



Saint James School Parent/Student Handbook 2020-2021

Due to the COVID-19 pandemic, please note the addendums that will modify particular sections in this handbook.

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Letter from the Principal

Dear Parents and Students,

Welcome to Saint James School for the 2020-2021 new school year! We are so honored that you have chosen to educate your child, academically and spiritually, at our school.

As we begin this year, we pray for our students, parents, and faculty. The students will be accepted into a second home and family. Parents will find a safe environment that reinforces the Christian values being taught at home. We recognize that parents are the primary teachers of their children, but we resolve to work with the family to give students role models of moral integrity and a strong foundation in academic excellence.

A Catholic education is a special gift and privilege. Our graduates have been given the opportunity of a lifetime. They share a common heritage of tradition, excellence, and commitment with the thousands of Catholic graduates who populate our globe. We at Saint James School are proud to have contributed our part to the lives of all these young ladies and gentlemen we have taught so far and those whom we will continue to teach in the future.

The Parent/Student Handbook contains the policies of Saint James School for the 2020-2021 school year. Please carefully read and review this document with your children. You must read and sign the attached agreement, which states that you and your children intend to abide by the school policies in the handbook and return it to the school by September 8, 2020.

Together, let us pray that God guides us, protects us, and helps us grow young hearts and minds.

Sincerely,
Bridget Zorger
Principal

Letter from the Pastor

Dear Saint James School Parents and Guardians,

We welcome your child to another year at Saint James School! I hope that it will be happy and fruitful, and that your child will grow in wisdom and grace during these next ten months.

We know that Saint James is an outstanding school, and so does the U.S. Department of Education, which named Saint James a Blue Ribbon School in 2010! That honor, which is accorded to a maximum of 50 private schools nationwide in a given year, recognizes educational excellence.

Saint James School is dedicated to growing young hearts and minds and to educating the whole child – spiritually, academically and socially. It offers a welcoming environment to a diverse and growing student population, and our children clearly understand that they are respected and appreciated.

We constantly see evidence of the value of a Saint James education in the reports we receive from East Catholic High School on the success of Saint James graduates. Children at Saint James benefit from up-to-date technology; we take pride in the fact that each of our classrooms from pre-K through Grade 8 is equipped with a Smartboard.

Saint James is marked by a strong Catholic identity; children are nurtured in their faith and they pray in class every day. Their excellent training and respect for the Blessed Sacrament are evident when they attend Mass during the school day: many adults have commented to me on the prayerful and attentive manner of youngsters in every grade.

I hope you share my pride in Saint James – and that your child will have an excellent 2020-2021 school year!

Devotedly in Christ,
Father Kevin P. Cavanaugh
Pastor

Mission Statement

Saint James School provides a quality Catholic education inspired by the Sisters of Mercy and based on the teachings of Jesus Christ. We strive to develop the full potential of every child, to encourage service to others, and to build a foundation for independent life-long learning.

Vision Statement of the Archdiocese for Catholic Schools

The fundamental purpose of Catholic schools is to advance the educational mission of the Church

Catholic schools educate diverse student bodies to form Catholic, person-centered learning communities; provide quality teaching through traditional and innovative educational programs infused with Catholic Social Teachings; involve students to serve and support parish life and the local civic communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; recognize and appreciate parents as the primary educators of their children.

History of Saint James School

The cornerstone for Saint James School was laid by the men of Saint James Parish in 1921. The school opened in 1922 and the first class graduated in 1927, with nine boys and fourteen girls. A pastor/principal and five Sisters of Mercy staffed the school. The fundamental purpose for establishing Saint James School was to carry out the mission of the Church and to promote the teachings of Jesus Christ, as well as academic excellence. During the passage of the next years, much was changed: a class was added for each grade level ; a gym-auditorium and cafeteria were built; lay members of the staff increased and the number of Sisters decreased; the student body included students from many surrounding parishes and towns; building improvements continued with a Science Lab, Technology Room, Pre-Kindergarten facilities, and update of classrooms; new faculty were hired for Art, Music, Technology, and Foreign Language; and two Assistant Principals were appointed for grades K-4 and 5-8. The Saint James School community is proud of its history, as over the years it has become a well-known and respected Catholic institution of learning, carrying on the mission of the Sisters of Mercy in Manchester and the surrounding area. Saint James School is a distinguished Blue Ribbon School, an award given in 2010 by the U.S. Department of Education. This award recognizes schools whose students attain and maintain high academic goals. Saint James School is proud of this accomplishment, as we are committed to ensuring student success.

Accreditation/Distinctions

Saint James School is accredited by the New England Association of Schools and Colleges and received a 2010 Blue Ribbon Award from the U.S. Department of Education.

Curriculum

Curriculum design and development is not merely a course of study or a listing of goals and objectives, but rather it encompasses all of the learning experiences that students receive under the direction of Saint James School and the Office of Catholic Schools. In implementing the curriculum, Saint James School considers the needs of the students, the abilities of the staff, and the requirements of time allotments, according to Archdiocesan and applicable state regulations. The Catholic schools in the Archdiocese are encouraged to implement and monitor an integrated curriculum infused with Gospel values and a global view, which recognizes that students learn in different ways. Saint James School maintains a balanced curriculum, including religion, language arts (English grammar, phonics, writing, reading, vocabulary, spelling, oral language, and handwriting), science, mathematics, geography, social studies, health/wellness, physical education, the arts, world languages, and service learning. Technology must be integrated into all curricular areas. Our teachers are viewed as facilitators of learning, demonstrating to students the importance of lifelong learning, how to learn in various disciplines, and how to solve various problems through research and analysis.

Admission Requirements & Policy

Saint James School admits qualified students of any color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at Saint James School. Saint James School does not discriminate on the basis of race, color, ancestry, national and ethnic origin, or sex in the admission of educational policies, admission policies, and scholarship and loan programs. Students wishing to apply for admission to Saint James School will be given an age-appropriate placement test to evaluate their readiness and ability to succeed at Saint James School. The parent/guardian must arrange for a copy of the student's school records to be provided to the Principal and administration for review, and sign an authorization allowing the Principal or administration of Saint James School to contact the administrators and faculty of the student's former school(s). If there is an opening in the grade for which the student is applying, the decision to accept the student will be based on the results of the placement test, the review of transferred records, and discussion with the previous school administrator and faculty. The Principal and Pastor have sole discretion in determining the acceptance of any student into Saint James School. The Principal and Pastor may convene an admissions committee as necessary for admission recommendation. Admission prior to starting may be withdrawn at the discretion of the Pastor and Principal. Prior to admission, the parent/guardian must supply a copy of the student's birth certificate and health records. Note that in order to be considered for Kindergarten admission, the student must be 5 years of age by December 31st of the current school year. Newly enrolled students are admitted on a probationary period extending throughout the first full trimester. Students will be considered fully enrolled in Saint James School upon completion of the full trimester barring any communication from Saint James School stating otherwise. Students will be admitted on a yearly basis. Each student's academic and disciplinary record will be reviewed each year to determine re-admission.

Students with special needs will be given the same consideration as all applicants. However, prior to admitting a student with diagnosed special needs, Saint James School shall make a determination as to whether or not it believes it can provide an appropriate education for that child. Each child will be considered on an individual basis.

All students must have required immunizations prior to being allowed to attend Saint James School unless exempted by law.

The Saint James School Pre-Kindergarten begins the educational process of a child at Saint James School. Registration will be announced in January/February to the school community, the parish, and the general public. Enrollment will not be denied because of gender, race, creed, or ethnicity. Students who register by March 31st for the upcoming school year may be admitted to grades K-8 based on the following priorities:

1. Saint James School Pre-Kindergarten students
2. Siblings of Saint James School students
3. Parishioners of Saint James Parish
4. Registered Catholics from other parishes
5. All others in order of completed registration

Student Behavior – Addendum #1 (please see Addendums at end of Handbook)

The purpose of the following code of conduct is to develop sound moral character, responsibility, and citizenship.

All students are expected to behave in a manner that is conducive to learning and that fosters a Christian environment. With that in mind, students must:

- respect and obey the authority of administrators, teachers, coaches, staff members, chaperones, and volunteers;
- be honest with and courteous to all members of the school community;
- use only appropriate language and actions towards one another;
- walk quietly and in an orderly manner in the building at all times;
- consume food and drinks only at designated times and places;
- follow the school dress code;
- deliver all school-related notices and letters to parents;
- remain on the school property until dismissed or given permission to leave. **Following dismissal, students must be under the supervision of faculty or staff in order to remain on school property.**
- be aware that they may be disciplined for conduct off school grounds if such conduct is disruptive of the educational process, violates a policy of the school, or negatively impacts the school.

In addition, students must not:

- bring white out or any other item that could cause damage to persons or to the school;
- sell items in school, on school grounds, or on the bus - this includes candy, personal items, and fundraisers of any kind;
- use electronic devices (cell phones, MP3 players, portable game systems, etc.) during the school day.

If a student brings any of the above items to school or is selling any items, the items will be taken away and the student's parents will be notified.

Disciplinary Measures

All students are responsible for their actions and are expected to control their behavior at all times. This includes while at school, on school grounds, on the school bus or at any school sponsored event. When appropriate, disciplinary matters will first be handled by the respective classroom teacher(s) before the Principal is involved. Conduct whether inside or outside the school, that is detrimental to the reputation of Saint James School, including social media, may result in disciplinary actions including suspension, expulsion, or withdrawal from school.

