

2011-2012

Student Handbook

Keeping Faith
One Holy Catholic Apostolic

Faith Formation

Our Mission

St. James Academy exists to pass on the Catholic faith to the next generation; evangelization and catechesis are central to our mission. St. James Academy inspires all members of our community to live gospel virtues in a nurturing environment that expects the highest possible standards of moral behavior, spiritual growth and academic excellence.

We have established a Charism at St. James Academy that is consistent with papal documents on education and to animate the vision that our Archbishop has for what a Catholic high school should be. The charisms of St. James Academy are One, Holy, Catholic, and Apostolic. These pillars of the Catholic faith are lived out through our emphasis on living as a community, growing deeper in faith, developing our knowledge of the faith and in serving others. As an Archdiocesan high school, we believe we must illuminate these pillars for our students and community, so that the world can experience Christ's compassion and comforting direction. Our sports program, spirit squad and the culture of extracurricular activities have received special attention and will receive continual scrutiny. Coaches and participants in extracurricular activities are formed to be witnesses to the love of Christ for the world. Charitable and virtuous behavior is expected from those that represent St. James to the community.

Our school building has been purposely designed to facilitate the education of our faith, personal and communal prayer, community experiences and evangelization to those in our building and to the larger community. Our chapel is centrally located in the building where the tabernacle can be seen from all academic hallways. Our chapel is large enough to seat the entire student body for daily mass. We have made ecclesial art an important part of our building as well. Church art is a timeless way to draw people into a deeper relationship with Christ and the communion of saints. We have space throughout our building to display ecclesial art as a reminder that we are all called to holiness daily. Our classrooms are clustered in communities, which promotes working together and using our gifts for the greater good.

We believe by educating our staff, students and school families in the teachings of the church and creating an environment where praying together and sharing our faith experiences is not only acceptable but the norm, we will create an environment for young people and the wider community to grow closer to the heart of Christ.

Prayers of our Faith

Our Father

Our Father, who art in Heaven, hallowed be thy name;
Thy kingdom come; thy will be done on earth as it is in heaven.
Give us this day our daily bread; and forgive us our trespasses
As we forgive those who trespass against us;
And lead us not into temptation, but deliver us from evil.
For the kingdom, the power, and the glory are yours
Now and forever. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with thee
Blessed are you amongst women and blessed is the fruit of thy womb Jesus.
Holy Mary, Mother of God pray for us sinners
Now and at the hour of our death. Amen

Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit:
As it was in the beginning, is now, and ever shall be,
World without end. Amen.

Apostles Creed

I believe in God the Father Almighty,
Creator of Heaven and earth;
I believe in Jesus Christ,
His only Son, our Lord,
He was conceived by the Holy Spirit
And born of the Virgin Mary.
He suffered under Pontius Pilate,
Was crucified, died, and was buried.
He descended to the dead.
On the third day He rose again.
He ascended into Heaven
And is seated at the right hand of the Father.
He will come again to judge the living and the dead.
I believe in the Holy Spirit,
The Holy Catholic Church,
The communion of Saints,
The forgiveness of sins,
The resurrection of the body,
And the life everlasting. Amen

Nicene Creed

I believe in God, the Father almighty,
Creator of Heaven and Earth. And in Jesus
Christ, His only Son, our Lord, Who was
Conceived by the Holy Spirit, born of the
Virgin Mary, suffered under Pontius Pilate;
Was crucified, died and was buried. He
Descended into Hell. The third day He rose
Again from the dead. He ascended into
Heaven, and sits at the right hand of God,
The Father almighty. He shall come again to
Judge the living and the dead. I believe in
The Holy Spirit, the holy Catholic Church,
The communion of saints, the forgiveness of
Sins, the resurrection of the body, and life
Everlasting. Amen

Act of Contrition

My God, I am sorry for my sins because I have offended you. I know I should love you above all things. Help me to do penance, to do better, and to avoid anything that might lead me to sin. Amen

The Angelus

V. The Angel of the Lord declared unto Mary,
R. And she conceived of the Holy Spirit. Hail Mary...

V. Behold the handmaid of the Lord.
R. Be it done unto me according to Your Word. Hail Mary...

V. And the Word was made flesh,
R. And dwelt among us. Hail Mary...

V. Pray for us, O holy Mother of God.
R. That we may be made worthy of the promises of Christ.

V. Let us pray:
Pour forth; we beseech You, O Lord,
Your Grace into our hearts;
That as we have known the incarnation of Christ,
Your Son by the message of an angel,
So by His passion and cross
We may be brought to the glory of His Resurrection.
Through the same Christ, our Lord. Amen

Regina Coeli/Queen of Heaven

(Prayed during Easter season in place of the Angelus)

V: Queen of Heaven rejoice! Alleluia:

R: For the Lord whom you were worthy to bear, Alleluia!

V: Has risen as He said, Alleluia.

R: Pray for us to God, Alleluia!

V: Rejoice and be glad, O Virgin Mary, Alleluia.

R: Because the Lord is truly risen, Alleluia.

Let us pray,

O God, you were pleased to give joy to the world through the Resurrection of Your Son, our Lord Jesus Christ. Grant, we beseech You, that through the intercession of the Virgin Mary, His Mother, we may come to possess the joys of everlasting life, through Christ our Lord. Amen.

Hail, Holy Queen

Hail, holy Queen, Mother of mercy, hail, our life, our sweetness and our hope. To thee do we cry, poor banished children of Eve: to thee do we send up our sighs, mourning and weeping in this vale of tears. Turn then, most gracious Advocate, thine eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of thy womb, Jesus, O merciful, O loving, O sweet Virgin Mary! Amen.

Salve Regina

Salve Regina, Mater misericordiae,

Vita dulcedo et spes nostra salve.

Ad te clamamus exsules filii Hevae.

Ad te suspiramus gementes et flentes,

in hac lacrimarum valle.

Eja ergo advocata nostra,

illos tuos misericordes oculos ad nos converte.

Et Jesum benedictum fructum ventris tui

nobis post hoc exsilium ostende.

O clemens, o pia, o dulcis Virgo Maria.

Memorare

Remember, O most gracious Virgin Mary,

that never was it known that any one who fled to thy protection,

implored thy help or sought thy intercession, was left unaided.

Inspired with this confidence, I fly unto thee, O Virgin of virgins my Mother;

to thee do I come, before thee I stand, sinful and sorrowful;

O Mother of thy Word Incarnate, despise not my petitions,

but in thy clemency hear and answer me. Amen.

Our Lady of Guadalupe

God of power and mercy, you blessed the Americas at Tepeyac with the presence of the Virgin Mary of Guadalupe. May her prayers help all men and women to accept each other as brothers and sisters. Through your justice present in our hearts, may your peace reign in the world. We ask this through our Lord Jesus Christ, your Son, who lives and reigns with You and the Holy Spirit, one God, for ever and ever. Amen.

Angel of God

Angel of God,
My Guardian Dear,
to whom His love commits me here,
ever this day be at my side,
to light and to guard,
to rule and guide. Amen.

Divine Praises

Blessed be God.
Blessed be His Holy Name.
Blessed be Jesus Christ, true God and true man.
Blessed be the Name of Jesus.
Blessed be His Most Sacred Heart.
Blessed be His Most Precious Blood.
Blessed be Jesus in the Most Holy Sacrament of the Altar.
Blessed be the Holy Spirit, the Paraclete.
Blessed be the great Mother of God, Mary most holy.
Blessed be her holy and Immaculate Conception.
Blessed be her glorious Assumption.
Blessed be the name of Mary, Virgin and Mother.
Blessed be Saint Joseph, her most chaste spouse.
Blessed be God in His angels and in His Saints.

Serenity Prayer

God, grant me
Serenity to accept the things I cannot change,
Courage to change the things I can, and
Wisdom to know the difference.

Prayer to St. James the Greater

O Glorious St. James, because of your fervor and generosity Jesus chose you to witness his glory on the Mount and his agony in the Garden. Obtain for us strength and consolation in the unending struggles of this life. Help us to follow Christ constantly and generously, to be victorious over all our difficulties and to receive the crown of glory in heaven. Amen.

Motorist's Prayer

Grant me, O Lord, a steady hand and watchful eye. That no one shall be hurt as I pass by. You gave life, I pray no act of mine may take away or mar that gift of thine. Shelter those, dear Lord, who bear my company, from the evils of fire and all calamity. Teach me, to use my car for others need; Nor miss through love of undue speed. The beauty of the world; that thus I may with joy and courtesy go on my way. St. Christopher, holy patron of travelers, protect me and lead me safely to my destiny. Amen.

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys, and sufferings of this day for all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all my relatives and friends, and in particular for the intentions of the Holy Father. Amen.

