SJA STUDENT HANDBOOK

2019-2020
To view the St. Jame Academy master calendar (as well as detailed information on all events) please visit sjakeepingfaith.org/calendar.

No School/Early Release Dates

**September 2**  
No School

**October 10**  
Early Release 2:20 p.m. / Parent Teacher Conferences

**October 11**  
No School

**October 25**  
Half Day/ Dismissal 12:30 p.m.

**November 25-26**  
No School/ Professional Development

**November 27-29**  
Thanksgiving Break

**December 17-20**  
Semester Finals

**December 21-January 7**  
Christmas Break

**January 8**  
Second Semester Begins

**January 20**  
No School/ Dr. Martin Luther King, Jr. Day

**February 13**  
Early Release 2:20 p.m. / Parent Teacher Conferences

**February 14**  
No School

**February 17**  
No School

**March 13**  
No School

**March 16-20**  
Spring Break

**March 23**  
No School

**April 9**  
No School FR/SOPH/JR; SENIORS CSP Presentations

**April 10**  
No School   Good Friday

**April 13**  
No School   Easter Monday

**April 17**  
Half Day/ Dismissal 12:30 p.m.

**May 7-12**  
Senior Finals

**May 14**  
Early Release 2:20 p.m. Baccalaureate & Graduation

**May 15**  
Late Start

**May 18-22**  
Semester Finals
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Our Mission

Mission Statement
St. James Academy exists to pass on the Catholic faith to the next generation. The community is rooted in the One, Holy, Catholic and Apostolic Church and is dedicated to developing the minds and hearts of young people to know Truth, choose Good and live virtuously in the service of others.

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

We have established a Charism at St. James Academy that is consistent with papal documents on education and to animate the vision that our Archbishop has for what a Catholic high school should be. The Charisms of St. James Academy are One, Holy, Catholic and Apostolic. These pillars of the Catholic faith are lived out through our emphasis on living as a community, growing deeper in faith, developing our knowledge of the faith and in serving others. As an Archdiocesan high school, we believe we must illuminate these pillars for our students and community, so that the world can experience Christ’s compassion and comforting direction. The culture of our extracurricular activities will mirror that of our day to day school culture. Prayer, virtue, and Christian witness of Christ’s love for the world will be central. Charitable and virtuous behavior is expected from those that represent St. James Academy.

Our school building has been purposely designed to facilitate the education of our faith, personal and communal prayer, community experiences and evangelization to those in our building and to the larger community. Daily Mass is available to our students, faculty and staff. We have made ecclesiastical art an important part of our building as well. Church art is a timeless way to draw people into a deeper relationship with Christ and the communion of saints. We have space throughout our building to display ecclesiastical art as a reminder that we are all called to holiness daily. Our classrooms are clustered in communities, which promotes working together and using our gifts for the greater good.

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

Our Namesake and Inspiration
With vehemence of character and, at times, unrestrained zeal of purpose, St. James the Apostle and his brother St. John, earned the name “Sons of Thunder.” That powerful, fervent spirit is the inspiration for St. James Academy’s Catholic fidelity, student-focused energy, compassionate fellowship, and competitive intensity. In the chapel and in the classroom, on the field, and out in the community, our students aspire to be models of discipleship in the image of St. James.
Prayers of our Faith

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

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

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

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

Nicene Creed
I believe in one God, the Father the Almighty, maker of heaven and earth, of all things visible and invisible.
I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the power of the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church.
I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

Act of Contrition
My God, I am sorry for my sins because I have offended you. I know I should love you above all things. Help me to do penance, to do better, and to avoid anything that might lead me to sin. Amen.
The Angelus
V. The Angel of the Lord declared unto Mary,
R. And she conceived of the Holy Spirit. Hail Mary…
V. Behold the handmaid of the Lord.
R. Be it done unto me according to Your Word. Hail Mary…
V. And the Word was made flesh,
R. And dwelt among us. Hail Mary…
V. Pray for us, O holy Mother of God.
R. That we may be made worthy of the promises of Christ.
V. Let us pray:
Pour forth; we beseech You, O Lord, Your Grace into our hearts;
That as we have known the incarnation of Christ, Your Son by the message of an angel,
So by His passion and cross we may be brought to the glory of His Resurrection.
Through the same Christ, our Lord. Amen

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

Regina Caeli /Queen of Heaven
(Prayed during Easter season in place of the Angelus)
V: Queen of Heaven rejoice! Alleluia:
R: For the Lord whom you were worthy to bear, Alleluia!
V: Has risen as He said, Alleluia!
R: Pray for us to God, Alleluia!
V: Rejoice and be glad, O Virgin Mary, Alleluia.
R: Because the Lord is truly risen, Alleluia.
V: Let us pray,
O God, you were pleased to give joy to the world through the Resurrection of Your Son, our Lord Jesus Christ. Grant, we beseech You, that through the intercession of the Virgin Mary, His Mother, we may come to possess the joys of everlasting life, through Christ our Lord, Amen.

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

Salve Regina
Salve Regina, Mater misericordiae,
Vita dulcedo et spes nostra salve.
Ad te clamamus exsules filii Hevae.
Ad te suspiramus gementes et flentes,
In hac lacrimarum valle.
Eja ergo advocate nostra,
Illos tuos misericordes oculos ad nos converte.
Et Iesum, benedictum fructum ventris tui
Nobis post hoc exsilium ostende.
O clemens, o pia, o dulcis Virgo Maria.
**Memorare**

Remember, O most gracious Virgin Mary, that never was it known that any one who fled to thy protection, implored thy help or sought thy intercession, was left unaided.

Inspired with this confidence, I fly unto thee, O Virgin of virgins my Mother; to thee do I come, before thee I stand, sinful and sorrowful; O Mother of thy Word Incarnate, despise not my petitions, but in thy clemency hear and answer me. Amen.

**Angel of God**

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

**Divine Praises**

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

**Serenity Prayer**

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

**Prayer to St. James the Greater**

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

**Motorist’s Prayer**

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

**Morning Offering**

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

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<tr>
<td>Andy Tylicki</td>
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<td>Shane Rapp</td>
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### Administration
- **Mark Huppe**: Assistant Principal, Director of Activities & Athletics
- **John Muehlberger**: Assistant Principal, Dean of Students
- **Deborah Nearmyer**: Director of Faith Formation
- **Jessica Rolston**: Assistant Principal, Curriculum and Instruction

### Advancement
- **Alyssa Dold**: Director of Marketing and Design
- **Kim Feist**: Alumni Coordinator
- **Jenn Godar**: Director of Major Gifts and Events
- **Eduardo Godinez**: Director of Integrated Marketing
- **Amber Hellwig**: Director of Advancement
- **Katie Lindgren**: Director of Grants Management
- **Karen Maginn**: Director of Admissions

### Business Office
- **Jan Clary**: Accounting Assistant
- **Christy Peterson**: Director of Finance

### Counseling
- **Liz Enna**: Guided Studies
- **Tracey Gay**: Guided Studies
- **Maureen Hellhake**: Guided Studies, Student Support Case Manager
- **Jenny Hicks**: Counselor
- **Susie Ludwikoski**: Counseling Administrative Assistant
- **Kellie Maguire**: Counselor
- **Natalie Muehlberger**: Counselor

### Facilities
- **Mike Medina**: Facilities
- **Jimmy Muehlberger**: Facilities
- **Steve Pippen**: Facilities
- **Rick Steagall**: Director of Facilities

### Technology
- **Joe Lindgren**: Technology Coordinator
- **Cathy McNally**: Registrar, Information Systems Manager
- **Jerry Tujague**: Director of Technology

### Faith Formation
- **Ruthie Greenhalgh**: Campus Ministry
- **Emily Hodes**: Campus Ministry
- **Fr. Mark Ostrowski**: Chaplain

### Staff
- **Anna Bomhoff**: Activities Office Admin Assistant
- **Max Grisnik**: Building Substitute
- **Theresa Lyons**: Admin Assistant to the Principal
Susie Ludwikoski  Admin Assistant to the President/Admin Assistant to the Counseling Dept.
Shalee Morris  Attendance
Julie Mayfield  Nurse
Terri O’Neill  Faith Formation Admin Assistant
Officer Derrick Pierce  School Resource Officer
Tom Radke  Assistant Director Admissions & Athletics/Career Exploration Coordinator
Caroline Schippers  Data & Print Manager

Community System
Angela Charlton  Dean of St. Benedict
Matt Joshi  Dean of St. Catherine
Alex Keith  Dean of St. Gregory
Clare Larkin  Dean of St. Peter
Wendy Leon-Ryan  Dean of St. Padre Pio
Tom Radke  Dean of St. John Paul II
Bonnie-Lyn Ray  Dean of St. Gianna Molla
Joe Walberg  Dean of St. Teresa of Calcutta
Katie Walters  Director of Community System

Business/Technology
Michael Consiglio  Business/Technology Department Head
Samantha Hendrix
Bonnie-Lyn Ray

English
Rebecca Bishop
Evan Bradfield
Antionette Ishmael
Alli Jordan
Colleen Kolich  English Department Head
Kirsten Miller
Stacey Rains
Theresa Redd

Math
Julie Curnes
Stan Dohm
Kaitlin Jadlowski
Clare Larkin
Lee Ann Ochs
Sam Rockford
Donna Sharpnack  Math Department Head
Justin Snell

Physical Education
Sam Bruning

Science
Greg Bomhoff
Paige James
Kerri Elstun
Jackie Heinerikson  Science Department Head
Anna Larsen
Angela Schermerhorn  College Readiness Coordinator
Alan Thomas
Julie Ward

**Social Science**
Angela Charlton
Nancy Dorsey    Social Science Department Head
Matt Joshi
Sr. M. Hedwig Kortte
Joe Walberg
Tim Wuebker

**Theology**
Sebastian D’Amico
Annelise Feder
Drew Foster
Emily Hodes
Alex Keith    Theology Department Head
Austin Krause
Charles Lanza
Chris Walters
Katie Walters

**Fine & Performing Arts**
Jason Cole    Choral Music
Sherri Denton    Visual Arts
Helen Harrelson    Director of Instrumental Music
Terra Henderson    Fine and Performing Arts Department Head, Visual Arts
Corbin Hernandez
Jeannie Nunn    Visual Arts
Anna Thiele    Instrumental Music

**World Languages**
Wendy Leon-Ryan    Spanish
Deidre Speck    Sign Language
Tyler Supalla    Latin
Anna Thiele    Spanish
Sonia Toledo    World Languages Department Head, Spanish
Bob Weinstein    Latin/ Spanish
Athletics & Activities

Baseball    Brian Bucklin
Boys Basketball    Stan Dohm
Girls Basketball    Samantha O’Malley
Bowling    Alan Dierking, Charles Lanza & Kirsten Miller
Cheerleading    Linda Hadel
Cross Country    Rob Harber
Dance Team    Katie Lyons
Football    Tom Radke
Boys Golf    Michael Consiglio
Girls Golf    Michael Consiglio
Boys Soccer    Rick Enna
Girls Soccer    Mark Twellman
Softball    Rhiannon Mendez
Swim & Dive    Kellee Hercules
Tennis    Anna Bomhoff & Amy Fangman
Track and Field    Greg Bomhoff
Volleyball    Nancy Dorsey
Wrestling    Mike Medina

Debate    Antionette Ishmael
Forensics    Antionette Ishmael
Fiat Society
Thunder for Life    Clare Larkin
Kay Club    Kirsten Miller
Magnificat Society
National Art Honor Society    Terra Henderson
National Honor Society    Colleen Kolich
Spanish National Honor Society    Sonia Toledo
National Science Honor Society    Jackie Heinrickson
Sacristans
Scholars Bowl    Joe Walberg
Science Olympiad    Evan Bradfield
National Social Studies Honor Society    Nancy Dorsey
Community System

They devoted themselves to the apostles’ teaching and to fellowship, to the breaking of bread and to prayer. -Acts 2:42

Let “us” become “they.” Let us devote ourselves to the apostles’ teaching, to the Word of Christ in Scripture and the Tradition of His apostolic Church. Let us devote ourselves to fellowship, to relationship with one another as complex and unique individuals, members of Christ’s family. Let us devote ourselves to the breaking of the bread, becoming a Eucharistic people united to the saints and angels in the mystery of the Mass. Let us devote ourselves to prayer, to daily communion with Christ through His Mother, and let this relationship change our hearts and lives.