Discipline reports will be maintained in the school's database throughout the duration of the student's enrollment at Saint James School.

Detention - Detention is held after school hours for Grades K-8. If a student receives a detention, the teacher who assigned the detention will contact the student's parents via the family email address in EduConnect. The student will serve the detention on the next school day. **Students who have transportation issues may go to the Extended Day program following an assigned detention (a fee may apply). Lack of transportation is not grounds for changing the time to serve a detention.** Behaviors that warrant a detention include, but are not limited to, the following:

- Disrespectfulness
- Disruptive behavior
- Failure to obey school rules
- Disregard for dress code
- Cheating
- Plagiarism
- Forgery
- Chewing gum
- Foul language or obscene gestures
- Throwing objects
- Placing hands on another person
- Any inappropriate behavior

If a student receives three detentions for behavior (not homework), he/she will be suspended at the next infraction.

Suspension - Any student who is suspended is excluded from classes while serving his/her suspension. Suspension may be "in-school" or "out-of-school" as defined below:

In-School Suspension: A student serving an in-school suspension will be separated from his/her classes. During the suspension, the student will be required to complete all school assignments and take any tests scheduled for the day of the suspension and the days following.

Out-of-School Suspension: A student serving an out-of-school suspension is expected to be at home under adult supervision. The student is responsible for obtaining missed class work and homework assignments at the end of each day. All make-up assignments must be completed and handed in on the next school day. All tests missed will be made up upon the student's return.

Both in-school and out-of-school suspensions automatically exclude a student from any and all extracurricular activities (i.e. sports, clubs, trips, dances, and special activities sponsored by the school or by the Home & School Association) for a minimum of seven school days beginning with the day the suspension is issued to the student. The Principal has sole discretion on determining when a student may resume extracurricular activities after those seven days. If a student is suspended; a hearing with the Pastor, Principal and/or a disciplinary committee may be called to decide if further disciplinary action is warranted. **The school retains the right, in its discretion, to determine what further disciplinary action is appropriate including, but not limited to, continued suspension, expulsion or non-re-admission.**

Expulsion - Expulsion is the immediate, permanent dismissal of a student from Saint James School. If a student is suspended two times and then commits an infraction that warrants a third suspension, the student will be in jeopardy of being expelled from Saint James School. Expulsion can also be the result of a single, serious infraction of school policy. The decision to expel a student is made by the Principal, in conjunction with the Pastor and any staff member involved with the situation. The Principal and Pastor may also call upon a disciplinary committee to assist in evaluating appropriate disciplinary action. Parents will be required to attend a meeting to discuss the incident before the Diocesan Superintendent is informed of the expulsion. Full payment of tuition is expected if a student has been expelled.

Behaviors that Warrant Suspension or Expulsion – Behaviors that indicate willful disobedience, open and persistent defiance of proper authority, or that are harmful to the welfare, safety or morals of a student(s), whether they occur on or off school property are cause for suspension or expulsion. Behaviors that may warrant suspension or expulsion include, but are not limited to, the following:

- Verbal or physical assault
- Fighting
- Possession or use of drugs/alcohol/tobacco products
- Possession or use of e-cigarettes, vaping tools and materials
- Possession of “facsimile drugs”, i.e., materials which look like controlled substances and are presented as such by the student
- Insubordination (defiance of authority)
- Leaving school grounds without permission
- Theft
- Bullying, including cyberbullying
- Cyber bullying
- Misuse of computer
- Sexual harassment
- Use of stink bombs
- Physically or verbally threatening, harassing, or abusing students or staff
- Willful destruction or defacing of school property*
- Willful destruction or defacing of another’s property*
- Extortion
- Compromise the welfare of a student or potential student
- Undermine the school’s efforts to prosper
- Possession of a potentially harmful weapon or object that can be construed as a weapon (i.e. explosives, knives, blades, laser pointers, and firearms)
- Being involved in any incidents related to pornography or other inappropriate behavior
- Truancy
- Repeated offenses or infractions that warrant detention
- Inappropriate use of e-mails, blogs, text messages, Facebook, Twitter or other social media
- Suspension from bus

*If a student defaces or destroys any property, his/her parents/guardians will be required to pay for repairs to, or replacement of, the property.

Bullying - All students have a right to learn in a safe environment, free from physical, cyber or verbal harassment. Effective July 1, 2002, the Connecticut State Legislature passed Public Act No. 02-119 concerning bullying behavior in schools. Bullying is prohibited in all Catholic schools of the Archdiocese. It will not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying is defined as a repeated and intentional unwanted, aggressive behavior that involves a real or perceived imbalance of power that causes hurt or harm to another. It includes physical intimidation or assault, extortion, oral, written or cyber threats, teasing, putdowns, name-calling, cruel rumors, false accusations, social isolation, and threatening looks, gestures or actions. This includes students who either directly engage in an act of bullying or who, by their behavior, support another student’s act of bullying.

Students and parents who are aware of any act of bullying should report it to the school Principal for further investigation. Reports of such incidents may be written and anonymous. Any student who retaliates against another for reporting bullying will be subject to disciplinary consequences. Consequences for students who bully others shall depend on the results of the investigation and the

severity of the incident or series of incidents. Consequences may include but are not limited to, detention, parent conference, professional counseling, suspension, expulsion or non-re-admission. In addition, the incident may be reported to law enforcement.

Search – Upon reasonable suspicion of inappropriate activity that may subject a student of any level of discipline, or in the interest of safety of students and staff, the Principal and/or her designee, may search students’ desks, lockers, personal belongings, and anything brought onto school property, including but not limited to, backpacks, handbags, clothing, cell phones, or other electronic devices and the content within such devices as emails, photos, messages, or other information. The school administration may seize any such items and retain them until the end of the school day or longer. The school administration will have the prerogative to turn over any such items to the police if there is evidence of illegal activity.

Parents - Parents are held to the same standards as students with regard to respect for the Principal, Pastor, teachers, coaches, and other parents and students. Enrollment of a student in Saint James School implies a partnership between the school and the parents. Parents are expected to comply with the school rules and policies and to accept, support and respect the authority of the Principal, Pastor, teachers and school personnel. Parents are not allowed access to academic, disciplinary, health, financial, or other records of another child. Just as a parent can withdraw a student from the school if desired, the school has the right to terminate the enrollment a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

Bus Transportation Rules – Addendum #2 (please see Addendums at end of Handbook)

Riding the bus to school is a privilege, and proper behavior on the bus is essential to ensure the safety of students. Students riding the bus must:

- respect and obey the bus driver;
- find the next available seat without pushing;
- travel only on the assigned bus and get off at the assigned bus stop (Only assigned bus students may ride the bus.);
- remain in the seat, facing forward, and keep feet out of the aisles;
- keep the entire body inside the bus;
- not call out the window or shout to other students on the bus;
- keep all personal belongings inside their backpacks (Backpacks & instruments should remain on laps or under the seat.);
- not eat on the van or bus.

If there is a problem with a student, the bus company will notify the school and the school will notify the student and the student’s parents. If there is a repeated offense, the student will be suspended from the bus for three school days. If there is a third offense, the student will be suspended from the bus for one month. A record of offenses and disposition of cases is kept in the school office by the Principal. The bus is an extension of the school and a student’s behavior on the bus may warrant disciplinary actions to be taken at the school as well.

Parent Organizations

Home and School Association (HSA) – The Saint James School Home and School Association is a parent organization with by-laws drawn up according to the policies and procedures of the Archdiocese and approved by the Pastor/Principal. All disbursements from income raised by the HSA are approved by the Pastor in collaboration with the Principal and the HSA. The HSA has the following purposes: to bring into closer relation home and school, whereby parents and teachers may cooperate as a team in the education of their children; to help raise money through fundraising events that supplement the school budget; to provide social activities for the enjoyment of our families, school staff, and the public.

School Board – Saint James School has a committee-driven school board (strategic planning, finance, advancement) which has the following responsibilities: to advance the school’s Catholic mission and Catholic identity; to recommend local policies consistent with Archdiocesan policies and procedures; to develop, implement, and monitor strategic planning; to support school advancement, public relations, and marketing endeavors; to engage in board development; to recommend adoption of an annual budget and monitor that budget; to assist in the process of evaluating the Principal; to assist in the search process when hiring a Principal. The Saint James School Board business, discussion, and decision-making (independent of committee work) is conducted within the context of regular meetings. Any non-member who wishes to speak at a board meeting must submit a request in writing to the Chairperson. The request shall be honored only if the business is appropriate to the board’s responsibilities and agenda.

Cafeteria Policies – Addendum #3 (please see Addendums at end of Handbook)

- Proper etiquette should be used at all times in the cafeteria.
- Students have assigned seats in Grades K-4 and assigned tables in Grades 5-8.
- Upon entering the cafeteria, students should go to their seats and wait to be called for the hot lunch line.
- Students buying hot lunch must order a hot lunch item in the morning and can take only what was ordered.
- Parents are not allowed to bring in special meals, such as fast food, for their children.
- Students should walk slowly, keep their hands to themselves, have quiet conversation, and use cafeteria supplies properly.
- A student who needs something should raise his/her hand and wait for assistance from a lunch parent or staff member.
- Students must ask permission to use the restroom and must use the sign out sheet provided. Upon returning, the student should cross his/her name off the sign-out sheet.
- The peanut-free table is reserved for students with nut allergies. These students may request to have non-allergic students sit with them if there is space available.
- The cafeteria lights will be turned off five minutes before the end of each lunch period. Students must stop talking at this time and remain quiet until they are outside for recess.
- Each student is responsible for cleaning up his/her trash.
- Students will be dismissed table by table by the teacher on duty.