2011–2012 Staff List

Administration

Mr. Andrew Tylicki
Mrs. Karla Leibham
Father Scott Wallisch
Mr. Mark Huppe
Mrs. Debbie Nearmyer
Mr. John Muehlberger
Mrs. Karen Maginn
Mrs. Maureen Engen
Mrs. Jodie Maddox

President
Principal
Chaplain
Assistant Principal/Director of Activities & Athletics
Director of Catholic Faith Formation
Dean of Students
Director of Development/Student Recruitment
Director of House Systems/Curriculum & Instruction
Director of Student Services/Curriculum & Instruction

Faculty

Mr. Jeremy Aranda
Mr. Matt Baysinger
Mr. Greg Bomhoff
Miss Allison Brancato
Mr. Brian Bucklin
Mrs. Angela Charlton
Mrs. Stacey Chik
Mr. Michael Consiglio
Mr. Sebastian D'Amico
Mrs. Victoria D'Amico
Mrs. Jennifer DeCicco
Mrs. Sherri Denton
Mrs. Nancy Dorsey
Mrs. Kerri Elstun
Mrs. Tami Gaughan
Miss Katie Goebel
Mrs. Sharon Heimes
Mrs. Jackie Heinerikson
Mrs. Terra Henderson
Mr. Greg Hohensinner
Mrs. Carrie Hubbard
Miss Elyssa Hunt
Miss Tricia Hutchison
Mrs. Antionette Ishmael
Mrs. Colleen Kolich
Mr. Terry Kopp
Mrs. Gina Ley
Mrs. Kellie Maguire
Sr. M. Bridget Martin
Mrs. Lyra Pherigo
Mr. Tom Radke
Mr. Shane Rapp
Mrs. Jill Rippee
Mr. Sam Rockford
Mrs. Jamea Sale
Miss Samantha Scherer
Mrs. Vicki Schrant
Mrs. Jill Simpson
Mrs. Gina Smrt
Mrs. Kaitlin Slowik
Ms. Helen Tyler
Mr. Joe Walberg

Theology
College Counselor
Science
Spanish
Physical Education/Social Studies
Social Studies/Technology
Theology
Business & Technology
Theology
Spanish
Mathematics
Art
Social Studies
Science
Theology
Theology
Sewing
Science
Art
Science
Technology
Spanish
Theology/Dean of St. Catherine Community
English
English/Dean of St. Padre Pio Community
Guided Studies/Academic Counselor
American Sign Language
American Sign Language/Social Emotional Counselor
Social Studies/Campus Ministry
Choir
Social Studies
English/Dean of St. Gregory Community
Science/Dean of St. Gianna Molla Community
Mathematics
Choir
Mathematics
Mathematics
Drama/Speech
English
English/Yearbook
Band/Dean of St. Benedict Community
Social Studies

Mr. Jeremy Way	Science
Mr. Bob Weinstein	Foreign Language
Mr. Rich Weitz	Mathematics/Dean of St. Peter Community
Mrs. Amber Willis	English
Mrs. Emily Wobker	Social Studies/Theology
Mr. Tim Wuebker	Mathematics
Mrs. Deanna Zechmann	Mathematics

Business Office & Support Staff

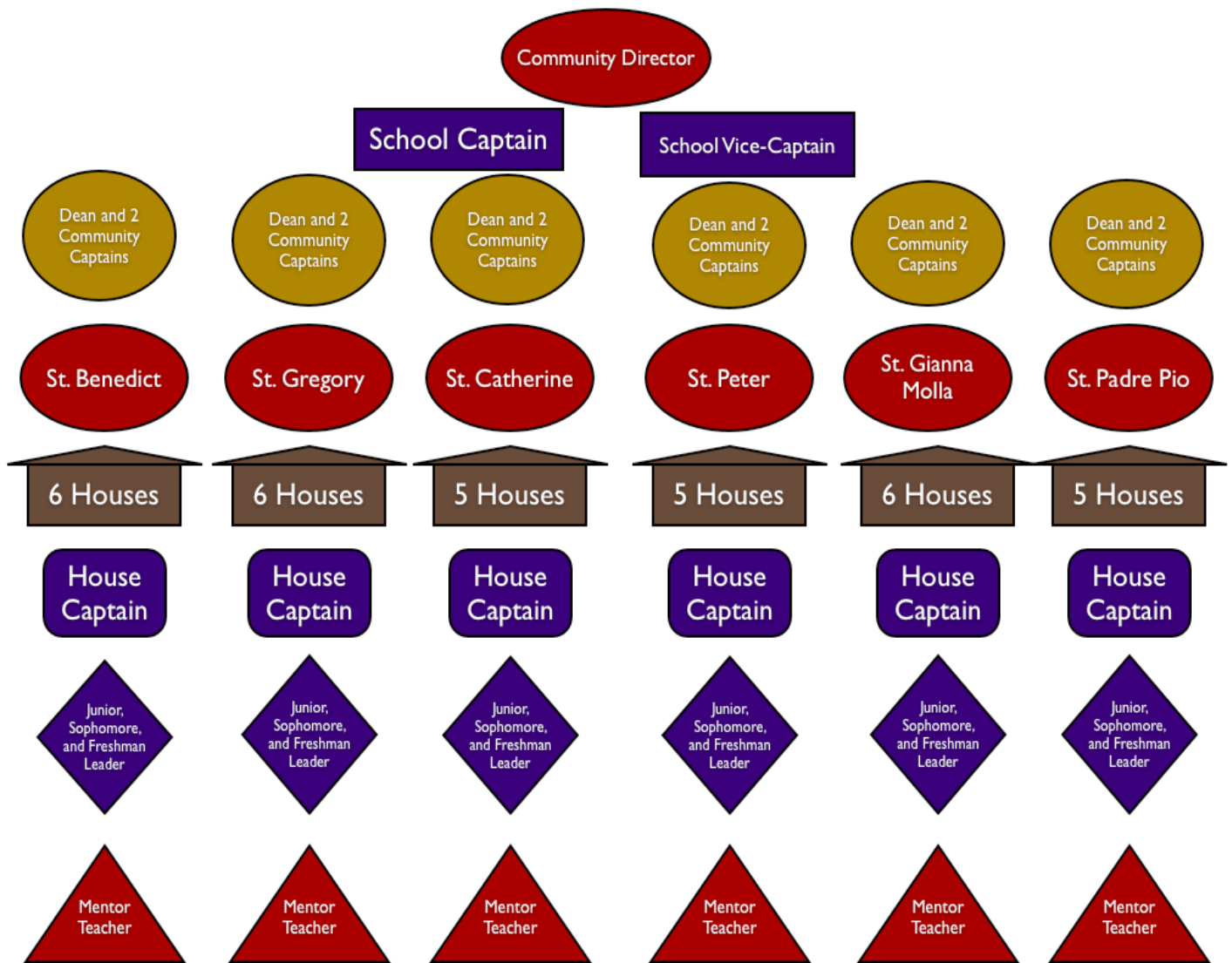
Mrs. Jan Clary	Accounting Assistant
Mr. Larry Criege	Facilities/Special Projects
Mrs. Jan Judy	Nurse
Mr. Joe Lindgren	Technology Coordinator
Mrs. Theresa Lyons	Admin Assistant to the Principal
Mrs. Julie Mayfield	Nurse
Mrs. Cathy McNally	Attendance
Mr. Mike Medina	Director of Facilities
Miss Shalee Morris	Counseling Admin Assistant
Mr. Tony Muehe	Chef-Treat America
Mr. Jimmy Muehlberger	Facilities
Mrs. Terri O'Neill	Faith Formation Admin Assistant
Mrs. Christy Peterson	Director of Finance
Mrs. Rebecca Snodgrass	Activities Office Admin Assistant
Mr. Roy Stanley	Systems Administrator
Mrs. Kris Strecker	Director of Communications
Mrs. Linda White	Admin Assistant to the President

Activities & Athletics

Baseball	Brian Bucklin
Basketball - Boys	Mark Huppe
Basketball - Girls	Greg Hohensinner
Bowling - Boys & Girls	Terry Kopp
Cheerleading	Kellie Maguire
Cross Country - Boys & Girls	Rob Harber
Dance Team	Amber Willis
Debate/Forensics	Antionette Ishmael
Football	Tom Radke
Ginna Molla - Pro Life Ministry	Allison Brancato
Golf - Boys	John Muehlberger
Golf - Girls	Rich Weitz
Kay Club	Jan Clary
Magnificat Society	Monsignor Raymond Burger
National Honor Society	Colleen Kolich
Sacristans	Sr. M. Bridget Martin
Softball	Kerri Elstun
Tennis - Boys & Girls	Rebecca Snodgrass
Thunder for Life-Anti- Drug Ministry	Fr. Scott Wallisch & Jeremy Way
Track - Boys & Girls	Rich Weitz
Science Olympiad	Jeremy Way
Scholars Bowl	Matt Baysinger
Soccer - Boys & Girls	Rick Enna
Swim & Dive - Boys & Girls	Kellee Hercules
Volleyball	Nancy Dorsey
Wrestling	Mike Medina
Yearbook	Kaitlin Slowik

**“At the heart of Catholic Education is the Community,
Not just to be learned but to be lived”**

The primary objective of the Community House system at St. James Academy is to further enhance our mission by emphasizing integral formation of the entire person. The Community system provides a vehicle for strong bonds between all members of the school community, promotes the development of respectful relationships among students, and enables a more proactive development of each student's leadership skills.