Goals of the Community System
• Help each St. James Academy student know and love Jesus and the people in our community more deeply.
• Ensure individual care by providing each student with at least two adults who will monitor and support the academic, social, and spiritual growth.
• Enhance the ministry provided to all of our students by embracing our Catholic values and traditions.
• Strengthen the bonds of the St. James Academy Family Spirit among the 9th-12th grade divisions.
• Create opportunities for students to be trained and to serve as leaders.
• Develop each student’s interpersonal relationship skills.
• Enhance the community strength outside of St. James Academy.

Community System Overview
• Seven Communities: St. Benedict, St. Catherine, St. Gianna Molla, St. Gregory, St. John Paul II, St. Padre Pio, and St. Peter.
• Each student will be assigned to the same Community and House for their time at St. James Academy.
• Each Community will be divided into five/six Houses.
• Houses meet on a daily basis.

Community Leadership
• Each Community will elect two seniors as Community Captains to serve and support the Community as a whole with their Dean (faculty member chosen by the administration.)
• Each House will elect one House Captain (Senior Leader) and three underclassmen (Junior, Sophomore and Freshman Leaders) to lead and serve their House with their Mentor Teacher.
• The School will elect two School Captains (Senior Leaders) who will be responsible for the atmosphere of care and concern for the entire school as fostered by the House system with the Director of the Community/House System.

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

Spiritual Formation
The purpose of the sacraments is to sanctify men, to build up the Body of Christ and, finally, to give worship to God (CCC 1123). At St. James Academy we are so privileged to celebrate the sacraments with our school community. All students at St. James Academy will have the opportunity to attend daily Mass and receive the sacrament of Reconciliation on a regular basis. St. James Academy will also celebrate Mass monthly as an entire school community, and Reconciliation will be offered during the school week. Students are encouraged to receive the sacraments.

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

Chapel
Our community and campus are centered around Jesus. The tabernacle, which houses the Blessed Sacrament, is the center point of our property. The chapel is where our school day begins and where our community members go in times of trial and thanksgiving. This holy space is reserved for reverence but frequent use is encouraged. We expect reverence and respect to be displayed by each person who enters as they acknowledge the true presence of Jesus in the Eucharist. The use of laptops is not permitted nor is food or drink. All are encouraged to visit and make time to honestly sit with the Lord.

AWOL
We have a program known as AWOL which stands for Away with Our Lord. If during the school day a student needs to spend time with Jesus, it is permitted to ask the teacher to step out for a few minutes and into the chapel. Teachers reserve the right to ask students to wait until a proper time in the class period to leave as well as to assign a maximum amount of time the student can be in the chapel. The teacher will also contact the office letting an adult know the particular student is making a visit. We encourage students, faculty and staff to stop by the chapel regularly.

All School Serve Day
St. James Academy is blessed in so many ways. We believe in sharing our blessings. As Christians, it is our responsibility to “Go out to love and serve the Lord.” One way we do this is by taking one school day each year to serve our greater community. All students and faculty are expected to participate in this day. If a student cannot participate, no matter what the reason, the student is expected to complete an additional five hours with their CSP agency. Students will need to have their agency sign off on the additional five hours and turn in that documentation.

Student Retreats
St. James Academy exists to pass on the Catholic faith to the next generation. As part of our curriculum, students are taken on a retreat once a year with their class. This is an overnight retreat. This is a wonderful opportunity for students to learn more about our faith, practice prayer, and grow in community. If a student is ill or cannot attend, they are expected to complete all of the assignments given to them to demonstrate mastery of the outcomes of the retreat. Students can get the assignments from Campus Ministry.

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

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

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

7 Social Justice Teachings of the Catholic Church

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

Important CSP Dates 2019-2020:
- Summer Approval Dates: May 30-August 8, 2019
- Pre-Approval Entry is Due: Sept. 25, 2019
- 30 Completed Hours Due: April 1, 2020, (logged into x2Vol and approved by coordinating supervisor)
- Senior CSP Presentations: Thursday, April 9, 2020

Detention for students who do not complete their hours on time: April 15, 2020 before or after school.

CSP General Guidelines

- Students will complete a minimum of 30 service hours at one social service organization each year.
- Unless otherwise approved, students will complete service with four different service organizations over the course of four years. The service needs to be aimed at helping those who are in most need of help.
- A parent or close family member may not be the contact person for an agency.
- Pre-Approval, Change of Agency and Hours will be logged and approved through x2Vol website. If you are an upperclassman, this can be accessed through a student’s Naviance account. Freshmen go directly through the x2Vol website.
- CSP will be 10% of the second-semester theology grade.
- Service will be approved by Theology teacher at the given due date of Pre-Approvals.
- The approval through x2Vol will be due the first semester as a homework grade.
- If the approval is not turned in by the due date, a zero will be entered into the grade book. If the approval form is still not turned in within 30 days, the student will face disciplinary consequences that include detentions, phone calls to parents and possibly being sent home.
- Hours should be logged into x2Vol as they are completed. When logged, x2Vol will automatically send a confirmation email to the coordinating supervisor where they will confirm that the work has been done.
- Completed hours are due by the Monday and Tuesday of Holy Week. Failure to complete hours will result in a zero in the grade book and a detention during academic time the following week. Failure to complete hours by the following week will result in a meeting with the Dean of Students and Director of Faith Formation. Detentions, phone calls home and other disciplinary actions may be taken if steps are not made to complete hours.
- At the end of the year students will give a CSP presentation. Freshmen-Juniors will be done in Theology class, Seniors will be done in front of a select panel on Holy Thursday.
- Summer CSP: Students may perform their CSP during the summer for the next school year’s credit. You will
need to complete the Pre-Approval process through x2Vol and it will be confirmed by Mrs. O’Neill. If you wish to do a summer CSP it is suggested you read the requirements for your grade, posted on the school website, in order to be certain that it meets the requirements of your grade level or else hours may not be counted for CSP. Please review your grade level requirements that are listed below.

- If a change of agency is required, you must fill out a new Pre-Approval entry on x2Vol and the service from the previous agency will not count toward your yearly 30 hours. This is why it is extremely important that you communicate with your agency at the time of Pre-Approval.
- For sophomore through senior years, the March for Life in Washington, D.C. will count for 20 hours and the remaining 10 hours need to be done with a Pro-Life agency. The 10 hours need to be Pre-Approved through x2Vol by the normal Pre-Approval date. You cannot be Pre-Approved for the March for Life only.
- SJA Team camps do not count for CSP.
- Students will not be excused during school hours to work on their CSP. Any CSP hours worked during school hours will not be counted toward their 30 hours.

Freshmen Guidelines
- Students will follow all CSP general guidelines.
- Service must be aimed at helping those who are in need.
- Service should not take place in a business/corporate setting.
- Parents or other close family members should not be the coordinating supervisor for your CSP.
- Students will not be excused during school hours to work on their CSP. Any CSP hours worked during school hours will not be counted toward their 30 hours.

Sophomore Guidelines
- Students will follow all CSP general guidelines.
- Service must be aimed at helping those in need.
- Service should not take place in a business/corporate setting.
- Parents or other close family members should not be the coordinating supervisor for your CSP.
- If you choose the same agency as freshman year, you are required to demonstrate that you have an increased roll or responsibility. A short explanation is required in the “description” box in your Pre-Approval entry in x2Vol.
- Students will not be excused during school hours to work on their CSP. Any CSP hours worked during school hours will not be counted toward their 30 hours.

Junior Guidelines
- Students will follow all CSP general guidelines.
- Your project must directly affect and serve people outside the SJA community, preferably people who are poor, lonely, have disabilities, and/or are disenfranchised. If your agency does not serve these groups of people, you must talk to your Theology teacher before approval.
- You must have direct contact with people who you are serving. Thrift stores, food pantries and other labor jobs that do not directly deal with the people in need are not allowed.
- Service should not take place in a business/corporate setting.
- Parents or other close family members should not be the coordinating supervisor for your CSP.
- If you choose the same agency as freshman or sophomore year, you are required to demonstrate that you have an increased roll or responsibility. A short explanation is required in the “description” box in your Pre-Approval entry in x2Vol.
- Domestic and International SJA Missions Trips are applicable for CSP. You must have this confirmed with Campus Ministry prior to Pre-Approval.
- Students will not be excused during school hours to work on their CSP. Any CSP hours worked during school hours will not be counted toward their 30 hours.

Senior Guidelines
- Students must follow all CSP general guidelines.
- Your project must directly affect and serve people outside the SJA community, preferably people who are poor, lonely, have disabilities, and/or are disenfranchised. If your agency does not serve these groups of people, you must talk to your Theology teacher before approval.
• You must have direct contact with the people who you are serving. Thrift stores, food pantries and other labor jobs that do not deal directly with the people in need are not allowed.
• Service should not take place in a business/corporate setting.
• Parents or other close family members should not be the coordinating supervisor for your CSP.
• If you choose the same agency as freshman, sophomore or junior year, you are required to demonstrate that you have an increased role or responsibility. A short explanation is required in the “description” box in your Pre-Approval entry in x2Vol.
• Domestic and International SJA Mission Trips are applicable for CSP, although if a student has done that for junior year, they must increase in their responsibilities. This must be worked out ahead of time with Emily Hodes and Campus Ministry.
• Regardless of the agency, seniors should show leadership in this year of service.
• CSP is 10% of senior's second-semester theology grade.
• If the hours, paper, and presentation are not completed, you will not be able to receive your transcript
• Students will not be excused during school hours to work on their CSP. Any CSP hours worked during school hours will not be counted toward their 30 hours.

CSP Deadlines and Consequences:
All hours for all students are due April 1, 2020 by 3:30 p.m.
Students who do not have hours logged, approved and verified will receive a grade of hours/30 (hours logged, verified and approved/30). This will not be changed even after hours are completed.
Students who do not have hours done on time will receive a detention to be served on Wednesday, April 15 before or after school. Before school 7:30-8:00 a.m. in room 1113/1114. After school 3:30-4:00 in room 1113/1114. Failure to show up to detention will result in a Saturday school and meeting with Mr. Muehlberger.

For Freshmen-Juniors:
If you do not have hours done by May 1, you will receive a Saturday detention and have a meeting with Mr. Muehlberger and Mrs. Nearmyer.

For Seniors:
If you have less than 15 hours by the date hours are due, you will not be able to do your presentation on April 9 and you will be put on a list to meet with Mr. Muehlberger on April 15. If you have between 16-29 hours by the due date you are expected to present, but you will serve the detention, receive the grade of hours done over/30, and have until May 1 to complete your hours. If hours are not done by May 1 you will receive a Saturday detention and have a meeting with Mr. Muehlberger and Mrs. Nearmyer.

Mission Trips and Pilgrimages
Mission trips and pilgrimages are a great way to enhance a student’s learning, participate in the Lord’s work of spreading the Good News, caring for our brothers and sisters and experiencing a conversion of heart. These trips/pilgrimages are an extension of our school; therefore, all school policies and rules will be enforced. Students must be in good standing academically, behaviorally and financially to qualify to participate. School administration and trip chaperones have the right and responsibility to remove a student from the experience before or during should the student not adhere to the school policies and rules.
Academics

GRADING PHILOSOPHY

Curriculum and Assessment
At St. James, each class has many student-centered objectives the course is intended to achieve. These are goals set by the educators which parents and teachers will work to help the students meet. The objective could be the attainment of knowledge, the development of a skill, or the demonstration of a particular type of thinking or behavior.

There are different ways to assess the progress towards mastery of objectives. At St. James, these fall into two main categories. Formative activities are those that inform the teacher, parent, and student of the student’s progress towards mastery and help form the path the teacher will guide that student on moving forward. A formative activity could be anything from a quiz to a homework assignment to an in-class activity. It could even be the demonstration of certain behaviors that help form the student into a better scholar, such as verbalizing critical thinking during class, collaborating productively with other students, or demonstrating timeliness in carrying out their responsibilities. In introductory courses, grades will tend to reflect not only the mastery of content objectives, but also the mastery of skills and habits that lead to academic and personal growth. Therefore, the “formative” part of a grade will count for more in these courses.

In all classes, there is also a “summative” part of the grade. Summative activities are those that sum up the learning that has happened. These typically take the form of tests, projects, essays, or other academic endeavors that assess how much learning has occurred in a given period of time. Surely, summative activities still inform the students, parents, and teachers and help shape the path forward, but they are mostly meant to give a reliable picture of the achievement of objectives at the time of the assessment. These summative activities will take on more weight in upper-level or honors courses since they more exclusively indicate academic performance and help simulate a typical college-level assessment strategy.