Lunch Schedule

• 11:00am – 11:20am	Grades K & 1	Lunch in cafeteria
• 11:20am – 11:40am	Grades K & 1	Recess
• 11:20am – 11:40am	Grades 2 & 3	Lunch in cafeteria
• 11:40am – 12:00 Noon	Grades 2 & 3	Recess
• 11:45am – 12:05pm	Grades 4 & 5	Lunch in cafeteria
• 12:05pm – 12:25pm	Grades 4 & 5	Recess
• 12:10pm – 12:30pm	Grades 6, 7, & 8	Lunch in cafeteria
• 12:30pm – 12:40pm	Grades 6, 7, & 8	Recess

Recess Policies – Addendum #4 (please see Addendums at end of Handbook)

- Students must walk to the play area.
- Students should place lunchboxes to the side of the doors of the building, without blocking the doorways.
- Students in Grades 1 through 5 are allowed one ball per class.
- Reckless running is not allowed.
- Students should keep their hands to themselves – no pushing, pulling, shoving, grabbing, etc.
- If a student does not want to participate in an organized game, he/she should stay away from the organized game areas and stand and talk, read a book, or use a sketch pad.
- Students must stay away from the parked cars and dumpsters.
- Students must not stand in the alley behind the school or near the Kindergarten door.
- Students may not pick flowers or grass or play in the dirt.
- Students should be careful not to ruin their uniforms by falling on the ground on purpose.
- Students must not play in puddles or on ice patches. Students must not pick up or kick ice or snow.
- When playing in the grassy area, students must not touch or hang on the nets or play in or behind the trees.
- Students must not leave the playground for any reason (including to retrieve a ball).
- If a student needs to use the bathroom or see the nurse, he/she must speak to the teacher on duty to be let into the school.
- Students must obtain permission from a lunch parent or teacher on duty in order to retrieve a ball from a stairwell, the pre-K playground, or near cars.
- Organized ball games must follow rules taught by the Physical Education Teacher.
 - Punch ball may be played on the pavement near the grassy area.
 - Foursquare may be played on the painted squares on the south end of the playground.
- Jumping rope is allowed as long as students remain in place and out of the way of ball games. Skip-its are not allowed.
- Electronic games and trading cards are not allowed in school or on the playground.

If there is inclement weather, recess will be held in the classrooms and students may engage in quiet classroom games and activities.

Field Trips

School Year 2020-2021 – In person field trips are suspended at this time.

Field trips are planned to support the curriculum. Student attendance is expected as on any other school day.

- A permission slip with information regarding the field trip such as date, time, and location will be sent home and must be signed by a parent/guardian and returned to the student's teacher. Only permission slips sent by the school and completely filled out and signed will be accepted.
- If necessary, teachers will assign a parent chaperone to each group of students. The number of chaperones and size of each group depends on the age of the students and the nature of the field trip. Chaperones will be given information regarding their responsibilities on the trip and are accountable to the classroom teacher. In order to be considered as a chaperone, volunteers must have had a background check and completed Virtus training.
- While on a field trip, students are expected to follow all applicable school rules.
- If a student has any health problems or medical needs that may be an issue during a field trip, the student's parent should consult with the School Nurse prior to the field trip.
- A student who has a documented history of behavior problems in class may not be allowed to participate in the field trip.

Extra-Curricular Activities

School Year 2020-2021 – Extra-curricular activities and sports may be reinstated as appropriate.

Director/Coach Responsibilities – While participating in an extra-curricular activity, students are under the direct care of the adults in charge of the activity. The adult director or coach of an activity is responsible for student supervision while the activity is in progress.

Student Participant Responsibilities - The responsibilities of students participating in an extra-curricular activity are as follows:

- Once having committed to a program, a student is expected to fulfill that commitment for the entire season or school year.
- Any student who receives a "D" or lower, or an "Unsatisfactory" on his/her report card or at mid-term progress check, will be excluded from the activity for three weeks. If the student participates in a sport, he/she will be excluded from practices as well as games for three weeks. At the end of the three weeks, a re-evaluation will take place and a decision will be made as to whether or not the student may resume the activity.
- If a student is absent from school, he/she cannot attend any school-related activity (all extra-curricular activities such as sports games and practices, clubs, dances, and special activities sponsored by HSA) after school that day.
- While participating in an extra-curricular activity, students are expected to follow all applicable school rules and demonstrate good sportsmanship. Any conduct violating these rules, or demonstrating poor sportsmanship, may be cause for immediate removal from a sport or extra-curricular activity.
- A doctor's note may be required to attest that a student is healthy to play.

Parent Responsibilities - Parents of students participating in an extra-curricular activity are expected to provide transportation to and from the activity as needed, ensure that students attend practices and games faithfully, and complete the necessary paperwork and submit it to the School Nurse.

Parents are expected to set examples at sporting events or extra-curricular activities. Parents must demonstrate good conduct or good sportsmanship at all events and games, or there may be cause for immediate removal from a sport or extra-curricular activity.

Parents acknowledge and understand that participation in these sports, activities, or clubs may be inherently dangerous, and the school cannot ensure the safety of all students involved in its activities and programs. Prior to participation in any sport or field trip each parent/guardian must complete the necessary release form for sport participation and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts, and practice. There will be no participation in any sporting event or attendance at any field trip or other extra-curricular activity without completion of the appropriate permission slip and/or release form.

Dress Code

Students must follow the dress code, except on designated dress down days (see below). If a student violates the dress code, the violation will be recorded in the school's on-line record for infractions and an email will be sent to the parents. If a student continues to violate the dress code, a detention will be issued. **Masks are required on school grounds, unless otherwise directed by a teacher.**

ALL ITEMS EXCEPT SWEATPANTS, SWEATSHIRTS, GYM SHORTS, SOCKS, BELTS, AND SHOES MUST BE PURCHASED FROM LANDS' END OR DENNIS UNIFORMS

Uniform Company Information

Lands' End:

Phone: 1-800-469-2222, 24 hours/day, 7 days/week
On-Line: www.landsend.com/school
School Code: 900117540

Dennis Uniforms:

Store Location: 650 Wolcott St, Waterbury, CT 06705
Phone: (203)597-9246 or 1-800-854-6951
On-Line: www.dennisuniform.com
School Code: WB00SJ

Grades K – 5

Girls

- Plaid skort - **Skort is required for class pictures at the end of September. and may be required for Mass. Skorts should be no more than one inch above the top of the knee cap.**
- Navy or yellow polo shirt w/logo – long or short sleeved (shirt must be tucked in)
- Optional navy V-neck sweater w/logo or navy cardigan sweater w/logo
- Navy tights or navy knee socks. **Tights or knee socks are required from November 1st until April vacation.**
- Black, brown, or navy blue (not cobalt or royal navy) leather dress tie shoes or Mary-Jane style strap shoes, tan bucks; **No** slip-ons, loafers, topsiders/docksiders (even though they have laces), leather sneakers, white soles, or ankle-covering shoes.

FALL/SPRING OPTION (September, October, and after April vacation):

- Khaki shorts w/ brown or black belt (belt is optional for Grades K-2)
- White socks (socks must cover ankles) – plain, no logos

WINTER OPTION (November 1st until April vacation):

- Khaki pants w/brown or black belt (belt is optional for Grades K-2)
- Navy or khaki socks (socks must cover ankles)

Boys

- Khaki pants w/brown or black belt (belt is optional for Grades K-2) - **Long pants are required for class pictures at the end of September.**
- Navy or yellow polo shirt w/logo – long or short sleeved (shirt must be tucked in)
- Optional navy V-neck sweater w/logo
- Navy, black, or khaki socks (socks must cover ankles)
- Black or brown leather dress tie shoes or tan bucks; **No** slip-ons, loafers, topsiders/docksiders (even though they have laces), leather sneakers, white soles, or ankle-covering shoes.

FALL/SPRING OPTION (September, October, and after April vacation):

- Khaki shorts w/brown or black belt (belt is optional for Grades K-2)
- White socks (socks must cover ankles) – plain, no logos

Grades 6-8

Girls

- Plaid skort - **Skort is required for class pictures at the end of September and may be required for Mass. Skorts should be no more than one inch above the top of the knee cap.**
- Blue oxford w/logo – long or short sleeved (shirt must be tucked in)
- Optional navy V-neck sweater w/logo or navy cardigan sweater w/logo
- Navy tights or navy knee socks. **Tights or knee socks are required from November 1st until April vacation.**
- Black or brown leather dress tie shoes or Mary-Jane style strap shoes, tan bucks; **No** slip-ons, loafers, topsiders/docksiders (even though they have laces), leather sneakers, white soles, or ankle-covering shoes.