The goals of the House system:

- To ensure individual care by providing each student with at least two adults—a Community Dean and a House Mentor who will monitor and support the academic, social, and spiritual growth of each student.
- Embracing our Catholic values and traditions, the Community system will enhance the ministry provided to all our students.
- To strengthen the bonds of the St. James Academy Family Spirit among the 9th-12th grade divisions in the school family.
- To create opportunities for 55 senior students to be trained and to serve as leaders.
- To create opportunities for 34 freshman, 34 sophomore, and 34 juniors to serve as leaders.
- To advance each student's interpersonal relationship skills.
- To promote open discourse between divisions, students, and faculty.
- To enhance the community strength outside St. James Academy school.
- To plan, organize and coordinate school activities including dances, fund-raisers, and spirit-related functions.

Overview of the St. James Academy House System

- There will be six Communities at St. James Academy: St. Benedict, St. Padre Pio, St. Catherine of Sienna, St. Gregory, St. Gianna Molla, St. Peter.
- Each student will be assigned to the same Community for 9-12th grades. There will be approximately 125 students in each community.
- Each Community will be assigned One Dean who is a faculty member chosen by the administration.
- Each Community will be assigned two senior students (Community captains) who will be elected by the faculty and senior students.
- Each community will be divided into five or six Houses. Houses will be approximately 20-25 students. Each house will have 9th-12th grade student.
- Each student will be assigned to the same House for 9th-12th grades.
- Each House will be assigned a mentor teacher.
- Each House will be assigned one senior student (House Captain) and three underclassman (Junior, Sophomore, and Freshman Leader).
- House Captains and Junior, sophomore and freshman leaders will be elected in houses.
- Each student will have the same Dean and Mentor teacher during their 9-12th grades.
- Each House is overseen by a Dean, 2 community captains, Mentor teacher, and House Captain.
- There will be a Community director (adult) and two school captains (seniors) who will be responsible for the atmosphere of care and concern for the entire school as fostered by the House system.

St. James Academy Student Handbook

FAITH

Spiritual Formation

The purpose of the sacraments is to sanctify men, to build up the Body of Christ and, finally, to give worship to God (CCC1123). At St. James Academy we are so privileged to celebrate the sacraments with our school community. All students at St. James Academy will have the opportunity to attend daily mass and receive the sacrament of Reconciliation on a regular basis. St. James Academy will also celebrate Mass monthly as an entire school community, and reconciliation will be offered during the school week. Students are encouraged to receive the sacraments.

The charisms of St. James Academy are One, Holy, Catholic and Apostolic. We are one body in Christ, called to be holy or set apart, growing in understanding of our Catholic faith and living in service to others. To live out our charisms and to complete the spiritual landscape offered at St. James Academy our students will participate in spiritual direction, retreats, service to others, and an expectation of Christian behavior towards one another. Our faculty has been carefully chosen to be a powerful aid in the spiritual development of our students and therefore they will be fully integrated into these experiences. Take time to get to know your teachers by sharing your faith stories.

Christian Stewardship Program

In 1992 the U.S. Bishops laid the framework for individual Christian stewardship by defining it as “one who receives God’s gifts gratefully, cherishes and tends them in a responsible manner, shares them in justice and love with others and returns them with increase to the Lord”. This is the foundation on which our Christian Stewardship Program is constructed. We desire our students to come to a fundamental understanding of stewardship that includes much more than the accumulation of service hours.

A deeply meaningful service project that teaches stewardship must include scriptural reflection and prayer. As Jesus taught us, “For where your treasure is, so will your heart be,” Matthew 6:21. Service is more than “doing good works,” rather it is a deepening of our relationship with Christ; a process where we recognize the gifts and graces that we receive from God along with our responsibilities to return those five and ten fold to the Lord. We are so beautifully reminded of this in the parable of the talents in Luke 12:27.

This comprehensive program will include research, scripture study, service, reflection, a written report and a presentation. Each student will pick one service project yearly consisting of approximately 30 hours of service from ONE organization to be performed outside of the school day. The project will flow from one of the 7 Social Justice Teachings of the Catholic Church. This project will be graded and will be a piece of the student’s theology grade. Punctual completion of all requirements will figure largely into the grade earned. This project is a requirement for graduation from St. James Academy. Students who do not complete the project by the due date will be given a 0 for the theology assignment and will still be held accountable for completing the project before the next academic year. Students who do not complete the project will not be passed to the next grade level and will not be readmitted to school until the project is completed.

The 7 Social Justice Teachings of the Catholic Church are:

- Life and Dignity of the Human Person
- Call to Family, Community, and Participation
- Rights and Responsibilities of the Human Person
- Option for the Poor and Vulnerable
- Dignity of Work and the Rights of Workers
- Solidarity of the Human Family
- Care for God’s Creation

Details about the Christian Stewardship Program will be explained to students during Theology class.

ACADEMICS

Grading System

Grades are reported in percentages and no letter grades are given. Grades below 67% are considered failing. A bonus of five (5) percentage points will be added to the final grade of an honors course if the grade is 77% or above. Semester grades are an accumulation of grades given throughout the entire semester in addition to the semester exam. Generally, semester exams will be worth at least 10% of the semester grade. However, at the departments discretion, exams may be weighted differently. Final semester grades are the only grades that go on a student's permanent transcript.

Graduation Requirements

Theology	4	Mathematics	3
English	4	Science	3
Fine Arts	1	Social Studies	3
Foreign Language	2	Physical Education*	1
Technology	1	Speech**	.5
Electives	4.5		
TOTAL:	27 credits		

*Participation in one full season in interscholastic athletic competition will waive ½ credit of Physical Education.

**Speech requirement is met through debate and forensics or enrollment in two (2) consecutive years of choir, band or drama.

Homework

St. James Academy students are expected to complete all assignments and to prepare thoroughly for classes and tests. It is recommended that each student spend a minimum of two hours per night completing written assignments, reviewing notes, reading or studying.

Extra Credit Guidelines

While not required to offer extra credit, teachers may choose to do so. They may spell out options for earning extra credit in the course syllabus, award via bonus questions on tests, etc. Students must first complete all coursework before extra credit is offered. Such extra credit will be made available for everyone. Students may earn extra credit only for academic work, and the credit will not amount to more than a minimal amount of the total credit for a course.

Late Work/MASH

The work assigned as homework serves the purpose to continue the learning process and is a valuable part of emphasizing the classroom teaching. Therefore, if a student has an incomplete or missing assignment, they will report to Mandatory Assignment Study Hall (MASH) from 3:20 p.m. - 4:00 p.m. that same day. Students will notify their parents of the need to stay. Students who have a team practice or activity after school will report to MASH until 4:00 p.m. Normal consequences established by the coach will result. Students who have a competition will be required to attend MASH the following day after school. Students will receive a 50% deduction in the assignment grade if the work is turned in the next day. A missed MASH results in a detention and completion of the missed MASH. Seniors do not participate in MASH unless their grades indicate a need.

Academic Probation

Any student failing two or more classes for a semester will be placed on academic probation. The student will be referred to the Response Team for an academic plan. Students who are on academic probation two semesters in a row may not be allowed to return to St. James Academy.

In addition, a student must be making normal progression toward graduation. Normal progression will be viewed as credits in the required graduation curriculum as follows: At the beginning of:

10th grade – a student must have a minimum of 6 credits.

11th grade – a student must have a minimum of 13 credits.

12th grade – a student must have a minimum of 20 credits.

Students who end the prior grade with fewer than the above credits need to enroll in an approved summer school. One credit is the customary maximum available during summer school. The administration must approve all classes taken by St. James Academy students from an outside source.

Honesty in Academic Work

St. James Academy students are expected to display academic honesty and integrity at all times and to refuse to tolerate academic dishonesty on the part of other students. Students should be aware the following behaviors are dishonest: giving or receiving unauthorized assistance on a test; copying another student's homework or allowing your homework to be copied—this would include computer generated homework or assignments; giving false reasons for making up late work or tests; re-submitting work that has been completed for another class, falsifying laboratory data, submitting work that has been copied (wholly or partially) from a book, the internet, magazine, etc. without crediting the author; stealing tests or using tests stolen by another student; witnessing academic dishonesty and not reporting it. Consequences for academic dishonesty may include, but are not limited to, a loss of credit for the assignment or test, academic probation, or class failure.

Honor Roll

Honor Roll is published each semester, using the semester grades and based upon the following:

First Honors: Grade average of 96% or above in honors classes and no incompletes.

Second Honors: Grade average of 90%-95.99% in honors classes and no incompletes.

Honors Classes

Honors courses are at an accelerated and/or enriched pace. The caliber and depth of work completed will be of a higher quality than in a regular course. Students who earn a 77% or above in an honors course will receive an additional five (5) percentage points figured each semester. The points are added during the calculation of cumulative GPA. If a student is in a regular class and wishes to go to an advanced class the next year, they must earn at least 94% final grade both semesters and pass each semester final. That student must have a 90% completion rate for homework. For a student to remain in an Honors course, they must have at least an 80% final grade each semester. The Administration reserves the right to review each case individually.

