of device to law enforcement officials if deemed necessary by school administration.

- Disciplinary action including, but not limited to, expulsion and/or legal action by the school, civil authorities, or other involved parties.

ANTI-HAZING POLICY

Hazing involving students, student groups or any individuals at St. James School is strictly prohibited.

Definition

Hazing is defined by the State of Pennsylvania (Act 175) as “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be ‘forced’ activity, the willingness of an individual to participate in such activity notwithstanding.”

Responsibility for Compliance

All School students, faculty, staff and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including on privately owned facilities and/or property. Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (new member, member, auxiliary, or alumnus), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.

Reporting of a Possible Violation

Anyone who witnesses or suspects that hazing has occurred shall immediately report what was witnessed, or the basis for the suspicion that hazing has taken place, to the Assistant Head of School. If the hazing has occurred in connection with a School club, organization or sport, then the incident shall also be reported to the person or coach responsible for the club, organization or sport.

Violations and Sanctions

The Assistant Head of School shall have discretion to impose any discipline deemed appropriate for an incident of hazing against both the individual who engaged in the conduct and the School organization of which they were a member. Discipline and penalties shall include, but not be limited to, withholding diplomas or transcripts, the imposition of fines, restitution, probation, suspension, dismissal or expulsion. In the case of School organizations, penalties may include withdrawal of permission for the club or organization to continue to operate on campus or other school property or to otherwise operate under the recognition or sanction of the School. Imposition of discipline by the School does not preclude any criminal penalty which may be imposed for

violation of criminal laws and the School will fully cooperate, and share information, with law enforcement as part of any investigation.

USDA Anti – Discrimination Policy

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at [\(202\) 720-2600](tel:2027202600) (voice and TTY) or contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: [\(202\) 690-7442](tel:2026907442); or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Conclusion

It should be understood that some situations may take place, which go beyond those immediately covered in these directives. The administration reserves the right, therefore, to respond appropriately to those situations, especially to any which contradict the philosophy and values held sacred by our school. St. James reserves the right to dismiss at any time any student whose conduct is considered being inconsistent with the ideals and goals of our school. Students and parents are expected to cooperate with the school in teaching those human and moral values which lie at the basis of the school and church's guidelines. By registering a student at St. James School, the parents and guardians agree to the policies and procedures of this handbook.



Family School Agreement

We have read, understand, and agree to support the details of the Family Handbook. We understand that these expectations are required to be a member of the St. James School Community. We will partner with St. James Staff to support my child and school policies by making the following commitments:

1. My child will get at least 9 hours of sleep each night.
2. My child will arrive at school on time and in full uniform.
3. We will call the front desk by 8am if my child will be late or absent.
4. We will check the family communication envelope ("Blue Folder") every week.
5. We will attend Family Teacher Conferences ("FTCs") during the school year.
6. Participate in our community by volunteering to attend >3 Saturday Family Service Days per year.
7. Attend monthly Family – Guardian meetings (led by family members).
8. Check that my child completes homework each night and reads at home.
9. Participate in monthly Family Fee
10. Monitor my child's screen time at home (video games, social media, Internet access, etc...)

Student Name (printed): _____

Student Signature: _____

Parent / Guardian Signature: _____

Parent / Guardian Signature: _____

DATE: _____