FALL/SPRING OPTION (September, October, and after April vacation):

- Khaki shorts w/brown or black belt
- Navy or yellow polo shirt w/logo – short sleeved (tucked in) - **may only be worn with shorts, not skorts**
- White socks (socks must cover ankles) – plain, no logos

WINTER OPTION (November 1st until April vacation):

- Khaki pants w/brown or black belt (khaki Socks are allowed)

Boys

- Khaki pants w/brown or black belt - **Long pants are required for class pictures at the end of Sept.**
- Blue oxford w/logo – long or short sleeved (tucked in)
- Necktie of choice
- Optional navy V-neck sweater w/logo
- Navy, black, or khaki socks (socks must cover ankles)
- Black or brown leather dress tie shoes or tan bucks; **No** slip-ons, loafers, topsiders/docksiders (even though they have laces), leather sneakers, white soles, or ankle-covering shoes.

FALL/SPRING OPTION (September, October, after April vacation):

- Khaki shorts w/brown or black belt
- Navy or yellow polo shirt w/logo – short sleeved
- White socks (socks must cover ankles) – plain, no logos

Gym Uniform Girls & Boys – K-8

Students wear their gym uniform to school on gym days

- Navy shorts (logo optional) – **solid, no stripes**
- Gray t-shirt w/ SJS logo – long or short sleeved
- Navy sweatpants – **solid, no stripes (worn from November 1st until April vacation)**
- Sweatshirt (logo optional)
- Sneakers
- White socks (socks must cover ankles) – plain, no logos

Additional Guidelines & Guidelines for Dress Down Days

- Make-up, nail polish, and artificial nails are not allowed.
- The following jewelry is allowed: one watch, one ring, one bracelet, one thin chain necklace with or without a cross.
- Smart watches are NOT allowed.
- Girls are allowed one pair of post earrings worn in the earlobes.
- Boys are not allowed to wear earrings.
- Other body-piercings are not allowed.
- Hair must be neat, clean, and well cut.
- Boys' hair must not touch their shirt collar and must not cover their ears or eyebrows. Boys must be clean-shaven.
- Hair must not be dyed, highlighted, or bleached.
- Hairpieces, mohawk-style haircuts, designs cut into hair, and outlandish hairstyles are not allowed.
- Tattoos, writing on the skin, and carving of the skin are not allowed.
- Hairspray, body spray, perfume, make-up, and nail polish are not allowed in school.
- School sweatshirts may be worn in school **on gym days only**.
- Pants must not sag below the waist.
- Undergarments must not be visible above, below, or through the clothing.

On dress down days, students must dress in appropriate clothing. Guidelines for dress down days are as follows:

- Clothing must not have indecent writing or pictures; inappropriate slogans or advertisements (including, but not limited to, drug or alcohol advertisements); or sexually suggestive or satanic ornaments/writing.
- Revealing clothing (including short shorts, halter tops, half shirts, tank tops, and see-through tops) is not allowed.
- Leggings are not allowed.
- No shorts from November 1st until April vacation.
- Waistbands must not sag below the waist. Pants legs must not drag on the floor.
- High heels, platform shoes, flip-flops, open-toe sandals, and shoes with no backs are not allowed.
- Clothing must not be torn, ragged, or have holes.

These are guidelines. Teachers and staff may determine that clothing not addressed above is also inappropriate for school. If a student comes to school in inappropriate attire, he/she will be required to call a parent to bring a change of clothes to school.

Schedule – Addendum #5 (please see Addendums at end of Handbook)

Arrival - Students must arrive at school between 7:30am and 7:50am. Students should not be in the schoolyard before 7:30am because the school does not provide supervision before that time. When students arrive at school, they should enter through the breezeway between the school and gym. Weather permitting, the students will stand in their grade's designated area and wait for the 7:55am bell in the inner courtyard, at which time teachers will lead their classes into the school. There should be no running or game playing before school. Parents must leave their children at the sidewalk to walk into the school on their own. If a student arrives after 7:55am, he/she must report to the office before proceeding to his/her classroom and he/she will be marked tardy. A detention will be issued to any student who accumulates 3 unexcused tardies.

If a parent drives his/her children to school in the morning, he/she should follow these guidelines: The area from the corner of Church Street to the fence near the Pre-K is a "drop off and go" area for morning arrival. Students should have their backpacks in hand and depart the vehicle on the sidewalk side of the street when the vehicle has stopped at the curb. Once the students are safely on the sidewalk and the car doors are closed, the parent should pull away from the curb slowly and carefully. If a parent wishes to assist his/her children with their backpacks, walk them to the breezeway of the school, or park for an extended period of time, he/she should park in the Church parking lot, on Otis Street, or on Park Street, obeying posted signs. **Parents and students must use the crosswalk to cross the street. Parents should not park on the crosswalk or block any driveways.**

Dismissal – Students in full-day Kindergarten through Grade 8 are dismissed at 2:00pm on regular school days. On 4-hour days, they are dismissed at 12:00pm. Bus students are walked to the bus lines by teachers. Walkers (those students who are picked up by their parents) are dismissed from the gym. Parents can park where it is allowed on Park Street or Otis Street and in the Saint James Church parking lot to pick up their children. There is no parking on school property. For the safety of the students, teachers cannot allow students to be taken from a walker or bus line. Half-day Kindergarten students are dismissed at 11:00am from the breezeway. Parents should park their car and wait for their child at the breezeway door. On 4-hour days, half-day Kindergarten students are dismissed at 10:05am. Students who plan to walk home from school without parental supervision must discuss this arrangement in advance with the Principal.

Late Arrival/Early Dismissal for Appointments – If a student has an early morning appointment and will be arriving late for school, a parent must call the school office in the morning and let the secretary know. Upon arriving at school, a parent must accompany the student to the School Office to sign him/her in. If a student must be dismissed early from school for an appointment, a note stating the reason and time for dismissal must be sent with the student on the day of the appointment. The student will wait in the school office to be signed out by a parent.

Different Plans for Dismissal - If a student will be doing something different than usual at the end of the school day, such as going home with a friend rather than taking the bus, participating in a club activity, attending a tutoring session, a dated note should be sent to the homeroom teacher on that day stating the change in plans. These arrangements should be made before school so that phone calls to and from the school office will not be necessary.

Additional Parking Notes - Do not park between the "No Parking Anytime" signs on Park Street, in the side lot on Church Street, or in the teachers' parking lot in front of the breezeway and gym.

Delayed Openings, Snow Days and Early Dismissals - The Manchester Public School system determines when there will be a delayed opening, snow day, or early dismissal. The announcement, "Manchester Public Schools", is made on radio stations WTIC 1080AM&WTIC 96.5FM, TV stations WVIT (NBC "Channel 30") and WFSB (CBS "Channel 3"), and websites www.nbcconnecticut.com, and www.wfsb.com. Please sign up for email or text notification at either www.nbcconnecticut.com or www.wfsb.com. If a delayed opening is announced, continue to check for updates in case a later announcement cancels school. Early Dismissal notices will also be posted on the school website at www.SaintJamesSchool.net. In the case of a closure, delay, or early dismissal **that impacts Saint James School only**, you will find the closure listed as "St. James School – Manchester". The fastest, most efficient way to be notified is via the automatic email or text notifications from NBC and WFSB. Please sign up to receive notifications for **both "Manchester Public Schools" and "St. James School – Manchester"**. Lunch is served on both delayed opening and early dismissal days.

If there is a **2-hour delayed opening**, our schedule is as follows:

- Kindergarten – Grade 8 students will attend school from 10:00am – 2:00pm.
- Half-day Kindergarten students will attend school from 10:00am – 12:00 Noon.
- Full-day Pre-K students will attend school from 10:00am – 2:00pm.
- Pre-K morning sessions (8:00am – 11:00am) are cancelled.
- There is no before-school care if there is a delayed opening. After-school care will still be held.

If there is a **3-hour delayed opening**, our schedule is as follows:

- Full-day Kindergarten – Grade 8 students will attend school from 11:00am – 2:00pm.
- **Half-day Kindergarten students will NOT have school.**
- Full-day Pre-K students will attend school from 11:00am – 2:00pm.
- Pre-K morning sessions (8:00am – 11:00am) are cancelled.
- There is no before-school care if there is a delayed opening. After-school care will still be held.

If there is an **early dismissal**, our schedule is as follows:

- Kindergarten – Grade 8 will operate on a 4-hour day schedule, with dismissal at 12:05pm.
- Pre-K morning sessions (8:00am – 11:00am) will dismiss at 11:00am, as regularly scheduled.
- Full-day Pre-K students will dismiss at 12:00 Noon.
- After-school care **will close promptly at 1:00pm.**

It is the responsibility of parents to make arrangements for their children and to be sure that the children are aware of the arrangements. If the weather forecast indicates that an early dismissal is possible, parents should discuss the plan for an early dismissal in the morning before school. The school is unable to call parents to inform them of an early dismissal.

Attendance

Remote learners must adhere to the attendance policies.