Parent Grade Checks

Regular grade checks are available to parents through the PowerSchool program. Parents may predetermine the frequency of grade checks. Report cards will not be mailed home. All final grades can be accessed via PowerSchool. Details about accessibility to the information will be made available at Student Check-In Day.

Transcripts

All transcripts are the property of the school and may be released only upon mutual consent of the school, the student and/or the parent or legal guardian. Transcripts only contain information regarding the academic assessment of the student. Transcript requests should be made through the counseling office.

Parent-Teacher Conferences

Conference times will be scheduled twice a year where teachers will be available to visit with parents about student progress. Parents and students are encouraged to contact teachers at any time during the school year if a student's needs are not being met. Teachers will also contact parents when there are academic or behavioral concerns.

Schedule Changes

Schedule changes may be made only for sound academic reasons and must be completed during the published time frame. The Academic Counselor must approve all other changes. A fee of \$5 will be charged for each schedule change. You may pick up schedule change requests from the Counseling Office. Schedule changes need the written approval of a parent and the Counseling Department.

Final Exams

Students that don't take their final will receive an Incomplete for the course until the final is completed. If arrangements for making up the final are not made by the end of finals, the student will receive an Incomplete, and thus, no credit for the course. In the case of Seniors, finals must be completed in order to participate in graduation ceremonies.

Semester Exam Waivers

Students can earn one (1) exam waiver for having better than 89.5% with no more than one (1) detention. No waiver will be issued until any fines are paid and all equipment is turned in. Seniors will earn a second waiver in a class if they have a grade of 94.5% or higher. * **Attendance may impact the opportunity to access the waiver.**

ATTENDANCE

Any time a student arrives after the official school day has started or needs to leave prior to the end of the official school day, they must check in at the attendance office. This includes times that a student may arrive during passing periods. Students must always check in if they have missed any class period.

Absences:

1. In the event that your student will not be in attendance during any part of the school day, we ask that you please call the **attendance line at (913-254-4298)**. You will need to provide your student's name, what your relation is to the student (i.e. mother, father, aunt, uncle, etc.) and the reason the student will be out (i.e. illness, appointments, funeral, college visit, etc).
2. It is extremely helpful if you call the attendance line prior to **9:00 a.m. each day**. If a student is out for multiple days, please call the attendance line each day unless it is a planned absence and you have indicated this on the first day.
3. Students are responsible for contacting teachers for making up work missed during any absence immediately after returning, regardless of the reason for missing school. Work due the day the student was absent must be turned in on the day the student returns. All other work is due one day after the next time that class meets.
4. If a student has been absent from school for 10 days or more, he/she may lose credit for any class with this many absences. Cases of this will be reviewed individually by the Administration.
5. Parents can always review number of absences per class via StudyWiz or weekly emailed progress reports.

Appointments

We realize that there are times when an appointment is made at the last minute and we will work with you to ensure that your student is released in time to make such appointments.

1. In the event that you know about an appointment in advance, we ask that you please either call the **attendance line (913-254-4298)** or write a note to be brought to the attendance office on the morning of

the appointment. This allows us to forward a pass to your student prior to their release so that it is the least disruptive to their class. **Students will receive a pass to check out with the attendance office. Once they return from the appointment, they will report back to the attendance office to receive a note to return to class.** Within your call or note, it is important to note what time you would like the student released from school. Please do not put the appointment time down and expect us to guess how long it would take to get there. We will only release the student on the time that you note. It is helpful to know if the student will be returning after the appointment.

2. These procedures need to be followed whether a student is going to be picked up for an appointment or if they will drive themselves.
3. Please do not text or call your student directly to tell them about an appointment and expect them to just tell the office they have to leave school. We must hear/see this information from the parent or guardian.

Attendance Office 913-254-4298

- Any variations to the official day - call before 9:00 a.m. (if possible)
 - For appointments:
 - Time of release
 - Will they be returning
 - Will you pick up or will they drive themselves
- Remind your student to always check-in/out with attendance office.

Tardies

A maximum of five(5) late to school tardies will be allowed per semester. After 5 tardies, the student will be assigned a detention. For every two (2) subsequent AM tardies, they will receive a detention for the remainder of the semester. Excessive tardies will fall under the discipline point system.

Attendance and Extra Curricular Activities

A student must arrive prior to 11:00 a.m. on the day of a sporting or school activity if they wish to participate. If the student leaves the building for any reason other than a planned appointment, they are not allowed to participate in practice or event on that day.

Nurses

If your child should call from their cell phone saying they are not feeling well, please ask that they go to the nurses office. The nurse will assess their situation and call you if needed.

Phones

Cell phones used during the school day or found on their person will be taken away. The student will be charged \$5 to get their phone returned at the end of the school day.

Truancy

1. Truancy from school (external) – External truancy is the result of a student’s failing to report to school or leaving the premises after arrival without the knowledge and consent of parents or administration. After an external truancy, the student’s parent or guardian must make an appointment for a conference with the Dean of Students before the student will be allowed to resume classes. A Saturday detention will be issued for each class missed.
2. Truancy from class (internal) – Internal truancy is the result of a student’s failing to report to an assigned class or study area without permission from a teacher, supervisor, administrative staff member or counselor. A Saturday detention will be issued for each class missed.
3. A regular detention will be issued for any skipped A day House time.

4. Students are not allowed to make up any work missed during truancy. This includes turning in work that was due or taking tests that were given on the day of the truancy.
5. The school may request verification of a student's absence, as it deems necessary.

Transfers

Any student wishing to transfer to St. James Academy must meet the following requirements:

1. Request a Transfer Packet from the Admissions Office and return it along with a transcript of past and current grades.
2. Shadow at St. James Academy for at least half a school day.
3. Interview with an Administrator and receive approval to enroll.
4. Complete the application form and submit it along with the registration fee.
5. Meet the course requirement necessary for normal progression to graduation.
6. Meet with an Administrator to plan a schedule.

Students who transfer at the beginning of the school year must be able to meet the Normal Progression as spelled out in the above section.

Students who transfer at semester must meet the following criteria:

9th grade – a student must have a minimum of 3 credits. Failure of a Math or an English course at another school will require summer school during the summer following the 9th grade year.

10th grade – a student must have a minimum of 9.5 credits and may be required to enroll in summer school to make up any deficiencies in required courses.

11th grade – a student must have a minimum of 16 credits and be able to acquire the minimum of 27 total credits to meet graduation requirements.

12th grade – senior transfers are not allowed unless the family is moving from out of town. A student who is allowed to transfer due to a move must be able to acquire the 27 credits needed for graduation.

Withdrawals

Students who choose to withdraw from St. James Academy should request a Withdrawal Form from the Administration Office. This is to be signed by a parent and returned. All textbooks, computers, library books and athletic equipment must be returned at the same time as the Withdrawal Form. No transcripts or recommendations will be released to other schools until all obligations are fulfilled and all items returned.

STUDENT ACTIVITIES

Activity Card

Student activity cards (ID Card) are issued at the beginning of each school year. This is the student's admission identification to all home events and mixers. Students must have an ID card to be admitted to a St. James Academy mixer. Students without an ID at an athletic event will be charged an adult fee for admission. Students should request a replacement for a lost or stolen ID card. Using another student's activity card will result in its confiscation and possible disciplinary action.

Activity Grade Checks

Activity grade checks will begin after the first four weeks of the semester. Every Monday, a grade check will be required for all students involved in activities. Any student receiving one grade below 67% or two grades below 70% for the week, will be required to attend study hall from 7:15 a.m. to 8:00 a.m. or 3:20 p.m. to 4:00 p.m. daily that week. Students may meet with a teacher in place of the mandatory study hall only if they have written permission from the teacher and approval of the Activities Director. Practice may be attended after the study hall. If a student is in study hall two consecutive weeks for the same class or classes, they may not participate in extracurricular competitions or performances for the next seven days. Special situations involving eligibility will be reviewed and final decisions will be made by the Activities Director and Principal.

Clubs and Organizations

The school sponsors a number of co-curricular and extra-curricular clubs and organizations. Students, along with the sponsorship of a St. James Academy staff member, can develop clubs. These clubs are subject to the rules and regulations of the school as well as their own rules. Activities sponsored by a club must be approved by the Director of Student Activities and that club is responsible for clean up after any in school activities.

Eligibility

A student in grades 9-12 shall meet the following requirements for eligibility in inter-school activities:

1. Scholarship—The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or last semester of attendance.
2. Enrollment—The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed) of unit weight or its equivalency. NOTE: Students dually enrolled in colleges, may count a maximum of five hours of college credit as two subjects of unit weight or three hours of college credit as one subject of unit weight. Students must notify the Director of Activities immediately if a college course is dropped. Failure to do so will jeopardize their participation and the team's eligibility in interscholastic competition.

Extra-Curricular Activities

Any extra-curricular activity, such as a game or a musical, is an official event sponsored by the school, and therefore is under the jurisdiction of school officials. School rules and regulations governing student behavior during any extra-curricular activity will be enforced. Student dress should always reflect our faith and reflect Christian modesty.