Shared Responsibility
There is a shared responsibility among teachers, students, and parents for a student’s grade. The teacher is responsible for making the objectives and expectations clear, scaffolding support that meets the individual needs of students as they strive to meet those objectives and expectations, assessing student progress fairly, and providing high-quality, timely feedback so that the student can grow. The student is responsible for meeting the expectations of the teachers, giving their best effort to demonstrate the maximum level of mastery they have attained, and advocating for themselves so that the teachers know what their needs are. The parents are responsible, as the first educators of their child, for knowing and loving them, helping to encourage and support them in their efforts, helping them learn from both successes and failures, and acting as an additional advocate for their children to their teachers as needed.

Parent, Student, and Teacher Communication
Communication amongst these three parties is of the utmost importance in all academic endeavors. Should questions surface, misunderstandings occur, extra help be required, or extenuating circumstances arise, students should reach out to their teachers in person or via email, and parents should assist in this communication as needed to help all parties be successful and work together most effectively.

GRADING POLICIES

Grade Updates
Teachers are expected to update their formative grades weekly and have summative assessments graded within two weeks of their due date. They will communicate frequently through email and the PowerSchool gradebook through grades, PS codes, and comment boxes.

Missing Summative Work
If a student misses a summative assessment in class due to an absence on its due date, it is their responsibility to communicate with their teacher to figure out how to make up that assessment. If a week passes without communication, the teacher will assign the student to Mandatory Learning Time (MLT) during Thunder Block either in their room or in the MLT-assigned room until the summative assessment is complete. If the summative assignment is a paper, project, or other
assignment meant to be turned in, students present the day the assignment is due who do not turn it in will be assigned MLT until the assignment is complete. Teachers may also take off 10% and or assign additional periods of MLT as they see fit.

**Missing Formative Work**
If a student does not turn in a formative assessment on time, they have until the day of their summative assessment for that unit to turn it in. They can receive up to 75% on the assignment as long as it is turned in before the summative. Work not turned in by the end of the unit will receive a zero unless they have already initiated a meeting with their teacher to write a plan for completion. Teachers may create alternative assignments for students and/or require them to be completed in their classrooms during Thunder Block in addition to the loss of points on missing assignments.

**Work Missed Due to Absences**
When students are absent, they are responsible for contacting teachers after returning regardless of the reason for missing school. Work due the day the student was absent must be turned in the class period following their return. Students have until the next class period upon returning to school to get their work from their teachers, and work will be due the class period after receiving it unless otherwise directed by the teacher. Work due the day a student returns from an absence should be turned in that day if they were present the day it was assigned. Students should check their Google Classrooms when absent so that they are aware of what was missed as soon as possible in order to begin working towards making it up.

**Test Retakes**
Retaking, correcting, or reflecting on summative assessments is an effective educational strategy often used in our school, sometimes resulting in earning some or all points back that were lost on the original summative. Policies related to these activities will vary from department to department but will be the same for any teachers who teach the same course.

**Extra Credit**
Some teachers may assign extra credit in their classes. These assignments must be related to educational objectives. Extra credit cannot raise a student’s final semester grade by any more than 2% in any course.

**Grading System**
Grades are reported in percentages and no letter grades are given. Grades below 67% are considered failing. Students enrolled in an honors course will be given the opportunity to earn 5% added to their overall weighted GPA if the final semester grade in the class is 77% or above. Semester grades are an accumulation of grades given throughout the entire semester in addition to the semester exam. Generally, semester exams will be worth at least 10% of the semester grade. However, at the department’s discretion, exams may be weighted differently. Final semester grades are the only grades that go on a student’s permanent transcript. SJA does not send printed grade cards in the mail.

**Graduation Requirements**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theology</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
</tr>
<tr>
<td>Technology</td>
<td>1</td>
</tr>
<tr>
<td>Speech*</td>
<td>.5</td>
</tr>
<tr>
<td>Electives</td>
<td>4.5</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>27 credits</td>
</tr>
</tbody>
</table>

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

**Credit Recovery**
Students who fail classes that are required for graduation will need to either retake those courses at SJA or complete credit recovery to earn the credit needed. Students will visit with their counselor on that process which may require enrolling for credit recovery through their local school district or other entities to take those classes.
Homework
St. James Academy students are expected to complete all assignments and to prepare thoroughly for classes and tests. It is recommended that each student spend a minimum of two hours per night completing written assignments, reviewing notes, and reading or studying.

Independent Study
Students wanting to take an independent study must meet the following requirements.
• The course cannot be offered as a course taught by a St. James Academy teacher. If the course is offered by St. James, the student must take that class during one of the hours offered.
• Independent Study courses are offered by virtual online learning options independent of St. James Academy and are subject to a separate enrollment fee through the online learning center. Students should discuss the desire to take an independent study with their counselor to determine the options available.
• Only one Independent Study course will be approved per semester; the student must fill out the Independent Study Course request form and it must be approved by administration prior to enrollment with the online learning center.
• Independent Study requests for core classes will not be approved.
• A course that is completed as an independent study will not receive Honors or Advanced Placement credit.

Summer Courses:
Students take summer courses for high school credits for a variety of reasons. Please refer to our course catalog for summer course offerings and information. Any students who wish to take a summer course not offered by St. James Academy must receive department and administrative approval prior to enrolling in that course. Approval will be considered for the following reasons: credit recovery, student wishes to take course to move to the typical track for a particular subject, etc. Students and parents will be notified in writing if they are approved, recommended or required to enroll in a summer course.

Academic Help
St. James Academy is committed to providing supports for students with special needs that foster their success within our school community. Services offered help students maintain their participation in the regular education classroom. All students with special needs are reviewed on an individual basis before enrollment to help develop systems of support aligned with their strengths and areas of need. Parents should contact Maureen Hellhake to discuss their student’s individual needs. The Student Intervention Team (SIT), explained below, works with the Administration to make recommendations regarding services, curriculum support, and courses available for each student.

The Problem Solving Team and the Student Intervention Team (SIT)
The Problem Solving Team meets every other week to discuss students for whom there are specific academic, social, and emotional needs, including reviewing students who have been recommended to the Student Services Team during Thunder Block. The Problem Solving Team will schedule SIT meetings with teachers for specific student concerns. The Student Intervention Team (SIT) works with parents, students, counselors and teachers in the development of a plan for students. This may include creating a Minor Adjustment Plan, a Catholic Student Support Plan in compliance with Section 504 requirements for private schools, or an Academic Plan of Action.

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

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

10th grade – a student must have a minimum of 6 credits.
11th grade – a student must have a minimum of 13 credits.
12th grade – a student must have a minimum of 20 credits.
Students who end the prior grade with fewer than the above credits need to enroll in an approved summer school. One credit is the customary maximum available during summer school. **The administration must approve all classes taken by St. James Academy students from an outside source.**

**Honesty in Academic Work**

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

**Honor Roll**

Honor Roll is published each semester, using the semester grades and based upon the following:
- First Honors: Grade average of 96% or above and no incompletes.
- Second Honors: Grade average of 90% - 95.99% and no incompletes.

**Honors/AP Classes**

Honors/AP classes are at an accelerated and/or enriched pace. There are higher expectations for the caliber and depth of work and thinking skills. Students who earn a 77% or above in an Honors/AP class may receive an additional 5% figured at semester. The points are added during the calculation of the overall weighted GPA. If a student is in a regular class and wishes to go to an advanced class the next year, they must have teacher recommendation. For a student to remain in an Honors/AP class, they must have at least an 80% final grade each semester. The Administration reserves the right to review each case individually. In order to best anticipate and support our students’ overall health, St. James is requiring students examine the significant time requirements, commitments and energy that AP/Honors/Dual Enrollment courses require throughout a school year, including summer work. For students and families who choose to take more than three AP/Honors/Dual Enrollment courses, SJA requires work load commitment agreement form available in the counseling office.

**St. James Academy Career Explorations**

Career Explorations classes at St. James are about more than “college and career readiness.” These classes are designed to help with a students’ discernment of God’s plan for their lives.

Our patron St. James is often associated with the scallop shell. The lines running from the edge of the shell represent the various paths we all walk as pilgrims in this life; the meeting point at its base represents our destiny, union with God Himself. Through our Vocations, God calls all people back to Himself from wherever they may be, physically and spiritually. Each Career Exploration class will incorporate certain elements to help students learn about and experience what different work fields are like. The goal is that these different elements will help the student be in tune with the voice of God and the movements of the Holy Spirit that may prompt them to continue down a certain path in the future or to pur-
sue a different line back to the Father. These elements include, but are not limited to:
• Reviewing principles of proper discernment of God’s will.
• Learning background information and prerequisite knowledge for understanding the career(s) being studied.
• Experiencing what a vocation in the particular field may entail through guest speakers, field trips, and/or job shadowing experiences.
• Engaging in Problem-Based Learning to tackle real-world situations in the field.
• Having experiences in demographically diverse environments.

There are a variety of Explorations Classes available. They are listed below:
• Health Care Career Explorations
• Engineering Career Explorations
• Legal and Public Service Career Explorations
• Education Career Explorations
• American Sign Language Explorations

Please Note: By enrolling in one of these courses, students and their parents recognize that the student will be in environments in which they will not be directly supervised by SJA staff and will be working with adults outside of our school environment who may not be subject to the same requirements and regulations of St. James Academy staff. Students may also be required to find their own transportation to and/or from some of the field experiences and assume all the risks and responsibilities therein.

Student Requirements for all Explorations Classes (note: there may also be additional requirements for specific courses):
• Must be in good academic and behavioral standing and on track for graduation.
• Must have demonstrated consistent attendance at school.
  • Note: Five or more absences in an Explorations class could result in dismissal from the class and loss of credit.
• Must attend All-School Masses and House.
• Must have signed permission slip turned in.
• Must exemplify professionalism at all times and meet the expectations of off-site hosts.
  • General expectations:
    • Students should never be on their phones/electronic devices, chew gum, or use slang/disrespectful language during field experiences.
    • Students should be punctual for all appointments and are responsible for communicating directly with their host AND their teacher if they are going to miss a field experience for any reason.
• Failure to meet any of these requirements could result in dismissal from the course and loss of credit.

Student Requirements
• Must be in good academic standing and on track for graduation.
• Must have demonstrated consistent attendance at school.
   Five or more absences could result in dismissal from class and/or loss of credit.
• Must be enrolled in a theology, government, English and math class.
• Must have transportation to site (school will not provide transportation).
• Must attend All School Masses and all House activities.
• Must have signed permission slip turned in.
• Must meet all deadlines for assignments and assessments given by the teacher.
• Must exemplify professionalism at all times and meet all expectations of their hosts.
  *Failure to meet these requirements could result in dismissal from the class and/or loss of credit.

Parent Requirements
This is a great opportunity for your child and in order for this program to be successful, we need you to be supportive of the following policies and practices:
• Attendance requirements set for your student
• Your student is responsible for transportation to and from site
• Student will have weekly journal entries and a final presentation or paper
• Student must be punctual, responsible, demonstrate initiative, and have positive working relationships.
• Student must return the internship packet to the Senior Explorations teacher with appropriate signatures.

Parent Grade Checks
Regular grade checks are available to parents through the PowerSchool program. Parents may predetermine the frequency of grade checks. Report cards will not be mailed home. All final grades can be accessed via PowerSchool. Details about accessibility to the information will be made available at Student Check-In Day and/or Parent 101. Teachers will enter grades within one week of assignment being turned in. Late assignments, major papers, projects, tests, may take more time for grades to be entered.

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

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

The Scheduling Process
The scheduling process is a shared responsibility of students, parents/guardians, teachers and counselors. All these people contribute ideas and information which result in effective educational programs for students and careful planning is required. Parents/guardians assist their children in the selection process by discussing course options and helping them analyze their individual interests, needs and goals. Teachers are available to discuss the curriculum with students in an effort to provide understanding of the options that are available. Students are encouraged to seek their teachers’ recommendations before enrolling in some courses, so that they are appropriately placed and meet the prerequisites. Students with conflicting hours may have to choose between courses. Counselors are available to assist students, parents/guardians and teachers in developing a sound four-year educational plan. Course selections and alternate options cannot be guaranteed; they may be adjusted based on availability, class size and ensuring students are on pace for meeting graduation requirements.