Regular and punctual school attendance is essential if students are to properly benefit from teaching and learning. Research illustrates that missing an excessive number of school days, regardless of the reason, can place a child at risk of falling behind academically. Chronic absenteeism is also emerging as an early indicator of future academic difficulty. Connecticut state law places the responsibility for assuring that students attend school with the parent(s) or other person having legal control of the student. To assist parents and other persons in meeting this responsibility, Saint James School maintains the following guidelines:

- **Tardy** – A student is tardy if they are not in the school when the 7:55am bell rings.
- **Absence** – An absence is any day during which a student is not in school or participating in a school sponsored activity for at least half of the school day. Students serving an out of school suspension will be considered absent.
- **Excused Absence** – A student's absence is considered excused if documentation of the reason for the absence is submitted by a parent/legal guardian upon the student's return to school.
 - For the first 9 absences, a student's absences are considered excused when the parent or guardian approves such absences and provides proper documentation including the reason for the absence. Such documentation could include a signed note from the parent or guardian, a voice mail message regarding the absence, or a telephone call confirming the absence.
 - For the 10th and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 - Student illness or other reasons of health. The administration may require physician or other appropriate certification for health-related absences.
 - Student's observance of a religious holiday.
 - Mandated court appearance. (additional documentation required)
 - Extraordinary educational opportunities pre-approved by the principal. (family vacations do not qualify as extraordinary educational experience)
 - Funeral or death in the family, or other emergency out of the control of the family.
- **Please note: If a student is absent, he/she is not allowed to attend any school-related activity after school that day.**
- **Make-up Work** – Students must satisfactorily complete all work missed during an absence. If a student is absent for two consecutive days due to illness, a parent may call the school to ask that the teacher prepare make-up work to be picked up in the office after 2:00pm. If a family takes a vacation which does not coincide with the school calendar, teachers do not have the responsibility of preparing class work ahead of time for the student.

A parent or legal guardian should notify the school office by 8:30am of a student's absence for any reason. Students' attendance, tardies, and absences (excused and unexcused) will be monitored, and notification will be sent to parents/guardians informing them of attendance issues. A copy of the notice will be placed in the student's academic file. If attendance issues continue, a meeting with the administration and parents/guardians may be called to discuss the situation. In the event of continued chronic absenteeism, a referral to the Department of Children and Families may be made. Excessive unexcused absences may keep a student from being promoted to the next grade.

Academics

The Saint James School curriculum meets the requirements of Connecticut State Law and follows the curriculum guidelines published by the Office of Catholic Schools.

Homework - Homework is an important supplement to classwork and generally includes completing written assignments, projects, and book reports, and studying for tests and quizzes. The amount of time a student can expect to spend on homework per night varies by grade and the average amount for each grade is as follows: ½ hour in Grades 1-3, 1 ½ hours in Grades 4 & 5, and 2 hours in Grades 6, 7, & 8.

Grades 6-8 Homework Policy: As part of each subject's grade, it is the student's responsibility to list homework assignments in an assignment book daily and to complete all homework assignments on time. Any student handing in a late or incomplete assignment will be required to complete the missing assignment(s) at recess, in study hall, or after school. All students are accountable for completing missing work to get accurate grades that reflect their ability and help them reach a level of success.

A student may return to his/her classroom to retrieve forgotten items until 2:40pm but must first check in at the main office to receive permission to proceed to the classroom.

Make-up Work – If a student is absent for two consecutive days due to illness, a parent may call the school to ask that the teacher prepare make-up work to be picked up in the office after 2:00pm. If a family takes a vacation which does not coincide with the school calendar, teachers do not have the responsibility of preparing class work ahead of time for the student.

Standardized Tests – In April, Saint James School administers the following standardized tests:

- Grade 3 – Iowa Tests of Basic Skills (Core Battery)
- Grades 4 & 6 – Iowa Tests of Basic Skills (Complete Battery)
- Grades 5 & 7 – Iowa Tests of Basic Skills (Core Battery) and Cognitive Abilities Tests

Each student's standardized test results are sent home to be reviewed by his/her parents.

Progress Reports and Report Cards – Progress reports and grades are available online for children in grades 4-8. The purpose of these reports is to inform parents of any difficulties their child is having so that steps can be taken to improve the child's performance. Trimester report cards for Grades K through 8 are issued in December, March, and June. Parent-Teacher conferences will be held in October for all parents to discuss each student's progress. In addition, conferences are available in March.

Grading System

Kindergarten

- M** Meets grade level expectations
- P** Progress noted
- T** Time and experience required for skill to develop
- ED** Experiencing difficulty
- NI** Not introduced at this time

Grades 1-3

- 5** Consistently exceeded grade level expectations
- 4** Consistently achieved grade level expectations
- 3** Approaching mastery of grade level expectations
- 2** Approaching proficiency toward grade level expectations
- 1** Difficulty meeting grade level expectations
- I** Incomplete work
- *** Improvement needed in this skill area

- O** Outstanding
- S** Satisfactory
- U** Unsatisfactory

Grades 4 – 8

Letter grades correspond to the following averages:

A-	90-93	A	94-97	A+	98-100
B-	80-82	B	83-86	B+	87-89
C-	70-72	C	73-76	C+	77-79
D	65-69				
F	Below 65, Failing				
S	Satisfactory	U	Unsatisfactory		

Honor Roll Requirements (Grades 6-8)

- High Honors: All "A's" in academic subjects, with no "U's", and no suspensions for the trimester
- General Honors: "A's" and "B's" in academic subjects, with no "U's", and no suspensions for the trimester

Academic Probation – A student will be placed on academic probation upon unsatisfactory completion of grade requirements. A student may be requested to withdraw from Saint James School if his or her academic performance is seriously deficient, or if it is determined that the school cannot meet the student’s needs.

Summer School – If a student in Grades 4-8 receives a final grade of “F” in one or two major subjects (Religion, Reading, English, Science, Social Studies/History, and Mathematics), he/she must attend and pass a summer school course offered by a qualified and approved school or tutor. If the student passes the summer course(s), he/she will be promoted to the next grade. If the student does not complete or pass the summer course(s), his/her promotion to the next grade will be re-evaluated by the school administration.

Promotion - If a student in Grades 4-7 receives a final grade of “F” in 3 or more major subjects (Religion, Reading, English, Science, Social Studies/History, and Mathematics), he/she will not be promoted to the next grade level. If a student in Grade 8 receives a final grade of “F” in 3 or more major subjects (Religion, Reading, English, Science, Social Studies/History, and Mathematics), the school administration reserves the right to withhold the student’s diploma, and the student will not graduate from Saint James School. For students in Grades K-3, if it is determined that retention will be recommended, parents will be notified by their child’s teacher in March.

Sacramental Program - Catholic students shall be encouraged to practice their faith and particularly, to receive the Sacrament of Penance and Holy Eucharist. These sacraments are first received in second grade, and the Sacrament of Penance is ordinarily provided to the students twice during the school year. Mass is celebrated on Holy Days of Obligation, and the school assembles to pray the Rosary monthly.

Service Projects - Students in Grades 7-8 are required to perform 5 hours of service per trimester. The types of service projects that are acceptable will be discussed in class at the beginning of the school year.

Library - Saint James students have the privilege of using the school library and checking out materials from the library. Students are responsible for the materials that they borrow and must return them in good condition. If library materials are returned damaged beyond the usual wear and tear, or if they are not returned by the end of the school year, students are responsible for paying for the replacement of the damaged or missing library materials.

Extended Day Program

The Saint James School Extended Day Program provides before-school and after-school care for pre-registered students in Grades K-8. The program operates on all days that school is in session, beginning with the first day of school and ending with the last day of school. On regular school days, the program will be available from 2:00pm to 5:30pm. On four-hour days, the program will be available from 12:00pm to 5:30pm. The Extended Day Program is also available before school from 6:15am to 7:30am. At 7:30am, the students are dismissed to their classrooms for morning arrival. If there is an early dismissal due to inclement weather, the Extended Day Program will be cancelled, and all students must be picked up from extended day no later than 1:00pm.

Description of Program - The Extended Day Program will be conducted in the school cafeteria and will include the following:

- Play periods outside or in the gym
- Snack provided by the Extended Day Program
- Activities such as crafts, music, story time, play acting, etc.
- Quiet time for homework

Students attending the Extended Day Program should bring play clothes to be worn after school. According to State law, the Extended Day Program does not require additional licensing because it is under the direction of the school administration and constitutes an extension of the regular school day. The Extended Day Program staff consists of a director and as many assistants as needed. The cost for full-time attendance at Extended Day is \$3,600 per student. The cost for part-time attendance is \$11.00 per hour per student. A minimum one-hour charge per day will apply for the part-time use of after-school care. If a student uses after-school care following an after-school activity, the charge for after-school care will commence at the conclusion of school, 2:00pm. Registration forms for the Extended Day Program are available in the school office.

Communication & Records

Parent-Teacher Conferences – **Virtual conferences** are required in October and available in March. Additional conferences can be requested by either the parents or the teacher at any other time during the year.

Contacting Teachers – Any parent who wishes to contact a teacher must send a note to the teacher requesting a phone call, use the teacher's email, or he/she should call the school office and a message will be given to the teacher. Teachers are not available to talk with parents during the school day. **Parents should not make any unscheduled visits before or after school hours or call teachers or other staff at their homes.** Classroom problems should be discussed with the teacher first. Only after this has been done should a parent request an appointment with the Principal.

Contacting Students – Parents should not call the school and request that messages be given to their children during the school day except in the case of emergency. If a student forgets an item that he/she needs for school, parents may bring the item to the school office. Parents should not bring the item to the student's classroom.

School Notices – Frequently, notices will be sent home with students, and students are responsible for giving the notices to their parents. This is an important part of keeping parents informed of school-related issues, and parents should ask their children for any such notices every school day. All notices will be posted on the school website, www.SaintJamesSchool.net. Parents should routinely check the school website for updated notices.