If a student wants to attend an extra-curricular event as a spectator during the school day, he/she must:

- 1) pick up a permission form from the Activities Office, 2) have the form signed by a parent, 3) return the form to the Activities Office prior to the event. If a student leaves for an extra-curricular activity earlier than the permission form designates, the missed class time will be considered truant.

School Sponsored Trips

All students must be in good standing, which includes academics, discipline and finances, in order to participate in any school sponsored trips (mission trips, out of town performances, etc).

Physical Forms

Completion of the KSHSAA "Physical Form" is required of all students participating in ALL ATHLETIC ACTIVITIES (including cheer and dance). The physical must be completed after May 1 to be effective for the following school year. The form must be signed by a physician and the Parental Permission portion must be completed and signed by a parent and student. The form is available in the Activities Office and at www.KSHSAA.org.

Student Expectations in Activities

1. The attire our students wear on the road should represent St. James Academy activities well. Appropriate dress is expected when teams are not wearing their uniforms. We expect our boys to wear dress shirts with ties and slacks; the girls to be dressed up as well.
2. The locker rooms should remain clean at all times. Athletes should be held responsible for their cleanliness.
3. Fighting/ejection from a contest will result in a review by the coaching staff and the Activities Director. Disciplinary action, including suspension or dismissal from a team, may be taken.
4. Stealing and/or destruction of property may result in the student being dismissed from the team. The coaching staff, Activities Director and Principal will review each case prior to the final decision.
5. A student athlete that quits or is dismissed from a team will not be allowed to participate in another sport

during the season. An exception is possible through mutual consent of the two Head Coaches and the Activities Director.

6. No cleats allowed in the building – anywhere.
7. A student may participate in a second sport or activity during the same season if coaches meet with athlete and parent and decide it is in the best interest of the program and the student. The Director of Activities must approve all two-sport athletes.
8. Students must be in school for a minimum of four hours in order to be eligible to compete in interscholastic events or participate in practice during that day. Special circumstances such as funerals, doctor's appointment or others will need approval by the Administration. Students are expected to be on time to school the morning after a contest or performance.
9. We will attempt to provide transportation both to and from events. A student is only allowed to ride home with his own parents.
10. Outside Participation – Athletes participating on outside teams (different sport) while they are members of a St. James Academy team is not recommended. Each coach will communicate their team policy to student-athletes during their pre-season meetings.

Suspended Students

Students who are suspended from school are not eligible to participate or attend practice or an activity during the period of their suspension.

Transfer Students

A transfer student is eligible for inter-scholastic competition if he/she is entering high school for the first time, or the student's parents or legal guardians have made a bona fide address change. Any other student is considered ineligible until he/she has attended 18 weeks at St. James Academy. Students with special exceptions and partial eligibility possibilities should make an appointment to meet with the Activities Director for specific consideration.

DISCIPLINE

Alcohol Analyzer and Urine Analysis

St. James Academy reserves the right to have an Alcohol Analyzer or Urine Analysis available for students who wish to demonstrate their non-use of alcohol or drugs. If at any time a student is requested to take a Breathalyzer test and refuses to do so, it will be assumed that the student has consumed alcohol and the appropriate sanctions will follow.

Discipline Review Committee

The members of the Discipline Review Committee consist of The Dean of Students, an Administrator and Faculty members. The Dean of Students refers cases to the Discipline Review Committee when violations are deemed serious and/or contrary to the good name of the school. Parents/Guardians and/or students will attend a Discipline Review Committee meeting when deemed necessary.

Discipline System – see page 34

Drug & Alcohol Policy

The position of St. James Academy on the use of illegal drugs and alcohol is based on the moral teaching of the Church and on natural law. Our greatest happiness comes in participating with God since He tells us, "I came so that they might have life and have it more abundantly" (John 10:10). Recognizing that our bodies are temples of the Holy Spirit, we understand using any illegal substances that act to disorder the body (drugs, alcohol) are not in cooperation with who God has created us to be.

St. James Academy reserves the right to ask any student to comply with a witnessed alcohol test or urine

screen at any time if the school administration decides there is reasonable cause to do so.

The St. James Academy High School policies concerning alcoholic liquor (as defined by K.S.A. 41-102), or cereal malt beverages (as defined by K.S.A. 41-270), and drugs (controlled substances as defined by the Uniform Controlled Substances Act K.S.A. 65-4101 et seq.), are established alongside a commitment to educate students in drug and alcohol abuse/awareness. This policy prohibits:

*The possession, use, consumption or sale of drugs and/or alcohol on school property or at school activities. This violation may result in immediate expulsion. We reserve the right to involve the police department when deemed necessary.

*Any student coming onto school property or attending school activities under the influence of controlled substances and/or alcohol as defined above.

*Any student having substances, residue or paraphernalia in their vehicle, on their person, or in their belongings while at school.

*Any student knowingly hosting a party where minors consume drugs/alcohol and no attempt was made to disperse the minors.

*Any student who is cited and/or charged with a drug/alcohol offense.

NOTES

*In the case of any student and/or student's parent(s)/guardian(s) refusal to comply with any or all of the above consequences, the student will be required to withdraw from St. James Academy.

*If a student or parent hosts a party where alcohol or drugs are provided, the student is liable for dismissal from school.

*If a student and/or student's parent(s)/ guardian(s) comply with all other consequences associated with any drug/alcohol violation within one calendar week, and are honest and cooperative throughout any school investigation, the Discipline Team may commute any suspension from school activities for a period of time not to exceed 50% of the total suspension.

*In the case where the school is made aware of drug/alcohol use outside of school that did not result in a citation, arrest or charge but the source of information is credible, the school reserves the right to look into what took place. If the resulting investigation concludes that a student has been involved in drug/alcohol use the following consequences may be applied:

*A suspension of THREE WEEKS from all school activities.

*A required professional assessment.

*Participation in an approved drug/alcohol awareness program and certificate of completion provided to the school.

Referrals

As a community based in the love and teachings of God, we strive for the good of the entire community and each of its members. As a people of virtue, we strive to care for our family members as Christ cares for us. At his crucifixion, Christ saw each of us as we are and believed it was worth his personal suffering for our salvation. There are moments in our lives where we must put that same Christ-like love for our community before our personal wants. Because of the intense way Jesus loved us we must love one another through our honesty and openness. With Christ as our model our referral policy is as follows:

Type I: Concerned Person Referral – A third party, usually a classmate or a parent, approaches a faculty member with information about a student concerning an abuse problem.

Type II: Self-Referral – The student with an abuse problem, under his/her own initiative, approaches a faculty member and asks for help.

Type III: Non-Voluntary Referral – A school staff member observes or is made aware of the problem by an outside agency such as the police or related agency. This type of referral is different from the Type I where the concerned person is usually a peer or a relative. Type III is a non-voluntary referral by the school or an outside agency.

Consequences

Students who violate the school drug/alcohol policy will be subject to the following consequences. The St. James Academy Discipline Team will review all consequences.

First Offense: Type I and Type II Referrals

- *In-school suspension for up to FIVE days.
- *Suspension from extra-curricular activities for up to two weeks and a minimum of 10% of the inter-scholastic competitions.
- *A required independent professional assessment at no cost to the school by a mutually agreed upon treatment center or trained treatment professional.
- *Participation in an approved drug/alcohol awareness program and certificate of completion provided to the school.
- *Future random testing of the students for drug/alcohol as defined by the Discipline Team at no cost to the school.

Second Offense: Type I and Type II Referrals

- *A suspension from school for a period of up to FIVE days and/or a long-suspension from school following a Discipline Team hearing.
- *A suspension from extra-curricular activities for up to six weeks and a minimum of 25% of inter-scholastic competitions.
- *The collection of 6 points from the Discipline Point System.
- *A required independent professional assessment at no cost to the school by a mutually agreed upon treatment center or trained treatment professional.
- *Participation in an approved drug/alcohol awareness program and certificate of completion provided to the school.
- *Future random testing of the students for drug/alcohol as defined by the Discipline Team at no cost to the school.

First Offense: Type III Referrals

- *A suspension from school for a period up to FIVE days and/or a long-term suspension from school following a Discipline Team hearing.
- *The collection of 6 points from the Discipline Point System.
- *A suspension of six weeks from all school activities.
- *A required independent professional assessment at no cost to the school by a mutually agreed upon treatment center or individual trained in substance abuse counseling.
- *Participation in an approved drug/alcohol awareness program and certificate of completion provided to the school.
- *Future random testing of the students for drug/alcohol as defined by the Discipline Team at no cost to the school.

Second Offense: Type III Referrals

- *A long-term suspension or possible expulsion from school and/or a long-term suspension from school following a Discipline Team hearing.
- *The collection of 6 points from the Discipline Point System.
- *A suspension of ONE SEMESTER from all school activities.
- *A required independent professional assessment at no cost to the school by a mutually agreed upon treatment center or individual trained in substance abuse counseling.
- *Participation in an approved drug/alcohol awareness program and certificate of completion provided to the school.