Jenny Hicks - Last Names A-He (jhicks@sjakeepingfaith.org)
Kellie Maguire - Last Names Hi - N (kmaguire@sjakeepingfaith.org)
Natalie Muehlberger - Last Names O-Z (nmuehlberger@sjakeepingfaith.org)

Schedule Change Policy
Schedule changes cannot be guaranteed once students have signed up for their preferred courses. The master schedule is built on the basis of student choices of courses; therefore, class size and arrangement of time periods for courses can prohibit possible changes. A schedule change may be requested during the first 5 days of the semester. The student must follow established school procedures and course changes will depend on space availability.

Schedule changes may be made only for sound academic reasons and are an exception, not the rule. Requests will not be considered until the Schedule Change Request Form is filled out completely, signed by the designated persons and submitted to the counseling department. Schedule changes, which could be initiated by a counselor, will only be made for the following reasons and must be approved by administration:
1. The student needs to enroll in a required class to meet graduation requirements.
2. The student is enrolled in a class for which he/she has already received credit.
3. The student has not met the prerequisites for the class.
4. The student has an incomplete schedule.
5. The teacher recommends a student move to a different course that matches their academic needs.
**Note:** The following reasons do not qualify a student for a schedule change: teacher preference, personality conflicts, work load, desire to maintain a high GPA, desire to be with friends.

No changes will be made after the first 5 calendar days of each semester.

Students are asked to follow their present schedule and complete any assignments/assessments until their request for a change has been fully processed by the counselor and an administrator.

**Semester Exam Waivers**

A semester exam waiver is a privilege students earn by demonstrating mastery of the content, modeling appropriate behavior and responsibility. Students can earn (1) exam waiver for having better than 89.5% by meeting the following criteria:

- Zero (0) Saturday detentions
- No more than one (1) detention
- Fewer than seven (7) tardies
- No more than four (4) absences in a class for the semester.
- No more than five (5) dress code violations

Students who have more than four (4) absences in a class(es) cannot use the waiver for that class(es). If a student has more than seven (7) absences in any class, a waiver will not be issued. The only exception for absences are school activities and funerals. Seniors will earn a second waiver in a class if they have a grade of 94.5% or higher and meet the criteria above. Teachers reserve the right not to accept a waiver.

**THUNDER BLOCK**

**What is Thunder Block?**

In pursuit of our mission of passing on the Catholic faith, we provide Thunder Block, a flexible time during the school day for students to meet their individual needs, in particular those needs related to academic learning interventions, in an effort to help students lead more balanced and holy lives. It will also allow them to get an experience of a less structured environment similar to what they will experience in college and the workplace to help them learn the power their choice has in structuring their lives.

**What will it look like?**

<table>
<thead>
<tr>
<th>B-Day Schedule</th>
<th>C-Day Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th Hour: 8:35-10:05</td>
<td>1st Hour: 8:35-9:15</td>
</tr>
<tr>
<td>House: 10:10-10:50</td>
<td>2nd Hour: 9:20-10:00</td>
</tr>
<tr>
<td>6th Hour: 10:55-12:20</td>
<td>3rd Hour: 10:05-10:45</td>
</tr>
<tr>
<td>Thunder Block: 12:25-1:50</td>
<td>4th Hour: 10:50-11:30</td>
</tr>
<tr>
<td>Silver Time: 12:25-12:55</td>
<td>Health/Wellness: 11:35-1:05</td>
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<tr>
<td>Crimson Time: 12:55-1:25</td>
<td>Block A: 11:35-12:00</td>
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<tr>
<td>Blue Time: 1:25-1:50</td>
<td>Block B: 12:05-12:30</td>
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<td>7th Hour: 1:55-3:20</td>
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<tr>
<td></td>
<td>6th Hour: 1:55-2:35</td>
</tr>
<tr>
<td></td>
<td>7th Hour: 2:40-3:20</td>
</tr>
</tbody>
</table>

**Student Options**

- Chapel open for prayer (with Adoration and confession available on Tuesdays).
- Student discipleship groups and/or Bible studies led by students and/or teachers in classrooms.
Teachers available for two sections of TB for meeting with students, running study sessions, supervising makeup work/tests, etc. in classrooms.

Collaboration Center in the gym for students to work together or socialize.

Silent study area in the Media Center.

Math and Writing Labs with NHS tutors and teacher supervision.

Lunch in the Dining Hall, Performance Wing hallway, or classrooms (where allowed).

Freshmen will be in a silent study hall for the first thirty minutes (Silver Time) each TB.

All students will be expected to meet with any teacher that requires it via email.

Failure to meet a teacher when requested will result in being assigned to that teacher for a thirty-minute block of time the following week for Mandatory Learning Time.

Failure to show up for that appointment will result in a thirty-minute detention after school that day or before school the next day.

Teacher Availability

- Teachers will have a scheduled lunch break during one of the three TB time slots.
- They can dedicate two other time slots a month towards:
  - Meeting with clubs they sponsor.
  - Meeting with students for discipleship groups or Bible studies.
- On C-Days, teachers will be in PLCs and not available for students.
- Otherwise, teachers will be available to meet with students.
- Teacher’s TB schedules of availability will be posted outside of their rooms.

Supervision

Supervision will be much more limited during TB than during other times during the school day. Respect of the trust given to students during this time is critical to the success of the program. Supervision will be assigned as below:
- Administrative supervision in the hallways, gym, Media Center, and Dining Hall.
- School Resource Officer rotating inside and outside.
- All exits are monitored via camera by a staff member.

Rules and Limitations

- Expectations for TB will be set and reviewed the first two weeks each semester.
- Locker rooms will be locked and off limits.
- Cell phone use is not allowed except at lockers during passing periods.
- Students are not allowed to leave the building unless checked out with office.

Mandatory Learning Time (MLT)

Mandatory Learning Time is held on Thunder Block days during Silver and Crimson Time. It is a supervised opportunity for students to improve their grades.

- Students with 72% or less in a class who have failed to meet with their teacher will be assigned to MLT.
- Students may also be assigned to MLT when the Student Improvement Team (SIT) determines an intervention must be made to focus on work completion and student success.
- Students will conference with one of the MLT supervisors to discuss an action plan to improve their grade.
  - Students may remain in the MLT room, be sent to see a teacher, or make up a test.
  - Students will eat lunch during Blue Time when assigned to MLT.
  - Students who are assigned to MLT, but fail to show up to MLT will be Thunderstruck.
C-Days: Health and Wellness Focus
On C-Days, teachers will be meeting in Professional Learning Communities during Thunder Block and so will not be available to meet with students. The same rules and restrictions will apply, and below are the student options during those times.

<table>
<thead>
<tr>
<th>Time</th>
<th>Group One</th>
<th>Group Two</th>
<th>Group Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Block</td>
<td>House for H/W</td>
<td>Choice</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:35-12:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Block</td>
<td>Lunch</td>
<td>House for H/W</td>
<td>Choice</td>
</tr>
<tr>
<td>12:05-12:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Block</td>
<td>Choice</td>
<td>Lunch</td>
<td>House for H/W</td>
</tr>
<tr>
<td>12:35-1:05</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHOICE- Media Center for Silent Study
Gym for Collaboration Center
Chapel for Prayer

Groups: Broken up by House teacher’s department

*There will still be some H/W assemblies throughout the year during C-Day Thunder Block.*
Attendance

Archdiocesan Attendance Policy #7300
Compulsory attendance is a statutory requirement in Kansas for all children who are seven (7) or more years of age but less than eighteen (18) years of age, who have not attained a high school diploma or equivalent. Under certain statutory conditions, children age 16 and 17 may be exempted from compulsory attendance. Each Catholic School in the Archdiocese of Kansas City in Kansas, through its designated reporting officer, shall report any child who is enrolled and is inexcusably absent from all or a significant part of a school day on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever occurs first, as follows:

<table>
<thead>
<tr>
<th>Age</th>
<th>Report To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seven (7) but under Thirteen (13)</td>
<td>Secretary of Social Rehabilitation Service (or Designee)</td>
</tr>
<tr>
<td>Thirteen (13) but under Sixteen (16)</td>
<td>County/District Attorney (or Designee)</td>
</tr>
</tbody>
</table>

Before any report is made that a child is not attending school as required by law, the Administration shall serve written notice thereof, by registered mail, upon a parent or guardian of the child. The notice shall inform the parent or guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement official. The Administration determines the criteria for valid excuses. The Administration may consult with the Superintendent of Catholic Schools if there is a question.

If the child does not begin attending school, or if the parent or guardian does not present an adequate response, as determined by the Administration, within five (5) days after the registered mail receipt has been returned, the matter shall be reported to the Secretary of Social and Rehabilitation Services or the County/ District Attorney, as specified above.

Attendance Policy #7310.1
Each Catholic School in the Archdiocese of Kansas City in Kansas shall adopt an attendance policy that stresses punctuality and consistent school attendance. The policy will be published in the local school handbook. The Principal (elementary schools) or President (secondary schools) has final decision as to whether or not a child who has had excessive absences shall be promoted to the next grade or readmitted the following year.

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

Absences

• In the event that your student will not be in attendance during any part of the school day, we ask that you please call the attendance line at 913-254-4298. You will need to provide your student’s name, what your relation is to the student (i.e. mother, father, aunt, uncle, etc.) and the reason the student will be out (i.e. illness, appointments, funeral, college visit, etc.).

• It is extremely helpful if you call the attendance line prior to 9:00 a.m. each day. If a student is out for multiple consecutive days, please call the attendance line each day unless it is a planned absence and you have indicated this on the first day. We require a doctor’s note or explanation for multiple consecutive days absence.

• Students are responsible for contacting teachers for making up work missed during any absence immediately after returning, regardless of the reason for missing school. Work due the day the student was absent must be turned in on the day the student returns. Students should refer to the school’s grading policy regarding work assigned/due the day they were gone.

• If a student misses eight (8) class periods per semester in any class, a meeting will be scheduled with the parents and student to create a plan of action. If a student misses ten (10) class periods or more, he/she may lose credit for that class. There is no distinction between different types of absences. Cases will be reviewed individually by the Administration after a mandatory meeting with parents.

Absences due to personal reasons, such as family vacations and other outside commitments, parents must contact Administration prior to absences. As we completely understand the importance of family time and togetherness, our policy, no matter the circumstances, is that we do not provide approval for absences. Parents may choose to call their child out of school at any time, however tardies (coming late to class or leaving class early) and absences can
have an effect on students earning credit for those courses missed. There is an expectation that students who are absent from class make up any missed work due to the absence.

- Parents can always review number of absences per class via Power School.
- Families will be notified after their child has reached six (6) absences in any class for a semester.

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

- In the event that you know about an appointment in advance, we ask that you please either call the attendance line 913-254-4298 or write a note to be brought to the attendance office on the morning of the appointment. This allows us to forward a pass to your student prior to their release so that it is the least disruptive to their class. Students will receive a pass to check out with the attendance office. Once they return from the appointment, they will report back to the attendance office to receive a pass to return to class. A note from the doctor or agency is also required when they return from the appointment. Within your call or note, it is important to note what time you would like the student released from school. We will only release the student on the time that you note. It is helpful to know if the student will be returning after the appointment.
- These procedures need to be followed whether a student is going to be picked up for an appointment or if they will drive themselves.
- Please do not try to text or call your student directly to tell them about an appointment; students are not allowed to have their phones with them during the school day. We must hear/see this information from the parent or guardian.

 Attendance Office
- Attendance Line: 913-254-4298
- Any variations to the official day – Please call before 9:00 a.m. (if possible) to help with getting passes to students in a timely way.
- For appointments, please include:
  - Time of release
  - Will they be returning to school
  - Will you pick up or will they drive themselves
- Remind your student to always check-in/out with the attendance office.

Tardiness
If a student receives six (6) tardies, a detention will be assigned. Any late tardy due to a doctor’s appointment should have a doctor’s note submitted, and will not count towards the 5 tardies. Eight (8) tardies a second detention will be assigned and loss of exam waivers. Additional tardies will result in Saturday detentions.

Appointments should be made outside of regular school hours. If this is not possible, a note from the doctor or agency is required when the student returns to school.