Office Records – A student's records may be accessed only by school personnel and by that student's parents or guardians. Release of records to non-school personnel will require written permission of the parents or a court subpoena. A permanent record is maintained for each student enrolled in Saint James School. Permanent record folders include standardized test scores, progress reports, attendance records, applicable performance portfolios, and other pertinent academic information. If there are reports from psychological or clinical evaluations pertaining to a student, these reports are maintained in an individual folder, separate from the permanent record folder. These clinical records are confidential and shall remain in the school and shall be given to the parent/guardian when the student leaves the school, unless the parent or guardian submits a written request that the records be transferred to another school. A health record is maintained for each student, with accurate and current information. Permanent, clinical, and health records are all kept in a fireproof file in a secure location.

Transfers -Parents who want to transfer a student to another school must request a transfer of records in writing. No records will be forwarded to the new school and no transfer notice will be sent until such a note has been received by the Principal. We ask that parents extend to us and the new school the courtesy of notifying the Principal of Saint James of such intentions prior to their application elsewhere. All financial commitments must be paid in full before complete records are forwarded. All student transfers are permanent once records have been forwarded to another school.

Photographing Students - Over the course of the year, photos of students may be taken for use in school publications or for distribution to local press. The purpose of these photos is to acknowledge students for honors and awards they may have received or to highlight school-related activities or projects in which the students have participated. Please fill out the Photo Permission Form indicating your decision to allow or not to allow images of your child(ren) to be used by Saint James School. This form also addresses the issue of Saint James School displaying samples of your child's work on Saint James School's website or in print publications.

Asbestos Inspection Report – In compliance with AHERA regulations, we are required to inform all individuals associated with Saint James School of the Asbestos Inspection Report and Management Plan. This Report/Plan is on file in the school office and is available for review by any parent, teacher, etc. during normal business hours of the school. Please make your request for reviewing this file to the Principal.

Security and Safety

UNDER NO CIRCUMSTANCES IS ANY VISITOR TO GO DIRECTLY TO A CLASSROOM!

Visitors - Addendum #6 (please see Addendums at end of Handbook) Any person visiting the school while classes are in session must enter through the front doors and report to the school office to sign in and obtain a visitor badge. This includes parents, volunteers, salespersons, workmen, or other visitors that are in the building during school hours. Alumni/guests who wish to visit the school and/or teachers will not be allowed to visit during school hours. Alumni/guests may visit after school dismissal.

Volunteers – Every volunteer who may have regular contact with students must undergo a background check, which includes a check of criminal convictions. Volunteers must also complete a training course, VIRTUS, through the Archdiocese. Those wishing to volunteer should request the background check paperwork from the office and inquire about the schedule of the VIRTUS training sessions.

School Grounds – No one is allowed to remain in the school building or on school property after school unless they are participating in a school sanctioned activity.

Lost & Found – Any item of value a student finds in the building or on the school grounds should be brought to the main office. Students who have lost anything should report that loss to the main office. Saint James School is not responsible for lost, damaged, or stolen items.

Divorced Parents - Parents who are divorced must provide the school with a notarized copy of the custody section of the divorce decree. This information will enable the school to determine when, if ever, a student can be released to a non-custodial parent. Saint James School 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 other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Fire Drills – Fire drills are practiced monthly. Students are informed of the evacuation procedures for their classroom, and these procedures are also posted in each classroom. While the responsibility for a smooth evacuation lies with the staff, students are expected to respond to the alarm quietly and quickly and follow all instructions. If a parent or volunteer is in the building when an alarm is sounded, he/she should proceed to the nearest exit. During a fire drill, no one should re-enter the building until the Principal has given permission to do so.

Evacuation - If for any reason, the school must be evacuated and it has been determined that the building is unsafe for students to return to it, students will be directed to other designated areas. The classroom teachers will remain with their class until all students are picked up or the building is declared safe.

Lockdown – Lockdown drills are practiced periodically.

Emergency Dismissal – If for any reason, it is determined that an Emergency Dismissal is necessary, these guidelines will be followed:

- Students and teachers will remain in, or proceed to, their homerooms and await further instructions.
- Parents will be notified of an Emergency Dismissal by email.
- After consultation with the town emergency services, a decision will be made as to whether or not bus students will be sent home on their usual bus. If they are, it is the parents' responsibility to meet their children at their designated bus stop. Also, students who are usually picked up by their parents will be dismissed from the school gymnasium as usual.
- If town emergency officials determine that the students should remain at school until they are picked up by a parent (or designated representative as indicated on the Emergency Dismissal Form), these procedures will be followed:
 - The school parking lots will be closed to all vehicle traffic, and parents will be required to park on Otis Street, Park Street, or in the Saint James Church parking lot.
 - Parents shall report to the gym and present photo ID to school staff at the gym door in order to pick up their children.
 - Once inside the gym, parents should proceed to the appropriate table based on the student's last name and sign out their child(ren).
 - Staff will escort students from their classrooms to the gym to be dismissed.

Students will be informed of the details regarding the Emergency Dismissal based on each teacher's knowledge of their students' cognitive and emotional levels of understanding.

Health

Physicals – Every student entering Pre-K, Kindergarten and Grade 7 must submit a completed State of Connecticut Department of Education Health Assessment Record (two-sided blue form) verifying that the student has received a physical within 12 months of the current school year. This form must be mailed to, or given to, the School Nurse prior to the first day of school. In addition, all health records and documentation of immunization for new students entering grades other than Kindergarten or Grade 7, must be in the Nurse's office prior to the student's first day of school.

Medicine – Should it be necessary for a student to be given medicine during the school day, Connecticut State Law requires the following:

- A Medication Form, filled out by the student's physician, must be on file with the School Nurse. Blank forms are available in the school office.
- An adult must deliver the medication, properly labeled, to the School Nurse.
- The School Nurse (or, in her absence, the Principal or a teacher) will administer the medication according to the prescription.

Under no circumstances is a student allowed to transport prescription or over-the counter medication to or from school.

Illness at School – Addendum #7 (please see Addendums at end of Handbook) If a student becomes ill at school and the School Nurse decides that the student should be sent home, she will contact the student's parent to come and take him/her home. On the first day of school, emergency cards are sent home to be filled out and returned to the school to be kept on file in the Nurse's Office. If a parent is not available to pick the student up, the emergency contact listed on the emergency card will be contacted. A parent or designated representative must sign the student out in the Main Office.

Absences – Addendum #8 (please see Addendums at end of Handbook) If a student is absent from school for any reason, parents must do the following:

- Call the **Attendance Line at 860-643-5088 #9** before 8:00am on each day of absence and report the reason for the absence.
- When the student returns to school, send a note stating the date(s) of absence and reason for the absence. If a child has been absent with a fever, a note must be submitted to the school stating the child has been without a fever for the past 24 hours.

If a student is unable to participate in Physical Education for any reason, a written note from the student's physician must be submitted to the School Nurse in order for the student to be excused from Physical Education classes. Students excused from Physical Education class are not allowed to participate in outdoor recess.

State Mandated Health Screenings – The following screenings are administered during the school year. Parents will be notified of any screening failures and will be required to follow-up with their child's physician for further evaluation.

- Hearing Screening: Grades K, 1, 3, 4, 5
- Vision Screening: Grades K, 1, 3, 4, 5
- Postural Screening: Girls - Grades 5 & 7; Boys – Grade 8

Health Requirements for Participation in Sports – In order to participate in a Saint James School sport, a Saint James School Athletic Form, with a physician's signature stating that a student is able to participate, must be sent to the school office before practices begin. Athletic Forms are available in the school office or on the school website and must be completed and renewed every school year.

Child Abuse and Neglect – The identification and prevention of child abuse and neglect is of the utmost priority in our school. All school personnel will abide by State Law and Archdiocesan policy regarding this subject.

All certified and non-certified staff members who have regular contact with students are considered mandated reporters. All mandated reporters must report suspected child abuse/neglect. A mandated reporter is not an investigator. A mandated reporter reports upon suspicion of abuse or neglect.

Tuition

Grades K - 8

Pre-Kindergarten

<u>Registered Catholics</u>		<u>Non-Registered Catholics And Non-Catholics</u>		<u>Class</u>	<u>Days</u>	<u>Tuition</u>
1 Student	\$5,495	1 Student	\$6,395	3 & 4-yr-olds	M/W/F, 8am-11am	\$2,950
2 Students	\$10,440	2 Students	\$12,240	4 & 5-yr-olds	M-F, 8am-11am	\$3,735
3 or More	\$15,635	3 or More	\$18,335	3, 4, & 5-yr-olds	M-F, 8am-2pm	\$5,395
Half-Day Kindergarten \$4,395						

Payment Options - All families are required to pay their tuition through FACTS Tuition Management. At the time of registration, a \$200 registration fee per family is paid directly to Saint James School. This is a non-refundable fee; however, it will be applied towards tuition. Upon completion of your Registration and Parish Affiliation Form, you will be enrolled in FACTS Tuition Management. If you are new to Saint James, you will receive a letter from FACTS with instructions on how to set up your Tuition account. If you are a returning Family, you only need to log-in to your account to review your information and update if necessary. All tuition balances must be paid directly to FACTS. The three payment schedules are:

- Full tuition payment in August 2020
- Two tuition payments in August 2020 and February 2021
- Ten monthly tuition payments beginning in August 2020 and ending in May 2021

Tuition Obligations

- Families must remain current with their tuition payments. Students may be withdrawn from the school and will not be registered for the upcoming school year if tuition payments are not current.
- To receive the Registered Catholic tuition rates, the Parish Affiliation Form must be completed, signed by the Pastor of the student’s parish, and returned to the school. If this form is not received, your child is not eligible for the Registered Catholic tuition rate.
- **ALL** tuition must be paid through FACTS Tuition Management. Saint James School will not accept any direct payments. Please note that if a family anticipates having difficulty in paying tuition, they should request information regarding tuition assistance.
- Each academic year, FACTS will charge each family a one-time fee for the Two Payment and Ten Payment plans.
- In no event can a payment schedule be extended beyond May 2020. If a payment is missed or a payment is not honored by the financial institution, a replacement payment is due IMMEDIATELY. Missed payments cannot change the payment schedule.
- Grade 8 students whose tuition obligations are not satisfied in full will not be permitted to participate in the Grade 8 year-end activities.
- A family’s tuition obligation includes any fee or charge that Saint James School incurs directly or indirectly as a result of a payment being late and/or dishonored by a financial institution. A family is required to fully reimburse Saint James School for any and all such fees or charges regardless of any NSF or service charge that is charged to the family by FACTS.