* Future random testing of the students for drug/alcohol as defined by the Discipline Team at no cost to the school.

Third Offense: Type I, Type II and Type III Referrals

*Dismissal from St. James Academy.

DUI

Any student that receives a DUI at any time of the year will lose the privilege of driving to school for a period of at least one year.

Gum

Students are not permitted to chew gum on school grounds. A \$5.00 fine will result per offense.

Spirit Days

Students will be informed of the appropriate dress for various Spirit Days. Students not in appropriate dress will be instructed to immediately acquire appropriate attire, or they will be sent home to change and return to school promptly.

Student Arrest

A student who is arrested will be ineligible to participate in all school activities until the charge has been resolved. Members of a program in season may only attend regular team practices during this time. The administration reserves the right to apply additional consequences after the case is resolved.

Tobacco

Students are not permitted to smoke, chew, or possess tobacco or tobacco substitutes in school, on school grounds, or at any school sponsored activity. Violation will result in a student not being allowed to participate in the next athletic contest or performance. Parents will be notified and the following consequences will also result:

- First Offense \$20 fine
- Second Offense \$35 fine and parent conference
- Third Offense \$50 fine, suspension from school and Disciplinary Board hearing.

Weapons

Any student bringing a weapon to school or to a school function will be expelled and turned over to the proper authorities.

SCHOOL PROCEDURES AND POLICIES

Admissions Policy

The administration reserves the right to approve or deny admission or re-enrollment to a student for any reason at the sole discretion of St. James Academy administration. This includes a student whose fees and tuition contract is in default. Inquiries on this matter should be directed to the Office of Student Recruitment or the Business Office.

Admission Status

Students who apply for admission to St. James Academy will be evaluated by the school for placement. The Principal will make the final decision based upon various criteria, which may include but is not limited to: an interview, student portfolio, achievement tests or any other informal curriculum assessments administered by the school.

Building

The building is open from 7:00 a.m. to 4:00 p.m. Outside doors remain locked at all times except for the main entrance. Guests must enter through the front doors and sign in at the Office. Students waiting for a ride must be in the Gathering Space. Students must be picked up by 4:00 p.m. unless they are participating in a team or group activity. St. James Academy High School is not responsible for unsupervised students prior to 7:00 a.m. or after 4:00 p.m.

Electronic Devices

Cell phones, radios, CD, MP3 players, iPods and other electronic devices will be allowed at St. James Academy with the following guidelines: Electronic devices may only be turned on and used before or after school. Electronic devices may not be carried with the student during the day, and must be turned off and stored in their locker all day. Any student with an electronic device on their person during the day will have it confiscated, and the student's parent will be required to pick it up in the office. Repeated violations will result in further discipline. Distractions to the classroom due to unauthorized use of electronics will result in detention.

Computer Policy

Technological resources, including the Internet, are provided to support and enhance educational goals and objectives. Internet access is a privilege, not a right. Students and parents must read, sign and return the St. James Academy Acceptable Use Policy before the student will be allowed to use this resource. Any inappropriate use of technology resources will result in cancellation of privileges and disciplinary measures.

1. Students are responsible for their computer. Anything done on their computer is the responsibility of the student, whether it is done by them or someone else.
2. For disciplinary action, please refer to the Student Laptop Loan Agreement and Acceptable Use Policy.

Laptop Hospital

Laptop Hospital is available before and after school to any St. James Academy student who has a question or problem with his/her laptop. Hours for Laptop Hospital will be posted in the Media Center.

Emergency Medical Forms (Pink Form)

Each student must have the required Emergency Medical Form on file in the Health Room. This form must be completed each year in full before a student can be admitted to class.

Safety

Child Protection-Virtus Training for Adults and Volunteers #9060

The Archdiocese of Kansas City in Kansas is committed to the protection of children and has adopted the Virtus program for use in all parishes and schools. As required by the Code of Ethical Standards and Child Protection Policies of the Archdiocese, all employees, volunteers, and students are to be trained.

Child Protection-Virtus Training for Students #9070

Catholic schools in the Archdiocese of Kansas City in Kansas annually are required to teach lessons to students regarding appropriate behavior of adults toward students as well as students toward each other. Schools must document when these lessons have been taught.

Anti-Bullying #7130.1

Catholic schools in the Archdiocese of Kansas City in Kansas shall implement Anti-Bullying policies.

Emergency Procedures #9100.4

In both elementary and secondary schools, the Principal shall see that the planning and execution of emergency procedures in the event of fire, tornadoes, inclement weather, civil defense, etc. to insure safety measures which include: * a warning system; * a place of safety to which students will be directed; * practice drills at irregular intervals; * adequate instruction of personnel.

Drills - Fire and Tornado

The Principal of the school shall see to it that fire drills are held according to instructions and regulations of the State Fire Marshall and local fire department. A written record of these drills shall be maintained.

The Principal of the school shall have a plan for the safety of students in the event of a tornado. Tornado drills must be conducted according to the rules and regulations of the State Fire Marshall. A written record of these drills shall be maintained.

Field Trips

In order to participate in school-sponsored field trips, students must be in good academic and disciplinary standing. A permission form signed by a parent and teacher must be on file in the office for each school-sponsored field trip. If the student does not have the form the school has provided, the parent may sign a note authorizing participation. It should read as follows: I/We, the parent(s)/guardian(s) of _____, request that St. James Academy allow _____ to participate in _____. We hereby release and hold harmless St. James Academy and any/all of its employees from any and all liability for any and all harm arising to this student as a result of the trip. No phone permission will be allowed.

Financial Policies

As part of the enrollment process, each family must sign an annual tuition contract, select and adhere to a tuition payment plan and pay all required fees. Students with outstanding financial obligations will not be permitted to participate in school sponsored trips. Grades, transcripts and diplomas will not be released until all financial obligations to the school have been met.

Tuition for students who withdraw during a semester will be pro-rated based on the number of days attended. Fees will not be refunded.

Fundraising

All fundraising done in the name of the school involving students or parents must be approved specifically by the President's office. This applies as well to the sale of any items.

Illness Policy

When a student has a temperature of 99.6 degrees or higher, he/she will be sent home from school. The student must be fever-free (99.5 degrees or lower without Tylenol or Ibuprofen) for 24 hours before returning to school. Also, if the student is ill with vomiting or diarrhea, please keep him/her home until these symptoms are not present for 24 hours.

Immunization Policy

Each student must have the State of Kansas immunization requirements and a copy of those immunizations must be on file in the Health Room before a student will be admitted to class. This includes a Tetanus booster every ten (10) years.

Lockers

Lockers are provided for the student's personal use. These are the property of St. James Academy and may be searched at any time. Each student will be assigned a locker with a combination lock and is responsible for maintaining it. Students are encouraged not to bring valuables to school. St. James Academy is not responsible for materials lost or stolen from student lockers. Writing in or on lockers or abuse of lockers will result in disciplinary actions and reimbursement for cost of repairs. Students are prohibited from moving to another locker. Problems with lockers should be reported to the Administration Office.

Logo Use

The use of the St. James Academy name or logo is prohibited unless approved by the Director of Development.

Media Center

The St. James Academy Media Center will be open every day from 7:30 a.m. until 4:00 p.m. and may close for daily Mass. The Media Center is home to the laptop hospital. If a student is having any problems with their laptop, we recommend they bring it to the Media Center so our staff can examine the laptop and issue a loaner laptop, if appropriate. Additionally, the Media Center is available to students for quiet time before and after school.

Mixers & Dances

Mixers and student social events are for St. James Academy students only. Freshmen do not attend the Homecoming dance. Outside guests for school dances must be approved through the Activities Department. Students should be away from school within 30 minutes after the event has ended. Students leaving the building during the event will not be allowed back inside.

Non-Custodial Parent

If a divorce occurs in the family of a student(s), an official copy of the court order stating who has custody of the student is to be furnished to the school to be placed in the student's file. This information is necessary in determining when, if ever, the student can be released to the non-custodial parent.

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

Prescription Medications at School

Students taking any prescription medication must keep their medication in the Health Room in the original container. No medication will be given that is not properly labeled. No medications, other than inhalers, may be kept in the student's locker or on their person. A release form for carrying these medications

with the student must be on file in the Health Room.

When a student is required by a physician to take medication on a regularly scheduled basis, he/she must inform the school nurse as soon as possible to establish a daily routine. A Permission to Dispense Prescription Medication form (blue form) must be filled out and signed by a parent and on file in the Health Room before any medication will be dispensed.

Respect and Reverence

- *Students should exhibit appropriate reverence for the chapel and all prayer spaces.
- *There will be no laptop use, food or drink, or rowdy behavior in the chapel.
- *No gum is allowed in the building.
- *No food or drink is allowed anywhere but the tiled space of the cafeteria without teacher permission.
- *Cleats are not allowed in the building.
- *Hats will not be worn in the building.
- *St. James Academy expects Christian behavior at all times.

We are all God's children. Respect and dignity will be offered to all who enter this building.