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

Truancy

- Truancy from school (external) - External truancy is the result of a student’s failing to report to school or leaving the premises after their arrival without the knowledge and consent of parents or administration. After an external truancy, the student’s parent or guardian must make an appointment for a conference with the Dean of Students before the student will be allowed to resume classes. A Saturday detention will be issued for each class missed.
- Truancy from class (internal) – Internal truancy is the result of a student’s failing to report to an assigned class or study area without the permission from a teacher, supervisor, administrative staff member or counselor. A Saturday detention will be issued for each class missed.
- House time is an essential part of our day and is considered a class missed if truant.
- Students are not allowed to make up any work missed during truancy. This includes turning in work that was due or
taking tests that were given on the day of truancy.
• The school may request verification of a student’s absence, as it deems necessary.

Transfers
Any* student wishing to transfer to St. James Academy must complete the following steps for consideration:
• Complete the transfer survey on our web site, under admissions.
• Submit all high school grades. To advance as a Transfer Candidate, the student must meet the course requirements necessary for normal progression toward St. James Academy graduation.
• Submit all high school attendance and disciplinary records.
• Shadow at St. James Academy for at least a half-day (if the student has not been a shadow guest in the past two years).
• Interview with Administration and Counselors. At least one parent should attend as well.
• Submit a reference form from the current high school’s administrator.
• If the student is then approved for transfer, they must agree to the probation period terms, including signing a contract outlining expectations.

Transfer students are considered on a case-by-case basis, primarily due to capacity limitations of our classroom spaces.
*Generally, we do not consider senior transfers.

International Exchange Students
International students who wish to attend St. James Academy, or families who wish to host an international student should contact the Admissions Office at St. James Academy by April 1st prior to the year the student wishes to attend. Admission decisions will be dependent on several factors, including available space, the number of exchange students currently attending and the student’s year in school. Should space be available, potential students will then undergo a formal written application and an interview with the student and/or the potential host family before a final decision on admission is made. International students who are admitted to St. James Academy will pay full tuition, as well as all other student fees. St. James Academy will transcript all academic courses the student completes. However, St. James Academy will not issue diplomas to exchange students. When international students return home, the Kansas Secretary of State must validate the student’s attendance. A $100 processing fee will be charged to cover the preparation of the documents, as well as the travel to and from Topeka, KS, for the validation. Further inquiries can be made by contacting the Admissions Office at St. James Academy.

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

Activity and Athletics Grade Checks
Grade checks for all students in activities and athletics will begin after the 3rd full week of each semester. First semester grade checks will begin the week of September 10 and second semester grade checks the week of February 3. Grade checks for these students will be run every Monday morning. Any student having a grade under 72%, will be required to meet with their teacher(s) at least one (1) time before/after school or during Thunder Block the following week. Information regarding Thunder Block may be found under Academics. Athletes should still attend practice during the week, provided they have met with their teacher(s) at least once. Students will be required to meet with their teacher at least once (1) a week until their grade is above passing during the weekly grade check. Students with a failing grade for four (4) consecutive weeks in the same class will not be allowed to participate in extracurricular competitions, games or performances until the grade is passing (67% or higher). Students, coaches and parents will be notified when a student reaches three (3) consecutive weeks for the same class. Special situations involving eligibility will be reviewed by the assistant principal and the athletic & activities director and their decision will be final. The purpose of this eligibility policy is not to punish students, but rather to help them maintain a proper balance between academics and athletics and activities.

Co-Curricular Activities
Students who are enrolled in a semester or year-long band, choir, orchestra, debate, or forensics class are participants in a co-curricular activity. By enrolling in one of these classes, the student is making a commitment to honor all required performances and rehearsals during and outside of school hours. Should a required, curricular event, rehearsal or performance occur during the school day, the student is obligated to attend the event. Discipline issues will be discussed on an individual basis with the administration and director. Solo and Ensamble performances (when not required for class) are subject to the eligibility requirements under “Activity and Athletics Grade Checks.” Administration reserves the right to require a student to miss a curricular performance off-campus during the school day.

Concussions and Academic Adjustments
If a student (this applies to all students, not just athletes) has been diagnosed by a physician with a concussion and/or receives academic adjustments, the physician should date how long the academic adjustments should last. If the student is still having symptoms as long as two weeks, they must be reevaluated by their physician. At that time they can adjust or prolong school adjustments. School adjustments apply only to the dates the physician puts on their sheet or for two weeks following the injury if not specified, not the longevity of the symptoms and return to play. Best practice is to be seen by physician if symptoms are lasting longer than two weeks.

- The school must have documentation from physician of concusion diagnosis.
- Doctor’s orders for school should state any needed academic accommodations and for how long.
- New doctor’s orders are required every 2 weeks if concussion symptoms continue.
- Doctor’s orders should be given to the school nurse who will communicate these to teachers and counselors.

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

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

- Scholarship – The student shall have passed at least five new subjects (those not previously passed) of unit weight, or its equivalency, the previous semester or last semester of attendance.
- Enrollment – The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed) of unit weight or its equivalency. NOTE: Students dually enrolled in colleges, may count a maximum of five hours of college credit as two subjects of unit weight or three hours of college credit as one subject of unit weight. Students must notify the Athletic/Activities Director immediately if a college course is dropped. Failure to do so will jeopardize their participation and the team’s eligibility in interscholastic competition.
Extra-Curricular Activities
Any extra-curricular activity, such as a game or a musical, is an official event sponsored by the school, and therefore is under the jurisdiction of school officials. School rules and regulations governing student behavior during any extra-curricular activity will be enforced. Student dress should always reflect our faith and reflect Christian modesty. If a student wants to attend an extra-curricular event as a spectator during the school day, he/she must:
• Pick up a permission form from the Activities Office
• Have the form signed by a parent
• Return the form to the Activities Office prior to the event

If a student leaves for an extra-curricular activity earlier than the permission form designates, the missed class time will be considered truant. Please refer to attendance policy on page 23.

Physical Forms
Completion of the KSHSAA “Physical Form” along with the KSHAA Recommended Concussion and Head Injury Information Release Form is required of all students participating in ALL ATHLETIC ACTIVITIES (including cheer and dance). These forms must be completed after May 1 to be effective for the following school year. The form must be signed by a physician and the Parental Permission portion must be completed and signed by a parent and student. The form is available in the Activities Office and at www.KSHAA.org.

School Sponsored Trips
All students must be in good standing, which includes academics, discipline and finances, in order to participate in any school sponsored trips (mission trips, out of town performances, etc.). Prior approval from classroom teachers is an expectation. Students are to obtain an approval form to be signed by all their teachers and turn in to the office at least 2 weeks prior to the field trip. All forms will be reviewed by the Administration for approval.

Student Expectations in Activities - 24/7 Rule Applies
• The attire our students wear on the road should represent St. James Academy activities well. Appropriate dress is expected when teams are not wearing their uniforms.
• The locker rooms should remain clean at all times. Athletes should be held responsible for their cleanliness.
• Fighting/ejection from a contest will result in a review by the coaching staff and Activities Director. Disciplinary action, including suspension or dismissal from a team, may be taken.
• Stealing and/or destruction of property may result in the student being dismissed from the team. The coaching staff, the Athletics/Activities Director and Principal will review each case prior to the final decision.
• A student athlete that quits or is dismissed from a team will not be allowed to participate in another sport during the season. An exception is possible through mutual consent of the two Head Coaches and the Athletics/Activities Director.
• No cleats allowed in the building – anywhere.
• A student may participate in a second sport or activity during the same season if coaches meet with athlete and parent and decide it is in the best interest of the program and the student. The Athletics/Activities Director must approve all two-sport athletes.
• Students must be in school by 11:00 a.m. in order to be eligible to compete in interscholastic events or participate in practice during that day. Special circumstances such as funerals, doctor’s appointment or others will need approval by the Administration. Students are expected to be on time to school the morning after a contest or performance.
• Outside Participation – In-season athletes on SJA teams are discouraged from participating on outside teams/clubs in a different sport. Early communication to the head coach is encouraged and they will detail their policy regarding the consequences of missed practices or games.

Sunday Sabbath Policy/Easter Triduum Practice
In support of the Mission of St. James Academy, there will be NO SJA ACTIVITIES OF ANY KIND scheduled on Sundays. This policy honors our families and protects their time together. Easter Triduum Holy Thursday 5:00 p.m. through Easter Monday 3:00 p.m. will be kept for family time; NO SJA ACTIVITIES OF ANY KIND scheduled during this time.

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

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

As part of our mission to “pass on the Catholic faith to the next generation”, the St. James Academy teachers and administration are further enhancing the health and wellness initiatives we offer our students. The Church teaches very clearly that the dignity of each human person must be protected and made manifest in the choices we make regarding our physical, mental, emotional, and spiritual health. As the Catechism of the Catholic Church says, “The human person participates in the light and power of the divine Spirit…By his reason, man recognizes the voice of God which urges him ‘to do what is good and avoid what is evil.’” (CCC 1704-1706). Living a moral life bears witness to the dignity of the person.

It is our hope that deepening our students’ knowledge regarding the choices presented to them will help them understand that “the Law of the Gospel requires us to make the decisive choice between the two ways and to put into practice the words of the Lord” (CCC 1970). Our goal is to help our students see the joy, peace, and freedom offered by “the way” of the Gospel, Jesus Christ, as opposed to “the way” of our culture, enslavement to sin.

Important pieces of our Health and Wellness Program

• Community System
• House and Mentor Teachers
• Virtuous Behavior Program
• Anti-Bullying Program
• Student Resource Officer
• AWOL (Away with our Lord)
• Social Emotional Counselors
• Clubs & Activities
• Athletics
• Fitness Center
• Retreat Program
• Prayer Line
• Random Drug & Alcohol Testing Program
• Professional Learning Communities

As part of our efforts to enrich this part of our school’s curriculum, and in an effort to develop the collaborative culture and professional capacity of our faculty, the school will be operating on a “C-Day” schedule approximately twice a month. This schedule will provide opportunities for students to see all of their teachers in one school day, for teachers to further differentiate their instruction, and perhaps most importantly, the schedule will have time built in for our teachers to work collaboratively in Professional Learning Communities while our students learn more about their physical, mental, emotional, and spiritual health from the St. James Academy counseling staff, administration, and outside speakers.
EMERGENCY SAFETY INTERVENTIONS Policy #7131
The Archdiocese of Kansas City in Kansas is committed to serving students with a variety of needs. Regardless of identified student needs, any student, at some point in time, could manifest problem behaviors. Creating a safe and faith-filled environment for all our students is a primary concern. Through the implementation of best practices, the use of preventative strategies and de-escalation techniques, most behaviors are able to be addressed without incident. However, on extremely rare occasions, a student’s behavior may escalate to the point where a teacher or administrator is concerned about the physical safety of the student or the students in the classroom. On these extremely rare occasions, Emergency Safety Interventions (ESI) may be required. The only time the use of Emergency Safety Interventions (seclusion or physical restraint) is permitted in Catholic schools in the Archdiocese of Kansas City in Kansas is when a student presents an immediate danger to himself or others or when the student’s behavior is so violent it results in the destruction of property. The use of ESI should be discontinued the moment immediate danger has passed. Every effort should be made to address the behavioral needs of a student to prevent the need for the use of Emergency Safety Interventions (seclusion and restraint).

Physical Restraint
Physical restraint means bodily force used to substantially limit a student’s movements. The use of prone (face down), supine (face up), physical restraint that obstructs the airway of a student, or any physical restraint that impacts a student’s primary mode of communication is PROHIBITED. Chemical restraint and mechanical restraint (with the exception of law enforcement officers carrying out their duties) is PROHIBITED in the Archdiocese of Kansas City in Kansas Catholic Schools.

In order to use physical restraint (standing or seated) with a student, a school employee must be trained in a technique consistent with a nationally-recognized training program to ensure the safe use of this behavior intervention strategy. The Archdiocese of Kansas City in Kansas has chosen the Safe Crisis Management (SCM) program. Karen Kroh is a certified trainer in SCM and is available to train school employees as requested by the principal.

Seclusion
Seclusion, when used with a student, means ALL of the following conditions are met:
• The student is placed in an enclosed area by school personnel.
• The student is purposefully isolated from adults and peers.
• The student is prevented from leaving, or reasonably believes that the student will be prevented from leaving the enclosed area.

No student may be put in seclusion unless supervised by a school employee at all times.

Documentation
Each use of Emergency Safety Interventions must be documented on Form #C133. Parents must be Notified in writing of the ESI within a maximum of 48 hours. However, every effort should be made to notify the parents as soon as possible following the incident. Once Form #C133 is complete, the original should be placed in the student’s permanent record file and a copy should be provided to the parent(s)/guardian(s) and the principal.