Early Withdrawal Policy– If a student is withdrawn from Saint James School, the following rules apply:

Withdrawal Date

Prior to first day of school
 After first day of school

 If student is expelled

Tuition Obligation

Family Registration Fee
 Family Registration Fee + full tuition for each trimester the student attended Saint James, regardless of whether the student completed the trimester
 Family Registration Fee + full tuition is due

If a refund is due after a student withdraws, Saint James School will endeavor to remit the refund within 30 days of the withdrawal date.

Saint James School Administration, Faculty, and Staff 2020-2021

Administration

Principal Mrs. Zorger
Assistant Principal, K-8 Mrs. Anderson

Faculty – Grades K-5

Pre-K Director Mrs. St. Jean
Pre-K Teacher for 4-yr-olds Mrs. Mauldin
Pre-K Teacher for 3-yr-olds Mrs. Page
Kindergarten B-B01 Mrs. Gangloff
Kindergarten B-B06 Mrs. Vassallo
Grade 1 Room B-107 Mrs. Fitzgerald
Grade 1 Room B-109 Mrs. Alexander
Grade 2 Room B-110 Mrs. St. Jean
Grade 2 Room B-108 Mrs. LaMarche
Grade 3 Room B-102 Mrs. Phelan
Grade 3 Room B-B02 Mrs. Moran
Grade 4 Room B-104 Mrs. Jones
Grade 4 Room B-103 Mrs. Devanney
Grade 5 Room B-203 Mrs. DiBenedetto
Grade 5 Room B-201 Mrs. Piotrowski

Specials

Phys. Ed. Instructor Mr. Green
Technology & STREAM Mrs. Poth
Art Teacher – Gr. K-5 Mrs. Rafferty
Art Teacher – Gr. 6-8 Ms. Boutot
Music Teacher TBD
Spanish Teacher TBD

Faculty – Grades 6-8

Grade 6 Room B-202 Mrs. Oei
 Science – Gr. 6, 7, 8
Grade 6 Room B-204 Mrs. McQuaid
 Math – Gr. 6
 English – Gr. 6
 Technology – Gr. 6-8
Grade 7 Room B-205 Mrs. Wolpert
 Reading – Gr. 6
 English – Gr. 7
 Math – Gr. 6-3, 7-2
Grade 7 Room B-207 Mrs. Mitchell
 Reading – Gr. 6, 7
 Religion – Gr. 6
Grade 8 Room B-208 Mr. Adams
 Social Studies – Gr. 6
 History/Geography – Gr. 7, 8
Grade 8 Room B-206 Mrs. Gordon
 Religion – Gr. 7, 8
 English – Gr. 8
Gr. 7, 8 Math Mrs. Camilleri

Aides

Pre-K Aides Mrs. LaChance
 Mrs. Davis
 TBD

Teachers' Aides Mrs. Green
 Mrs. Paradis
 Mrs. O'Neill

School Secretary Mrs. Sager
School Nurse Mrs. Vignati
Extended Day Director Mrs. Burdick
Social Worker Mrs. Jennings
Speech Clinician TBD
Instructional Support Mr. Levesque
Librarian Mrs. Carpenter
FMI Band Instructor Mr. Corcoran

Lunch Monitors Mrs. Richards
 Mrs. Grant
Crossing Guards Mrs. Cratty
 Mrs. Lavoie
Advancement Director Mrs. Guenther
Bookkeeper Mrs. O'Neill
FACTS Tuition Manager Mrs. Mayo
Maintenance Mr. Carter

Addendums

Please see separate “Special Health & Wellness Procedures for 2020-2021” for complete COVID-19 guidelines.

The underlined text in blue indicates hyper-links to the CDC website for more information on that topic.

Addendum #1:

Student Behavior - All students are expected to adhere to all safety protocols that have been established in relation to COVID 19 that will include, but are not limited to:

- Proper wearing of masks
- washing hands
- use of hand sanitizer
- maintaining social distance in the classroom, hallways, and while outside
- refraining from the sharing of school supplies and other items

Student Expectations for Remote Learning - Saint James School has built and maintained a reputation for providing an outstanding Catholic education. An education at Saint James School is a significant investment for each family who chooses to enroll their child/ren at Saint James School. Therefore, high expectations will continue to be expected of all students at all times, whether on-site in school or in remote instruction. This is essential to the successful, effective, outstanding Catholic education that our school promises, and our families expect. When attending remotely, remember that you are in a class. Find a desk or table to sit at in a quiet location, away from distractions. The following guidelines will be required of students who are participating in remote learning:

1. Student **attendance** during daily live teaching is **mandatory**.
2. Students are required to wear their uniform tops during remote instruction. The uniform should be in compliance with the Parent/Student Handbook in seasonal shifts (summer uniform until November 2, winter uniform until April 19th). Gym shirts may be worn on gym days.
3. Students must be seated upright in a quiet location, either at a desk or table and **clearly visible in the camera**.
 - a. Either inside or outside, but away from distractions, but not in a bed, on a couch, or in a relaxed position.
 - b. If a quiet place is not feasible for a student, earbuds or a headset are highly recommended to maximize attention.
 - c. Siblings and other family members, including pets, should not interrupt a live session.
4. Students should not eat, drink, or chew gum during remote classes.
5. Students are expected to be kind and respectful towards teachers and classmates during live streaming instruction as well as Zoom/Google Meets.
6. Students must log onto the online platform (Seesaw, myViewBoard, Google Meet, Zoom) five minutes prior to the beginning of the session. Log in using your Saint James School email with your name identifying you. Students will be marked **ABSENT** if they are not in attendance and will be marked **TARDY** if they are more than five minutes late to remote instruction. If you are late to remote instruction, listen attentively to the instructions of your teacher and if you have questions about the part of the lesson you missed, reserve your questions until the conclusion of the lesson or unless otherwise instructed by your teacher.
7. Students must sit with needed materials within reach (pens, pencils, crayons/markers, highlighters, paper, notebooks, books, completed homework, etc.).
8. Students must have their video and microphone on at all times unless directed otherwise by their teacher.
9. Students should not engage in private meetings or “chats” with other students during whole-group instruction time unless instructed by the teacher.
10. Students are not permitted to use a cell phone or a second device during class.
11. If a student experiences difficulty connecting to a live streaming class or Zoom/Google Meets, they must email their teacher immediately. If your internet is not working, a parent/guardian must call the school and leave word for the teacher.

Addendum #2: Additional School Bus Policies are as follows:

- Students must wear a face mask at all times while on the bus.
- Students will board the bus and begin sitting from the back to front.
- In the mornings, a Saint James School staff member will oversee students as they exit one bus at a time (from the front to back). After exiting the bus, students will be guided to the specific school entrance for their class/grade where they will have their temperature checked and use sanitizer prior to proceeding to the classroom.
- In the afternoons, Saint James School staff members will assist with loading of buses from back to front.
- Additional requirements may be imposed by the Town of Manchester.

Addendum #3: Cafeteria Policies - Students will eat lunch in their classroom under teacher supervision. Students will remove their mask while eating but need to remain seated and silent while masks are off. Proper cleaning will take place. The lunch and recess schedule is as follows:

<u>Gr</u>	<u>Lunch</u>	<u>Recess</u>	<u>Gr</u>	<u>Lunch</u>	<u>Recess</u>	<u>Gr</u>	<u>Lunch</u>	<u>Recess</u>
K	11:00	11:20-11:40	3	11:30	11:50-12:10	6	12:10	12:30-12:40
1	11:10	11:30-11:50	4	11:40	12:00-12:20	7	12:10	12:30-12:40
2	11:20	11:40-12:00	5	11:50	12:10-12:30	8	12:10	12:30-12:40

Addendum #4: Recess Policies - Students will enjoy one or two recess periods each day, according to grade and weather permitting. During these recess times:

- Recess will take place in a variety of areas - designated by grade - to maintain cohorts.
- Students will be spread out during recess to maintain physical distancing.
- Masks do not have to be worn during outdoor recess.
- Hand washing/sanitizing will take place before and after recess.
- Recess activities have been redesigned to support social distancing and avoid sharing of items.