School Closing

The decision to close school due to inclement weather will be made by the Superintendent of the Archdiocesan Catholic Schools. The announcement will be read, "Wyandotte and Johnson County Catholic Schools." You may also receive a voicemail from School Reach on the morning of the school closing.

Student Driving and Parking

Driving and parking on the St. James Academy campus is a privilege. All students driving to school must register their cars and license numbers in the Attendance Office and pay a \$25 fee for a parking sticker. These parking stickers will be issued on an "available space only" basis. If a student changes cars or gets a new license plate, this must be reported to the Attendance Office.

Students who fail to register cars, who illegally park cars, or who drive recklessly will be fined. A car is considered illegally parked if it is not within a marked parking stall, if it is parked in the back of the school or in the circle drive.

First Offense-\$10

Second Offense-\$25

Third Offense-Forfeiture of parking permit

Non-registered car-\$25

All school regulations and policies apply to the parking area; specific rules are listed on the Driver Registration form, which must be signed by the student and parents. Rules of courtesy and safety must be followed at all times. Student vehicles may be subject to search if there is a suspicion that drugs, alcohol, stolen property, or other contraband might be present in the vehicle. The speed limit is 10 mph. Upon arrival, students will come directly into the building. The parking lot is off limits for all students before school, during the lunch period, and while classes are in session. If a student needs to go to the parking lot during the school day, specific permission must be obtained from the Attendance Office.

Dress Code

The purpose of the dress code at St. James Academy includes the following:

1. To provide a uniform appearance in order to promote school identity and a sense of community.
2. To promote pride and responsibility in personal appearance.
3. To reduce the cost of buying clothes.
4. To reduce competition among students based on physical appearance.

All students are required to be in uniform each school day except on designated Spirit Days. Christian modesty and neatness in appearance are the main keys we will aspire to. Any extremes in dress or appearance

will not be accepted. The administration reserves the right to make the final judgment in dress code

Uniform

St. James Academy school uniforms may now be purchased at TWO locations:

	Educational Outfitters	Dennis Uniform Store
	8635 Hauser Court	6322 College Boulevard
	Lenexa, Kansas 66215	Overland Park, Kansas 66211
	913-495-9488	913-381-6500
Hours	10:00 a.m. - 6:00 p.m. Monday -Friday	10:00 a.m. - 5:00 p.m. Tuesday, Wednesday, Friday
	10:00 a.m. - 3:00 p.m. Saturday	10:00 a.m. - 6:00 p.m. Thursday
		10:00 a.m. - 2:00 p.m Saturday

Note: All uniform pieces may be purchased at either location with the following exceptions:

Girls skirt may be purchased at Educational Outfitters

3/4 zipped sweatshirt may be purchased at Dennis Uniform or ordered at SJA during check in days.

The uniform for male students includes:

- Khaki slacks-flat front or pleated
- Polo shirts-white, navy, or crimson with school logo-long or short sleeve
- Oxford shirt-white with school logo
- Sweater or sweater vest-navy with school logo
- ¾ zipped sweatshirt-navy with school logo (**sold only at Dennis Uniform Store**)
- Tie-St. James navy/crimson

The uniform for female students includes:

- Plaid skirt-two pleats, two pockets, zipper in back hemmed to no more than 4 inches from the floor when kneeling
- Polo shirts-white, navy, or crimson with school logo-long or short sleeved
- Sweater or sweater vest-navy with school logo
- ¾ zipped sweatshirt with school logo (**sold only at Dennis Uniform Store**)
- Black or navy tights

Uniform Details

Girls:

Brown or black belts must be worn with pants that have belt loops. No scarves, wide belts or other accessories are allowed. Jewelry and hairstyles must be modest and tasteful. Extremes in grooming and hairstyle are not allowed. Dyed hair must be a natural color. Makeup must be tasteful and minimal. Girls may not have any other piercings except in the ears. Socks must be solid white or navy in color.

Boys:

Black or brown “traditional” belts with a buckle must be worn with school pants. No items may hang from the belt or pants. Gentlemen shall be clean-shaven. Beards, mustaches, and extremes in grooming and hair color are not allowed. Hair extremes (including bushy hair) are not allowed. Hair should be neat, clean, and off the eyebrows, ears and collar. Sideburns may not extend onto the cheeks or face. Hair may only be dyed one natural color. No piercings of any type are allowed. Boys must wear appropriate socks.

Both:

All shoes must have an enclosed heel. No sandals, boots, slip-on footwear, or “Crocs.” No hats may be worn in the building. No sweatshirts (other than the school uniform sweatshirt), hoodies, or jackets may

be worn during the school day. All shirts must be tucked in at all times. Plain white t-shirts with no visible printing may be worn underneath the school uniform shirt but must not extend beyond the sleeve. Slacks must be worn at the waist. All clothing must be neat and hemmed. No visible tattoos or markings on the skin are allowed. Backpacks may not be carried during the school day. Laptops must be carried inside the school-issued sleeve and must be secured before leaving a room. Teachers and staff reserve the right to check backpacks and laptop sleeves at any time. Fines will be assessed for unattended/unprotected laptops.

PE Dress Code:

All students required to wear athletic shorts purchased through St. James Spirit Shop and any Thunder T-shirt, socks and tennis shoes.

Dress Code Violations

Students who are in violation of the dress code will be issued a Dress Code Violation. Any student who receives three (3) Dress Code Violations will be subject to disciplinary action. Any additional violations will result in discipline action. Violation totals are kept per semester.

Please Note: The Administration will be the final judge of appropriate attire and appearance. The Administration reserves the right to adjust and/or add to this dress code during the school year. Students and parents will be notified of any changes.

Dress at School Functions

Students are reminded that the rules governing Christian modesty and pride in appearance are consistent for all school functions regardless of where and/or when the activity takes place. Students who violate these rules will be held responsible for their actions in a similar manner as if the violation occurred on school grounds during the school day.

Dances

For Young Men

- Slacks should be worn (no jeans or shorts)
- Button down collared shirt
- Tie
- Dress shoes (no tennis shoes or flip flops)

For Young Ladies:

- No excessively tight dresses/clothes
- No visible cleavage
- Midriff must be covered (no mesh or sheer material)
- Solid material must extend from the front to the back with at least two inches showing on both sides of the back
- The length of the dress should be no shorter than 3 inches above the knee.

Current styles are often inappropriately revealing so we ask your help in ensuring that your children are dressed modestly. Those wearing attire judged to be too revealing or provocative would be asked to change or leave the dance. Immodest attire includes, but is not limited to, dresses that are excessively short, dip below the waist in the back, are excessively low in front, or expose the midriff. Also, those dancing provocatively will be told to stop and will be disciplined and required to leave the dance if they persist. Unfortunately young people do not always make the right choices. It is our joint role, as educators and parents, to teach and guide them to make appropriate decisions. Teenage alcohol and drug use is the number one problem facing families and is often responsible for ruining festive events like Prom.

Usage of Over the Counter Medications

Students requiring any over the counter medications should report to the Health Room. Medication will then be dispensed under the direct supervision of the school nurse. A Permission to Dispense Non-Prescription Medication form (yellow form) must be filled out and signed by a parent and on file in the Health Room before any medication will be dispensed. Parents who prefer to provide specific medication for their student should bring it directly to the Health Room in the original container, labeled with the family name, to be given as directed by the nurse.

The Administrative Team of St. James Academy is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice of any changes.

ARCHDIOCESAN POLICIES

The Student Handbook is intended to be in compliance with the Archdiocesan policy. If the Archdiocese changes policy during the course of a school year, St. James Academy High School will implement those changes effective immediately. St. James Academy High School recognizes the authority of the Archdiocese in the policy of running Catholic schools.

Harassment

Harassment of any student and/or employee (sexual or otherwise) by any other student and/or employee will not be tolerated. St. James Academy condemns any such harassment. Harassment is defined as a pattern of comments and/or conduct which is intimidating, hostile, or offensive to any person because of race, color, religion, sex, age, national origin, and/or disability. Any student who believes he/she is a victim of harassment is encouraged to report the facts to a teacher, counselor or principal in order that the school might investigate and take corrective action where appropriate.

Holy Communion

Although active participation of all students is encouraged at all liturgies, Catholic doctrine does not allow non-Catholics to receive communion. During Communion, students of other faiths are invited and encouraged to approach the priest or Eucharistic minister for a blessing by simply crossing their arms over their chests. As a Catholic school encompassing those of many faiths, we continue to pray for unity among all Christians.

Non-Catholic Students

Since the Catholic school curriculum and activities are designed to support community building and the Catholic mission, it is important for all students to participate in all school activities. To this end, non-Catholic students are expected to participate in liturgical and prayer services (with the exception of receipt of sacraments, open only to members of the Catholic faith) and are not exempted from these or religion/theology class requirements.

Nondiscrimination Policy

The Catholic schools of the Archdiocese of Kansas City in Kansas welcome students of every race, color, national origin and gender and admit them to all rights, privileges, programs, and activities generally made available to students in these schools. Preference in admissions is given to members of the Catholic parishes/regions served by the Archdiocesan schools and members of the Catholic faith. The school Principal is responsible for implementing the policy and using curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (e.g. toward any race, gender, age, color, or national origin) among students, faculty, staff and volunteers in school and in school-sponsored activities.