Communication
The policies for Emergency Safety Interventions (ESI) must be accessible to parents on each school’s website. In addition, the policies for ESI must be included in one or all of the following:
• School’s code of conduct
• School safety plan
• Student handbook

Training
A continuum of professional development options are available to schools to meet their individual needs regarding behavior interventions.

Level 1 - School Wide Positive Behavior Support
KANSAS BULLYING LAW

Intentional act
(gesture; written, verbal or electronic communication; physical act; or threat)

Severe, persistent or pervasive

Creates an intimidating, threatening or abusive educational environment

Results in actual physical or mental harm

Results in reasonable fear of physical or mental harm

Results in actual damage to property

Results in reasonable fear of damage to property

NOT BULLYING
Level 2 - Primary Considerations, Secondary Strategies, and De-Escalation Methods for Responding to Behavior Concerns

Level 3 – Function Based Behavior Support Planning

Level 4 – Emergency Safety Interventions (Safe Crisis Management)

To schedule training contact Karen Kroh, Associate Superintendent for Student Services.

**Dispute Resolution**

In the event a parent is concerned about the use of implementation of Emergency Safety Interventions the parent has the right to file a formal complaint with the Principal, Pastor or School President. Upon receipt of a complaint, the Principal or President will schedule a hearing.

**Process**

- A date will be set for the hearing regarding the use of Emergency Safety Interventions within 5 days of receipt of a written parental concern regarding the appropriate use or implementation of Emergency Safety Interventions.
- A written notice will be sent to the parents, via mail, containing the date, time and location of the hearing. Certified mail, return receipt requested, is helpful to ensure the letter is delivered.
- The hearing committee will consist of two regional Catholic school principals and another designee decided upon by the principal (i.e. pastor, special education teacher, another regional principal).
- If the student and his/her parents fail to attend the hearing, the opportunity for dispute resolution is waived.
- The hearing committee will compile their findings and, if needed, detail any corrective actions which should be required.
- The parents, Pastor, Principal, and KSDE will receive a copy of the committee’s findings and any corrective actions within 30 days of the complaint being filed by the parents.

**Procedure**

- The Principal will present the Emergency Safety Intervention documentations and the written notice of parental concern to the committee.
- The Principal will provide the committee with additional documentation related to the student’s needs and the interventions being provided to support the student (i.e. School Wide Positive Behavior Support Plan, SIT plan, IEP, Function Based Behavior Support Plan, etc.).
- The staff member who participated in the implementation of the Emergency Safety Interventions will describe the situation and the resulting action.
- The parent, who filed the complaint, will describe their concerns to the committee.
- The Hearing Committee will ask questions of all involved parties.
- The Principal, student, and parents will be dismissed.
- The Hearing Committee will discuss the testimony and provide written findings and any corrective actions to the Principal and Pastor (in the case of elementary schools. In the case of consolidated elementary schools, the Principal shall keep the Board chair informed.) or to the Principal and the President (in the case of secondary schools)

**Reporting**

Incidents of the use of Emergency Safety Interventions will be reported to KSDE quarterly through KAN-DIS, a secure web-based application. For information on specific reporting procedures to to www.ksde.org/kandis
Virtuous Behavior Formation Program

1803 “Whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things.” 62

A virtue is a habitual and firm disposition to do the good. It allows the person not only to perform good acts, but to give the best of himself. The virtuous person tends toward the good with all his sensory and spiritual powers; he pursues the good and chooses it in concrete actions.

The goal of a virtuous life is to become like God. 63

St. James Academy Student Expectations

1. BE HONEST.
   a. Don’t lie, even on the small stuff.
   b. Don’t cheat. It’s better to be an honest failure than a successful liar.
   c. Don’t hide the person God made you to be. If you don’t know who that is...ask Him.

2. BE EXCELLENT.
   a. Try your best, even if your best isn’t as good as someone else’s and even if your best isn’t perfect.
   b. Making mistakes is encouraged. It means you are trying.
   c. Find your passion and pursue it. Come alive.

3. TAKE CARE OF EACH OTHER.
   a. If you see someone by themselves or isolated, invite them to join you.
   b. Never say anything behind a screen you wouldn’t say face-to-face. Ask...
      i. Is it true?
      ii. Is it kind?
      iii. Is it helpful?
   c. If you know or have reason to believe a fellow student is having a tough time or is in a bad place, tell a trusted adult immediately.

System for teaching expectations:
• All incoming Freshmen learn expectations during “Freshmen 101” each August.
• The whole student body reviews these expectations during “High School 101” each August.
• Virtue and virtuous behavior are covered in depth in our Theology curriculum and class retreats.
• Whole-school expectations are posted in all classrooms and in the hallways.
• Non-classroom spaces have expectations posted.
• Positive behaviors are reinforced through awarding “Apostolic Action Points” to students. These can earn points towards the Thunder Cup for students’ Communities.
• The physical, mental, emotional, and spiritual health of students is monitored and discussed during “Vocation Time” meetings between the student and their House Mentor every semester.
• The need for social and emotional supports for students are also evaluated during individual meetings with counselors their freshmen, sophomore and junior years.
  Counselors also evaluate and create these supports as needed on an ongoing basis outside of those meetings.
• The SJA SIT Team meets every week to evaluate student needs and create plans to meet those needs.
• Behaviors that do not meet the school expectations have consequences outlined in our Student Handbook.

DISCIPLINE – ST. JAMES STUDENTS ARE HELD TO HIGH STANDARDS 24/7.

Archdiocesan Policy #7100
Students are expected at all times to conduct themselves in keeping with the expectations of St. James Academy. St. James Academy reserves the right to address student behavior that does not comply with expectations, regardless of whether that behavior occurs in or out of school.
Alcohol Analyzer and Urine Analysis
St. James Academy reserves the right to have an Alcohol Analyzer or Urine Analysis available for students who wish to demonstrate their non-use of alcohol or drugs. If at any time a student is requested to take a Breathalyzer test and refuses to do so, it will be assumed that the student has consumed alcohol and the appropriate sanctions will follow.

Anti-bullying Policy
“I give you a new commandment: love one another. As I have loved you, so you should also love one another.” John 13:34

St. James Academy is committed to providing a Catholic, Christ-centered environment for all students, employees, volunteers, and patrons in which Christian behaviors are ever present. This Catholic environment will be free from harassment, intimidation or bullying. If any such behaviors do occur, all community members will be able to tell and know that the incident is unacceptable and will be dealt with effectively in a Christ-like way.

Definition: “Harassment, intimidation or bullying” means any intentional written, electronic, verbal, or physical act that harms a student or damages a school’s property; has the effect of substantially interfering with a student’s education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms, including: exclusion, teasing, slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action.

Counseling, corrective action, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive Christ-like environment, and support for victims and others impacted by the violation. False reports of, or retaliation for reporting, harassment, intimidation, or bullying also constitutes violations of this policy.

• St. James Academy will communicate with all students, employees, volunteers, and patrons that bullying behaviors (including cyber-bullying) will not be tolerated.
• Bullying (including cyber-bullying) prevention lessons will be taught regularly through classroom activities.
• School rules are posted.
• All staff will support the teachings of Jesus and Christ-like behaviors.

Procedures
• Report of incident is made to a trusted adult.
• Online form available on SJA website for reporting an incident.
• The incident is reviewed, and appropriate measures are taken to correct the situation.
• Reconciliation of students is the goal.
• Each incident will be monitored to ensure repeat offenses do not occur.
• If such incident reoccurs, measures taken are at the discretion of the school’s disciplinary committee, external discipline review committee, and/or the principal.

Discipline Review Team
The members of the Discipline Review Team consist of the Dean of Students, an Administrator and additional Administrators and/or Faculty members as needed. The Dean of Students refers cases to the Discipline Review Team when violations are deemed serious and/or contrary to the good name of the school. Parents/Guardians and/or students will attend a Discipline Review Team meeting when deemed necessary. Discipline System - see page 52.

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

St. James Academy reserves the right to ask any student to comply with a witnessed alcohol test in form of hair sample test or urine screen at any time if the school administration decides there is reasonable cause to do so.

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

This policy prohibits...
• The possession, use, consumption or sale of drugs, prescription drugs and/or alcohol on school property or at school activities. This violation may result in immediate expulsion. We reserve the right to involve the police department when deemed necessary.
• Any student coming onto school property or attending school activities under the influence of controlled substances and/or alcohol as defined above.
• Any student having substances, residue or paraphernalia in their vehicle, on their person, or in their belongings while at school.
• Any student knowingly hosting a party where minors consume drugs/alcohol and no attempt was made to disperse the minors.
• Any student who is cited and/or charged with a drug/alcohol offense.

Notes
• In the case of any student and/or student’s parent(s)/guardian(s) refusal to comply with any or all of the above consequences, the student will be required to withdraw from St. James Academy.
• If a student or parent hosts a party where alcohol or drugs are provided, the student is liable for dismissal from school.
• If a student and/or a student’s parent(s)/guardian(s) comply with all other consequences associated with any drug/alcohol violation within one calendar week, and are honest and cooperative throughout any school investigation, the Discipline Review Team may commute any suspension from school activities for a period of time not to exceed 50% of the total suspension.
• In the case where the school is made aware of drug/alcohol use outside of the school that did not result in a citation, arrest or charge but the source of information is credible, the school reserves the right to investigate what took place. If the resulting investigation concludes that a student has been involved in drug/alcohol use, the following consequences may be applied:
  • A suspension of THREE WEEKS from all school activities.
  • A required professional assessment.
  • Participation in an approved drug/alcohol awareness program and certificate of completion provided to the school.

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

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

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

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

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

First Offense: Type I and Type II Referrals
Including but not limited to:
• In-school suspension for up to FIVE days.
• Suspension from extra-curricular activities for up to three weeks and a minimum of 10% of the interscholastic competitions.
• A required independent professional assessment at no cost to the school by a mutually agreed upon treatment center or trained treatment professional.
• Participation in an approved drug/alcohol awareness program and certificate of completion provided to the school.
• Future random testing of the students for drug/alcohol as defined by the Discipline Review Team at no cost to the school.
• Other consequences as appropriate defined by the Discipline Review Team

Second Offense: Type I and Type II Referrals
Including but not limited to:
• A suspension from school for a period of up to FIVE days and/or a long-suspension from school following a Discipline Review Team hearing.
• A suspension from extra-curricular activities for up to six weeks and a minimum of 25% of interscholastic competition.
• The collection of 6 points from the Discipline Point System.
• A required independent professional assessment at no cost to the school by a mutually agreed upon treatment center or trained professional.
• Participation in an approved drug/alcohol awareness program and certificate of completion provided to the school.
• Future random testing of the students for drug/alcohol as defined by the Discipline Review Team at no cost to the school.

Third Offense: Type I and Type II
Determined by the Discipline Review Team

First Offense: Type III Referrals (Non-voluntary)
Including but not limited to:
• A suspension from school for a period up to FIVE days and/or long-term suspension from school following a Discipline Review Team hearing.
• The collection of 6 points from the Discipline Point System.
• A suspension of six weeks from all school activities.
• A required independent professional assessment at no cost to the school by a mutually agreed upon treatment center or individual trained in substance abuse counseling.
• Participation in an approved drug/alcohol awareness program and certificate of completion provided to the school.
• Future random testing of the student for drug/alcohol as defined by the Discipline Review Team at no cost to the school.

Second Offense: Type III Referrals (Non-voluntary)
Including but not limited to:
• A long-term suspension or possible expulsion form school and/or a long-term suspension from school following a Discipline Review Team hearing.
• The collection of 6 points from the Discipline Point System.
• A suspension of ONE SEMESTER from all school activities.
• A required independent professional assessment at no cost to the school by a mutually agreed upon treatment center or
Third Offense: Type III Referrals
Including but not limited to:
• Dismissal from St. James Academy.

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

Random Drug and Alcohol Testing

Purpose
In dedication to our mission, we are implementing a Health & Wellness program which includes random drug and alcohol testing. This program is designed to educate, evaluate, and partner with parents and our community to create a safe, faith filled learning environment for our students.

It is our goal for every St. James Academy student to be drug and alcohol free. Our students face many challenges in a world of relativism. It is our hope that this program will empower our students to make healthy choices and enable them to grow in the freedom of Christ.