Addendum #5: Arrival and Dismissal procedures are as follows:

Morning Arrival

- For students not using the school bus or the before-care program, morning arrival will be between 7:30am and 7:50am. Only students will be allowed to enter the building at this time. To maximize physical distancing, students will enter through one of four entryways assigned by grade and proceed directly to their classrooms.
- Prior to entering the building, touchless temperature checks will be conducted each morning on staff and students. All staff and students will utilize hand sanitizer upon entering the building.
- Saint James School staff members will be on-hand at the start of school to escort our youngest learners and new students to their classrooms.

Afternoon Dismissal

- For students not using the bus or aftercare program, students will be dismissed daily outdoors in the pre-kindergarten parking lot at 2:00pm.
- Grades will be called and released in a staggered fashion over a 10-minute period, as to avoid students mixing in the hallways and stairwells.
- If a student needs to be picked up early from school, please send a note to the child’s homeroom teacher that morning. When picking up, please call from your car and your child will be escorted or sent out to you.

There will be no parking in the pre-kindergarten parking lot due to its use during arrival and dismissal.

Addendum #6: Visitors - Non-essential adults will be limited in the school building. For everyone’s safety, and to reduce the high-traffic typically seen in our school’s main office, the following procedures are being implemented for this school year:

- Anyone needing to stop by the school to drop off paperwork, forgotten lunch boxes, folders, textbooks, etc. must call the SJS main office to notify the school in advance.
- A drop-off bin will be placed at the top of the main entrance stairway for parents/visitors to leave items that need to be passed along to students.
- If a student needs to be picked up early from school, please send a note to the child’s homeroom teacher that morning. When picking up, please call from your car and your child will be escorted or sent out to you.
- If a scheduled visit in the school is necessary, visitors must wear face masks and social distance while in the building and on school grounds.
- Office personnel will limit the number of staff/visitors in the main office to 1-2 families/staff at a time.

Addendum #7: Illness at School – If a student is not feeling well at school, the nurse will be called to the classroom to evaluate the student. If the student has any symptoms associated with COVID-19, the following procedures will be in effect:

Isolation Room

- As per state requirements, Saint James School has identified and set up an isolation room to be used at the discretion of the school nurse when a student is exhibiting high-risk illness symptoms. This room is located at the end of the hallway on the main floor and has its own bathroom and a window for ventilation.
- If a student is brought to the isolation room, the school nurse will stay with the student at all times until dismissed to the parent. An immediate pick up of the child is required.

- If more than one student is exhibiting high-risk symptoms, students will be seated 6 feet apart in the isolation room.
- While the nurse is in the room, she will be equipped with full PPE.

Containment Plan

High-Risk Symptoms

Students (and staff) cannot come to school if any of these [High-Risk Symptoms](#) associated with COVID-19 and other infectious diseases exist. In addition, immediate dismissal will occur if any of these symptoms present themselves while at school. Should symptoms present while at school, the student (or staff member) will be placed in a designated isolation room until they are picked up. Following the dismissal(s), the room will be cleaned according to [CDC cleaning guidelines](#).

High-risk symptoms include:

- Fever (above 100.0 °F or per clinical judgement with or without fatigue/body aches/chills)
- New unexplained loss of taste or smell
- Respiratory symptoms (lung congestion, shortness of breath)
- Gastrointestinal symptoms (diarrhea or vomiting)

Please contact your child's healthcare provider for further evaluation should there be any signs of these high-risk symptoms. A primary health care provider's note will be required prior to returning to school.

Return to School Following High-Risk Symptoms

- The student (or staff member) cannot return to school for at least 10 days following the onset of high-risk symptom **AND** has not had a fever for 24 hours (without the use of medication) **AND** improvement in respiratory symptoms has occurred.
- The student (or staff member) can return before the 10-day requirement if they have a negative COVID-19 test, assuming they have not subsequently developed any new symptoms **AND** have not experienced fever within the last 24 hours.
- On the first day back to school after being dismissed with, or being home with, COVID-19 concerns, the student (or staff member) will check in with the School Nurse upon arrival for a temperature and symptom check.

Other Symptoms Associated with Illness

Students exhibiting any symptoms of illness, including those listed below, should not come to school. Dismissal may occur for students (or staff) exhibiting *3 or more symptoms/complaints* or at the Nurses discretion, including but not limited to:

- Runny nose
- Sore Throat
- Body aches
- Fever
- Headache
- Cough without congestion

Return to School Following Other Symptoms Associated with Illness

- The student (or staff member) is able to return to school without a doctor's note once these symptoms improve unless there is development of any high-risk symptoms as noted on the prior page. If this occurs, the Return to School Following High-Risk Symptoms plan must be followed.
- If a student (or staff member) required antibiotics to treat their illness (e.g., strep throat), they may only return to school after the first 24 hours of starting the course of treatment.

If a student, staff, volunteer, or visitor who has been present in school with a confirmed diagnosis of COVID-19, or was present in school within 48 hours of first exhibiting COVID-19 symptoms leading to a positive diagnosis, the School Nurse and/or the Building Principal will contact the Superintendent of Schools and the MPS District Level COVID-19 Health and Safety Compliance Liaison and the Coordinator of School Health. The Manchester Health Department will be immediately notified by the Coordinator of School Health. This communication should be made while maintaining confidentiality in accordance with FERPA, privacy expectations.

Reentry to school will be based on CDC guidelines.

Addendum #8: Absences Due to Illness

Every parent/guardian, student, and staff member is playing a critical role this year in helping Saint James School maintain a healthy and safe learning environment. Therefore, the following guidelines must be followed every day:

- Assess your child's health daily before leaving for school. This should include taking his/her temperature. Your child is required to remain at home if he/she exhibits any symptoms of illness.
- Students and staff are required to remain at home if:
 - They test positive for COVID-19 or have been exposed/ in contact with someone who has tested positive. **If this happens the parent/guardian must inform the school nurse immediately.**
 - They have traveled to any of the current [CT DPH COVID-19 hotspots](#), they must quarantine for 14 days prior to returning to school.
 - They experience other illnesses that are not related to COVID-19. These include, but are not limited to, sore throat, fever, cold/flu symptoms, gastrointestinal symptoms, strep throat, and any new and/or untreated rash or skin conditions in need of antibiotic treatment. **A doctor's note is required to confirm these conditions are not related to COVID-19 before returning to school.**
- If any student, whether remote or in-person, will be absent on a given day, a parent/guardian must call the school and report the absence **by 8:00am**. The school nurse will record absences and student symptoms on a specific illness tracking form. All absence calls must be made to the school nurse's phone extension (#3). Please DO NOT leave absence calls on the main office voicemail or send absence notification via email.
- The nurse will monitor attendance on a daily basis and report potential or verified COVID-19 cases to the School Administration, the Manchester Coordinator of School Health Services, and the Manchester Board of Education's COVID liaison. The Manchester Health Department will be consulted, and contact tracing will begin. The School Administration will notify the Archdiocese of Hartford Vicar of Education.
- **NOTE: If a student is staying home due to a COVID related issue (i.e., quarantine) but otherwise able to attend class, the student will be able to sign into their classes and participate in remote learning and therefore not be marked absent.**

Protocol for Responding for a Confirmed COVID-19 Case in the School

1. If a student, staff, volunteer, or visitor who has been present in school with a confirmed diagnosis of COVID-19, or was present in school within 48 hours of first exhibiting COVID-19 symptoms leading to a positive diagnosis, the President or Principal will contact the Adjunct to the Vicar of Education at OEEC and the School Nurse will contact the Manchester Public School (MPS) COVID-19 Health and Safety Compliance Liaison. This communication should be made while maintaining confidentiality and privacy expectations.

If a student or staff member has been in close contact with *anyone* who has been in close contact with someone who has tested positive for COVID-19. The [CDC quarantine guidelines](#) are to be followed.

2. The MPS COVID-19 Health and Safety Compliance Liaison shall notify the Department of Public Health to immediately assess the risk of further transmission in the school.
3. Decisions will be made concerning:
 - a. Contact tracing;
 - b. Quarantining a cohort(s) for 2-5 days;
 - c. Quarantining of school;
 - d. Continuity of education and/or reopening of school.
4. The decision to quarantine a cohort or whole school for 2-5 days will be made by the head authority in the school in consultation with the School Nurse and local health officials. The OEEC will be notified of the recommendation before the decision is communicated to the school community.
5. A short-term closure of a cohort or school will allow time for the classroom and/or school to be fully disinfected as well as time to work with the Health Department to gain a better understanding of the COVID-19 situation impacting the school and develop a response plan.
6. A school closure will be recommended based on the number of school COVID positive cases in proportion to the cases identified as positive in the school's local geographic area.
7. In the case of a confirmed case of COVID-19 at a particular school, the school will notify school staff and parents only that there is a positive case, maintaining confidentiality of the student's name. The school Principal must maintain communication with parents regarding the status of the plan to return to school.



Saint James School Parent/Student Handbook 2020-2021

Parent Signature Page

When enrolling your child in Saint James School, you are agreeing to abide by and be governed by the Saint James School Parent/Student Handbook.

Saint James School reserves the right to amend this handbook at any time. Notices of amendments will be sent to parents via the students, or through email.

I have read and discussed the Saint James School policy book with my child(ren). We agree to follow the school policies and procedures as stated.

Student Name:	_____	Grade:	_____
Student Name:	_____	Grade:	_____
Student Name:	_____	Grade:	_____
Student Name:	_____	Grade:	_____
Parent's Signature:	_____	Date:	_____
Parent's Signature:	_____	Date:	_____

Please complete and return to the school by September 8, 2020.