Shared Responsibility in the Ministry of the Divine Word

Schools are of principal assistance to parents in fulfilling their educational task. It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.

Students Who Become Parents

Even with the care and guidance of the Catholic family and school community, it may happen that a student becomes pregnant. At such a time, the school has a dual responsibility toward both the good of the

student and the common good of the school.

First, the common good requires that the Catholic schools continue to teach the value of chastity and to oppose anything that would encourage pre-marital teenage sexual activity. The school also promotes a respect for all life, especially that of the unborn, and stands strongly against abortion. In formulating local policy in these areas, administrators should be aware of the level of moral reasoning of the student body so as to make the policy an effective teaching tool.

In considering the good of the student involved, we follow the leadership and directives of the Catholic Church, which urges us, as an educational and faith community, to provide an environment where a pregnant teenager can find support, compassion, and forgiveness. Efforts will be made to keep the student in the current school setting. We further hope to offer teenagers who, unfortunately, have already experienced an abortion, a spirit of reconciliation.

The Catholic school recognizes that the pregnant student or student father has made a mistake that cannot be undone, and seeks to offer support to carry the pregnancy to term. There is no attempt to discipline the student(s) for the purpose of punishing a moral offense. This is an issue between the students, their priest-confessors, and God. Care should be taken that there is no discrimination in the manner in which young men and young women are considered in this issue.

There is no encouragement for students involved with a pregnancy to marry. Nevertheless, they are expected to assume responsibilities concomitant with the act of bringing a new human life into the world. This implies a change in their priorities. The pregnant girl should be caring for herself as a mother-to-be. The father should respond in a stance of support for the mother and child. This involvement in the procreative process may require dropping out of some extra-curricular activities.

Each case of student pregnancy presents the possibility of unique circumstances that require specific interpretation. The President, Principal, Chaplain, and/or Pastor/Pastoral Leader are responsible for making such interpretation and/or decision. This information will immediately be communicated to the Superintendent's office. Parents must be acknowledged as the first and foremost educators of their children (Vatican II Declaration on Christian Education). Today, more than ever, the Catholic School is in a position to assist parents in fulfilling their sacred duty of the Christian education and formation of their children. It is important that parents cooperate closely with the school and that teachers collaborate closely with parents.

Principle of Subsidiary #3000

The Archdiocesan Office of Catholic Schools serves as a consultant to local school administrators. Canonical authority for the schools rests with pastors (in the case of single parish elementary schools) or boards of trustees (in the case of consolidated elementary schools and secondary schools).

Parents #6010

Parents shall: model Catholic behaviors and attitudes, including the fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation; support the efforts of the schools in the education of their child(ren); share talents, time and treasure with their parishes and schools; as their child(ren)'s first teacher, encourage and help them learn; promote regular attendance and punctuality; provide an appropriate environment and schedule adequate time for completion of school work at home; and maintain Christian decorum in all manner of communication with school personnel and other members of the school community.

Principals and teachers shall, with continuing information, assist parents in understanding the approach, content and methods of Catholic education and school matters. In addition, schools shall communicate to

parents a code of acceptable parent conduct. Schools may reserve the right to reevaluate a student's enrollment based upon parental behaviors that violate this policy.

The establishment of parent organizations shall be left to the discretion of the local school President (Secondary schools), Principal and Pastor (Elementary schools) or Principal/Board chair (in the case of consolidated schools).

Communication Policy

Teachers are not to initiate or respond to individual contact with students by email, StudyWiz, text, social network and phone.

Communication with parents regarding student's behavior will not occur via email, text, StudyWiz, or social networks.

Communication with parents regarding student's academic progress will not occur via email, text, StudyWiz or social networking.

Appropriate communication with parents includes face-to-face meeting or phone conversation. You can email or StudyWiz teachers to set up these meetings. PowerSchool should be updated weekly for grade information.

All electronic items retrieved from students during the school day will be returned to students after payments of \$5.00

St. James Academy Schedule

A Schedule

Period	Time	Lunches	Lunch time
Zero hour	7:00-8:00		
Mass	8:05-8:35		
1 st hour	8:40-10:05		
2 nd hour	10:10-11:35		
3 rd hour	11:40-1:30	First lunch	11:40-12:05
		Second lunch	12:15-12:40
		Third lunch	1:05-1:30
House time	1:35-1:45		
4 th hour	1:50-3:15		

B Schedule

Period	Time	Lunches	Lunch time
Zero hour	7:00-8:00		
Mass	8:05-8:35		
5 th hour	8:40-10:05		
House time	10:10-10:50		
6 th hour	10:55-12:45	First lunch	10:55-11:20
		Second lunch	11:30-11:55
		Third lunch	12:20-12:45
7 th hour	12:50-2:15		
Academic Hour	2:20-3:15		

B-3 Afternoon assembly

Period	Time	Lunches	Lunch time
Zero hour	7:00-8:00		
Mass	8:05-8:35		
5 th hour	8:40-10:05		
House time	10:10-10:40		
6 th hour	10:45-12:30	First lunch	10:45-11:05
		Second lunch	11:15-11:40
		Third lunch	12:05-12:30
7 th hour	12:35-2:00		
House	2:05-2:10		
Assembly Sit with house	2:15-3:15		

A-3 Afternoon assembly

Period	Time	Lunches	Lunch time
Zero hour	7:00-8:00		
Mass	8:05-8:35		
1 st hour	8:40-10:05		
2 nd hour	10:10-11:35		
3 rd hour	11:40-1:30	First lunch	11:40-12:05
		Second lunch	12:15-12:40
		Third lunch	1:05-1:30
House	1:35-1:55		
Assembly Sit with house	2:00-3:15		

B-4 Four block-Use after Schedule A Mass or Assembly Day

Period	Time	Lunches	Lunch time
Zero hour	7:00-8:00		
Mass	8:05-8:35		
4 th hour	8:40-10:05		
5 th hour	10:10-11:35		
6 th hour	11:40-1:30	First lunch	11:40-12:05
		Second lunch	12:15-12:40
		Third lunch	1:05-1:30
House	1:35-1:45		
7 th hour	1:50-3:15		

B-5 Community Day Schedule

Period	Time	Lunch	Lunches
Zero hour	7:00-8:00		
Mass	8:05-8:35		
5 th hour	8:40-10:05		
6 th hour	10:10-11:35		
Community Lunch Time	11:40-1:45		
7 th hour	1:50-3:15		

ST. JAMES ACADEMY HIGH SCHOOL DISCIPLINE POINT SYSTEM

<u>LEVEL 1</u>	<u>LEVEL 2</u>	<u>LEVEL 3</u>	<u>LEVEL 4</u>	<u>LEVEL 5</u>	<u>LEVEL 6</u>
0 POINTS	1 POINT	2 POINTS	4 POINTS	6 POINTS	12 POINTS
WARNING	DETENTION	SAT DETENTION	1-3 DAY SUSPENSION	4+ DAY SUSPENSION	EXPULSION
Dress code	Any repeated violation from previous column	Any repeated violation from previous column	Any repeated violation from previous column	Any repeated violation from previous column	Any repeated violation from previous column
Tardy to class	Profanity	Profanity directed at somebody	Vandalism	Theft	Drugs/alcohol
Talking in class	Disrespect for person	Insubordination	Tobacco	Sexual harassment	Weapons
Sleeping in class	Disrespect for property	Disrespect to staff	Serious disrespect to staff	Fighting	Gang activity
Public display of affection	Hall pass violation	Failure to comply with a reasonable request	Sexual harassment	Drug/alcohol violation	Arson
Electronic devices	Academic dishonesty in class	Academic dishonesty on a quiz or test	Possession of dangerous materials	Intimidation, threats, harassment	Malicious
No materials in class	Disruptive behavior – minor	Disruptive behavior – major	Leaving school without permission	False evacuation	Vandalism
Not following class rules	Parking lot violation	Graffiti	Serious computer network violation	Serious computer network violation	Serious misconduct
Lunchroom violation	Computer network violation	Skippping class	Behavior contrary to the good name of the school	Assault/battery of student/staff	Serious criminal activity
Food/drink violation	Behavior contrary to the good name of the school	Fake attendance call		Behavior contrary to the good name of the school	Reoccurring insubordination
	Missed detention	Computer network violation			Bomb threat
	Failure to check in/out	Truancy			Accumulative point violations
	Inappropriate behavior	Behavior contrary to the good name of the school			Assault/battery of student/staff
	Unexcused absence				Theft
					Behavior contrary to the good name of the school

Points given for a level 4, 5 and 6 violation will be on the student's record for the entire year. Parents will be notified for any violation in levels 3, 4, 5 or 6. Once a student accumulates six points, the student will be suspended for one school day. At 10 points, the student will be suspended for two school days. At 12 points the student will face an expulsion hearing.

Notes

Notes

Notes



24505 Prairie Star Parkway
Lenexa, KS 66227
(913) 254-4200

www.sjakeepingfaith.org