St. James Academy’s Random Drug and Alcohol Testing Exists to give students:
• A reason to say no
• A reason to quit
• A reason to get help

In order to help achieve our goal, all students at St. James Academy will be subject to mandatory, random drug and alcohol testing throughout their four years at our school.

The information gathered through this program will be shared with parents and will provide the necessary information to help students make good decisions.

Process
• Students will be tested for drug and alcohol use through a recognized drug-testing laboratory.
• All transfer students are subject to drug and alcohol testing prior to admission.
• Testing may include hair or saliva samples. Four hundred students will be tested yearly. Students will be randomly chosen through a computer program.
• There will be 4 testing days each semester. Fifty students will be tested on each of those days.
• Our school nurse and our Dean of Students will conduct these tests. We will be testing for drugs and alcohol (binge or abusive consumption).
• Our school nurse will email parents to let them know their student was tested that day.

Education and partnership for students who test Positive
• Test results of students will be confidentially provided to the Dean of Students.
• For those students whose results are positive, the Dean of Students will notify parents within 24 hours of receiving the results. At that time, parents will be required to come in for a meeting to review and discuss the results.

Confidentiality and Parent Notification:
First Positive
• Requires a parent-student meeting with the Dean of Students. A plan, in partnership with the family and the school, will be designed for the betterment of the student.
• The student will be expected to have a formal drug and alcohol assessment by an outside agency within seven days.
• The student will be tested again 100 days after.
• Once a student has a positive result he/she will no longer be in the random pool but will be tested at the discretion of the Dean of Students.

Second Positive
• Requires a parent-student meeting with the Dean of Students.
• The student will be suspended for up to, but not exceeding, 5 academic days. There will be a meeting with the Discipline Review Team prior to the student returning to school.
• The student will be suspended from all school activities for a minimum of 100 days. The student will be tested again after 100 days.
• Once a student has a positive result he/she will no longer be in the random pool but will be tested at the discretion of the Dean of Students.
• A drug and alcohol assessment will be required, and the student must complete the recommendation of the assessment prior to resuming school activities.

Third Positive
• Requires a parent-student meeting with the Dean of Students
• The student may be asked to withdraw from St. James Academy. Failure to withdraw will result in an expulsion hearing.

Discipline

Gum and Food
For safety and respect of our building, students are not permitted to chew gum in our building. Food and drink are not permitted in carpeted areas. A $5.00 fine will result per offense.

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

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

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

Vaping
Vaping is a rapidly growing problem in schools. Parents who are concerned and in need of resources for addressing vaping and addiction, may contact their child’s counselor with no disciplinary consequences attached. Vaping or having any e-cigarette devices on school grounds or any St. James Academy event or activity is prohibited. Parents will be notified and the following consequences will also result:

- First Offense: Out of school suspension, Discipline Committee hearing, one week suspension from school activities, ticketed by the SRO.
- Second Offense: Out of school suspension (up to 5 days), Discipline Committe hearing, Three week suspension from school activities, ticketed by SRO.
- Third Offense: Out of school suspension, Discipline Committee hearing to determine the future
of the student involved.

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

**24/7**
All students are held to same standards 24/7. The Administration reserves the right to address student behavior at its discretion.
School Policies

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

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

If a freshmen enrollment cap becomes necessary, admissions will be prioritized by the Johnson County Priests, the St. James Academy Board of Trustees, and the St. James Academy Administration.

Building
The building is open from 7:00 a.m. to 4:00 p.m. Outside doors remain locked at all times. Guests must be buzzed in and enter through the front doors and sign in at the Office. Students waiting for a ride must be in the Gathering Space. Students must be picked up by 4:00 p.m. unless they are participating in a team or group activity. St. James Academy is not responsible for unsupervised students prior to 7:30 a.m. or after 3:45 p.m.

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

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

Electronic Devices
Cell phones, “smart”watches, other wearable technologies, iPods, MP3 players, and any other technologies capable of sending and receiving messages or playing videos and/or music (other than the school-issued laptop) must be kept in student lockers on “silent” mode during the school day. Students may use these devices at their lockers during passing periods for the purposes of communicating with parents, arranging rides, etc. or when teachers direct students to use them for a classroom project or activity. Any student using an electronic device inappropriately during the day will have it confiscated and they may pick it up at the end of the day with a $10 fine payment. Repeat violations will result in further discipline.

Field Trips
In order to participate in school-sponsored field trips, students must be in good academic and disciplinary standing. A permission form signed by a parent and teacher must be on file in the office for each school-sponsored field trip. If the student does not have the form the school has provided, the parent may sign a note authorizing participation. It should read as follows: I/We, the parent(s) of __________________________, request that St. James Academy allow ________________to participate in _______________________. We hereby release and hold harmless St. James Academy and any/all of its employees from any liability for any and all harm arising to this student as a result of the trip. Students are to obtain an approval form to be signed by all their teachers and turn it in to the office at least 2 days prior to the field trip. All forms will be reviewed by the Administration for approval.

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

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

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

**Laptop Hospital/Media Center**
The St. James Academy Media Center will be open every day from 7:30 a.m. until 4:00 p.m. and may be closed for daily Mass. The Media Center is home to the laptop hospital. If a student is having any problems with their laptop, we recommend they bring it to the Media Center so our staff can examine the laptop and issue a loaner laptop, if appropriate. Laptop hospital is available before and after school (7:40 a.m.-8:40 a.m. and 3:15 p.m.-4:00 p.m.) Additionally, the Media Center is available to students for quiet time before and after school.

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

**Logo Use**
The use of the St. James Academy name or logo is prohibited unless approved by the Director of Marketing & Design.

**Mixers & Dances**
Mixers and student social events are for St. James Academy students only. Freshmen do not attend the Homecoming or WPA dances; instead, there will be two freshmen mixers. Outside guests for dances must be approved through the Activities Department. Students should be away from school within 30 minutes after the event has ended. Students leaving the building during the event will not be allowed back inside.

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

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

**Nurse’s Office/Health and Illness Policies**

**Emergency Medical Information**
This information must be completed online in PowerSchool each year, in full, before a student can be admitted to class.

**Illness Policy**
If your child calls you from their cell phone saying that they are not feeling well, please ask that they go to the nurse’s office. The nurse will assess their situation and call you if needed. When a student has a temperature of 100 degrees or higher, he/she will be sent home from school. The student must be fever-free (99.9 degrees or lower without Tylenol or
Ibuprofen) for 24 hours before returning to school. Also, if the student is ill with vomiting or diarrhea, please keep him/her home until these symptoms are not present for 24 hours.

Influenza Policy
Students who have a confirmed influenza diagnosis from their physician are required to stay home for seven days following the first day of symptoms.

Immunization Policy
Each student must have the State of Kansas immunization requirements for school attendance. A copy of those immunizations must be on file in the Health Room before a student will be admitted to class. It is the parent’s responsibility to provide complete and up to date immunizations on their student. Students may be excluded from school if their immunization record is incomplete.

Over the Counter Medication
Students requiring any over the counter medications should report to the Health Room. Medication will then be dispensed under the direct supervision of the school nurse. Parents must have filled out health information and given consent for treatment and medication on PowerSchool. Parents who prefer to provide specific medication for their student should bring it directly to the Health Room in the original container, labeled with the student’s name, to be given as directed by the nurse. It is against school policy for students to have any type of medication on their person.

Prescription Medications at School
Students taking any prescription medication must keep their medication in the Health Room in the original container. No medication will be given that is not properly labeled. No medications, other than inhalers, may be kept in the student’s locker or on their person. A release form for carrying these medications with the student must be on file in the Health Room.
A Prescription Medication Consent form must be filled out and signed by a parent and on file in the Health Room before any medication will be dispensed. This form may be found on our website under Resources/Important Forms.

Safety

Child Protection – Virtus Training for Adults and Volunteers  #9060
The Archdiocese of Kansas City in Kansas is committed to the protection of children and has adopted the Virtus program for use in all parishes and schools. As required by the Code of Ethical Standards and Child Protection Policies of the Archdiocese, all employees, volunteers, and students are to be trained.

Child Protection – Virtus Training for Students  #9070
Catholic schools in the Archdiocese of Kansas City in Kansas annually are required to teach lessons to students regarding appropriate behavior of adults toward students as well as students toward each other. Schools must document when these lessons have been taught.

Anti-Bullying #7130.1
Catholic schools in the Archdiocese of Kansas City in Kansas shall implement Anti-Bullying policies. Each school shall:
• Adopt and implement a plan to address cyber-bullying, and
• Adopt policies prohibiting bullying on school property, in school vehicles, or at school-sponsored activities, and
• Adopt and implement a plan to address bullying which must include provisions for training and education of staff and students.
• Adopt and implement a plan that is based upon and includes references to the Gospel teachings.
There is zero tolerance for bullying and/or harassment. Students will participate in anti-bullying lessons and demonstrate appropriate actions.

Emergency Procedures  #9100.4
In both elementary and secondary schools, the Principal shall see that the planning and execution of emergency procedures in the event of fire, tornadoes, inclement weather, civil defense, etc. to insure safety measures which include: * a
warning system; * a place of safety to which students will be directed; * practice drills at irregular intervals; * adequate instruction of personnel.

**Safety Protocol**
St. James Academy does have procedures in place to ensure personal safety, crisis intervention, fire, tornado and other safety situations. These are continually evaluated in collaboration with the Lenexa Police and Fire Departments.

**Drills – Fire, Tornado, and Crisis**
The Principal of the school shall oversee fire and tornado drills according to instructions and regulations of the State Fire Marshall and local fire department. A written record of these drills shall be maintained.

Other crisis drills will be conducted regularly in partnership with the Lenexa Police Department.

**School Closing**
As of the 2019-2020 school year, school closings due to inclement weather are now local decisions, not made by the Archdiocesan School Office as in the past. St. James Academy will inform families of a school closing via School Messenger, the school app, and/or an email blast. Decisions will be made by administration with significant consideration given to the decision made by the school district in which St. James resides, Olathe Public Schools USD 233.

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

**Student Driving and Parking**
Driving and parking on the St. James Academy campus is a privilege. All students driving to school must register their cars and license numbers in the Business Office and pay a $75 fee for a parking sticker. These parking stickers will be issued on an “available space only” basis. If a student changes cars or gets a new license plate, this must be reported to the Business Office.

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

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<tr>
<th>Offense</th>
<th>Fine</th>
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<tr>
<td>First Offense</td>
<td>$10</td>
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<tr>
<td>Second Offense</td>
<td>$25</td>
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<tr>
<td>Third Offense</td>
<td>Forfeiture of parking permit</td>
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<tr>
<td>Non-registered car</td>
<td>$25</td>
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All school regulations and policies apply to the parking area; specific rules are listed on the Driver Registration form, which must be signed by the student and parents. Rules of courtesy and safety must be followed at all times. Student vehicles may be subject to search if there is a suspicion that drugs, alcohol, stolen property, or other contraband might be present in the vehicle. The speed limit in the parking lot is 10 mph. Upon arrival, students will come directly into the building. The parking lot is off limits for all students before school, during the lunch period, and while classes are in session. If a student needs to go to the parking lot during the school day, specific permission must be obtained from the Attendance Office.

**Dress Code/Uniform**
The purpose of the dress code at St. James Academy includes the following:
- To provide a uniform appearance in order to promote school identity and a sense of community.
- To promote pride and responsibility in personal appearance.
- To reduce the cost of buying clothes.
- To reduce competition among students based on physical appearance.
All students are required to be in uniform each school day except on designated Spirit Days. Christian modesty and neatness in appearance are the main keys we will aspire to. Any extremes in dress or appearance will not be accepted. The administration reserves the right to make the final judgment in dress code.

**Uniform**

St. James Academy school uniforms may be purchased at:

Dennis Uniform Store - 913-381-6500
6322 College Blvd. (NW corner of Lamar and College Blvd.)
Overland Park, KS  66211

<table>
<thead>
<tr>
<th>Hours: Summer Extended Hours</th>
<th>July 20 - August 17, 2019</th>
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<tbody>
<tr>
<td>Mon./Wed./Thurs. and Fri.</td>
<td>10:00 a.m. – 5:00 p.m.</td>
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<tr>
<td>Tues.</td>
<td>10:00 a.m. – 6:00 p.m.</td>
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<td>Sat.</td>
<td>10:00 a.m. - 4:00 p.m.</td>
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<tr>
<th>May-July 19, 2019 &amp; School Year Hours 2019-2020</th>
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<tr>
<td>Tues.</td>
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<td>Wed./Thurs.</td>
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**The uniform for male students includes:**

- Khaki slacks – flat front or pleated; must be purchased from Dennis Uniform
- Polo shirts – white, navy or crimson with school logo – long or short sleeve
- Oxford shirt – white with school logo
- Sweater or sweater vest – navy with school logo
- ¼ zipped sweatshirt – navy with school logo (sold at Dennis Uniform Store or SJA Spirit Shop) or crew neck sweatshirt with school logo purchased in the SJA Spirit Shop. A school uniform shirt must be worn underneath the sweatshirt.
- Tie – St. James navy/crimson stripe

**The uniform for female students includes:**

- Plaid skirt – two pleats, two pockets, zipper in back, hemmed to no more than 4 inches from the floor when kneeling.
- Polo shirts – white, navy or crimson with school logo – long or short sleeved
- Sweater or sweater vest – navy with school logo
- ¼ zipped sweatshirt -navy with school logo (sold at Dennis Uniform Store or SJA Spirit Shop) or crew neck sweatshirt with school logo purchased in the SJA Spirit Shop. A school uniform shirt must be worn underneath the sweatshirt.
- Tights/Leggings – solid Navy or black (no pattern, no mesh, etc)

**Uniform Details**

**Girls**

Belts must be worn with pants that have belt loops. No other accessories are allowed. Jewelry and hairstyles must be modest and tasteful. Extremes in grooming and hairstyle are not allowed. Dyed hair must be a natural color. Makeup must be tasteful and minimal. Girls may not have any other piercings except in the ears. Shoes/socks must not distract from the learning environment. Leggings must be ankle length and never worn without skirt.

**Boys**

Belts must be worn with school pants. No items may hang from the belt or pants. Gentlemen shall be clean-shaven. Beards, mustaches, and extremes in grooming and hair color are not allowed. Hair extremes (including bushy hair) are not allowed. Hair should be neat, clean, and off the eyebrows, ears and collar. Sideburns may not extend onto the cheek.
or face. Hair may only be dyed one natural color. No piercings of any type are allowed. Shoes/socks must not distract from the learning environment.

Both
All shoes must have an enclosed heel. No sandals, boots, slip-on footwear, or “Crocs.” No hats or scarves may be worn in the building. No sweatshirts (other than the school uniform sweatshirt), hoodies, or jackets may be worn during the school day. Exceptions may be made for Spirit Days. All shirts must be tucked in at all times. Plain white T-shirts with no visible printing may be worn underneath the school uniform shirt but must not extend beyond the sleeve. Undergarments must not be visible at any time. Slacks must be worn at the waist. All clothing must be neat and hemmed. No visible tattoos or markings on the skin are allowed.

Backpacks may not be carried during the school day. Backpacks and illegal sweatshirts may be confiscated and a $5 fee will be assessed to get them back. Laptops must be carried inside the school-issued sleeve and must be secured before leaving a room. Teachers and staff reserve the right to check backpacks and laptop sleeves at any time. Fines will be assessed for unattended/unprotected laptops.

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

**Dress Code Violations**
In addition to daily enforcement by all teachers and staff, St. James Academy will have random uniform checks. Students who are in violation of the dress code will be issued a Dress Code Violation submitted electronically. Any student who receives three (3) Dress Code Violations will be issued a detention. Any additional violations will result in discipline action. Violation totals are kept per semester.

*Please note*
Some violations, such as inappropriate skirt lengths and/or haircuts, can result in students being sent home until the issue is resolved. The Administration will be the final judge of appropriate attire and appearance. The Administration reserves the right to adjust and/or add to this dress code during the school year. Students and parents will be notified of any changes.

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

**Dances**

For Young Men
- Slacks should be worn (no jeans or shorts)
- Collared, buttoned shirt
- Tie
- Dress shoes (no tennis shoes or flip flops)

For Young Ladies
- No excessively tight dresses/clothes
- No visible cleavage or low-cut dresses
- Midriff must be fully covered (no mesh or shear material) and no crop-top or two piece dresses.
- Solid material must extend from the front to the back with at least two inches showing on both sides of the back.
- Length of the dress should be no shorter than 4 inches above the knee and any slits in the skirt should not extend above 4 inches above the knee

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

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

Fire
At the sound of the fire alarm, all students, staff, and guests at St. James Academy will exit the building from the nearest doors. All will move far enough from the building for safety, and all will be prepared to listen for additional directions as needed. Teachers have emergency folders available for student accountability.

People Crisis
In the event of an intruder in the building, the announcement will be “INTRUDER IN THE BUILDING.” All classrooms will follow the procedures that best match the situation. Students and staff are trained in the “Run, Hide, Fight” model of safety from the Lenexa Police Department. If the situation allows for students to exit safely, they will run outside and away from the immediate danger (RUN). If the situation does not allow for a safe exit, all will be locked in classrooms, lights off, blinds closed, quiet, and out of sight (HIDE). (For drills, we only practice Hide). If the intruder gains access to the classroom, all are prepared to throw whatever is readily available (FIGHT).

Immediate Evacuation
In the event of an unexpected danger inside the building, students will evacuate the building to the sound of the fire alarm. They will move far enough from the building for safety, and all will be prepared to listen for additional directions.

Medical Emergency
In the event of a medical emergency, the announcement will be “Medical Emergency.” At the time, the closest adult(s) and nurse will respond. All students stay located on the premises and in the classroom until further directions.

Protect in Place
There may be other situations that are unexpected. All should follow the directions for “Lockdown.” Classrooms are locked and blinds are closed. If there are no blinds, students may be moved next door if that can happen safely. Students remain in the classroom (no passing periods, no students in the hall) until further communication. Classroom lessons/activities may proceed as usual. No students should be at the windows. Listen for details.

Tornado/Severe Weather
At the announcement of “Severe Weather”, all students, staff, and guests will evacuate classrooms and proceed to “Safe Areas”. St. James Academy has identified safe areas in the building with red signs. Students on the second floor will proceed to their assigned lower level safe area.

Resume Normal Operations
EXCEPT for Intruder in the Building (in which case, only police will unlock doors), there will be an “All Clear” announcement to indicate that the event has subsided.
<table>
<thead>
<tr>
<th>Crisis</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRE</strong></td>
<td>Fire Alarm Will Sound</td>
<td>Evacuation of building will take place</td>
</tr>
<tr>
<td><strong>PEOPLE</strong></td>
<td>Intruder in Building</td>
<td>Run</td>
</tr>
<tr>
<td><strong>CRISIS</strong></td>
<td></td>
<td>Hide</td>
</tr>
<tr>
<td><strong>FIGHT</strong></td>
<td></td>
<td>Fight</td>
</tr>
<tr>
<td><strong>IMMEDIATE</strong></td>
<td>Evacuate the Building</td>
<td>Event has occurred to where it is safer outside of the building</td>
</tr>
<tr>
<td><strong>EVACUATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MEDICAL</strong></td>
<td>Location on Premises</td>
<td>A medical emergency has occurred on-site &amp; the closest adults &amp; nurse will respond</td>
</tr>
<tr>
<td><strong>EMERGENCY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PROTECT IN</strong></td>
<td>Continue Teaching</td>
<td>Event has occurred to where it is safer inside of the building</td>
</tr>
<tr>
<td><strong>PLACE</strong></td>
<td>Stay in Classroom until “All Clear”</td>
<td></td>
</tr>
<tr>
<td><strong>TORNADO</strong></td>
<td>“Severe Weather” Precautions are necessary at this time, please proceed to your designated areas</td>
<td>Storm sirens &amp; weather radios indicate an impending tornado is approaching</td>
</tr>
<tr>
<td><strong>EMERGENCY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RESUME</strong></td>
<td></td>
<td>“All Clear”</td>
</tr>
<tr>
<td><strong>NORMAL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OPERATIONS</strong></td>
<td></td>
<td>The event has subsided</td>
</tr>
<tr>
<td><strong>ALL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CLEAR</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Archdiocesan Policies

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

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

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

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

Nondiscrimination Policy
The Catholic schools of the Archdiocese of Kansas City in Kansas welcome students of every race, color, national origin and gender and admit them to all rights, privileges, programs, and activities generally made available to students in these schools. Preference in admissions is given to members of the Catholic faith.

The school Principal is responsible for implementing the policy and using curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (e.g. toward any race, gender, age, color, or national origin) among students, faculty, staff and volunteers in school and in school-sponsored activities.

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

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

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

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

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

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

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

**Principle of Subsidiary #3000**
The Archdiocesan Office of Catholic Schools serves as a consultant to local school administrators. Canonical authority for the schools rests with pastors (in the case of single parish elementary schools) or Boards of Trustees (in the case of consolidated elementary schools and secondary schools).

**Parents #6010**
Parents shall: model Catholic behaviors and attitudes, including the fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation; support the efforts of the schools in the education of their child(ren); share talents, time and treasure with their parishes and schools; as their child(ren)’s first teacher, encourage and help them learn; promote regular attendance and punctuality; provide an appropriate environment and schedule adequate time for completion of school work at home; and maintain Christian decorum in all manner of communication with school personnel and other members of the school community.

Principals and teachers shall, with continuing information, assist parents in understanding the approach, content and methods of Catholic education and school matters. In addition, schools shall communicate to parents a code of acceptable parent conduct. Schools may reserve the right to reevaluate a student’s enrollment based upon parental behaviors that violate this policy.

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

**Communication Policy #4405.1**
Communication with Students: No teacher shall initiate or respond to communication with a student unless the student is enrolled in the school and the communication is related to school matters and the communication is conducted through a school device or school-sponsored platform. Teachers may send and/or respond to student letters, provided that the letter/response is sent to the student in care of the parent/legal guardian and such correspondence is approved by the principal. Communication conducted via a personal device may be appropriate in certain circumstances (e.g. a coach texting a last minute practice or game change) as long as such communication is restricted to school matters and available for review by the school principal.

Communication with Parents/Legal Guardians: With regard to communication of student progress to parents and/or legal guardians, teachers are strongly encouraged to utilize in-person and/or videoconferences and phone calls in order to better facilitate effective communication. Email and text messaging should be utilized only when in-person contact is not
Attendance #7300
Compulsory attendance is a statutory requirement in Kansas for all children who are seven (7) or more years of age but less than eighteen (18) years of age, who have not attained a high school diploma or equivalent. Under certain statutory conditions, children age 16 and 17 may be exempted from compulsory attendance. Each Catholic School in the Archdiocese of Kansas City in Kansas, through its designated reporting office, shall report any child who is enrolled and is inexcusably absent from all or a significant part of a school day on either three consecutive school days or five school days in any semester or seven school days in any school year, whichever occurs first as follows:

<table>
<thead>
<tr>
<th>Age</th>
<th>Report To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seven (7) but under Thirteen (13)</td>
<td>Secretary of Social Rehabilitation Service (or Designee)</td>
</tr>
<tr>
<td>Thirteen (13) but under Sixteen (16)</td>
<td>County/District Attorney (or Designee)</td>
</tr>
</tbody>
</table>

Before any report is made that a child is not attending school as required by law, the Principal shall serve written notice thereof, by registered mail, upon a parent or guardian of the child. The notice shall inform the parent or guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement official.

If the child does not begin attending school, or if the parent or guardian does not present an adequate response, as determined by the Administration, within five (5) days after the registered mail receipt has been returned, the matter shall be reported to the Secretary of Social Rehabilitation Services or the County/District Attorney, as specified above.

Child Abuse #7340
Any teacher or other school employee who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse shall report such belief to and consult with the Principal as soon as practicable. Kansas Law requires a teacher, principal, or other employee of a school who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse, or neglect or sexual abuse report the matter promptly to the State Department of Child Protection Services (CPS), or appropriate law enforcement agency, if the CPS office is not open for business. Such report may be made orally or, on request of CPS, in writing.

For incidents of suspected sexual abuse of a child by an employee, affiliate or volunteer of the Archdiocese, all requirements of the Archdiocesan Policies and Procedures concerning sexual misconduct shall be followed.

Graduation #7400
Students are eligible to receive a certificate and/or a diploma from the elementary and secondary schools in the Archdiocese of Kansas City in Kansas after a satisfactory completion of the required studies (see 8000 series, Curriculum and Instruction) and after all tuition and fee obligations to the school have been met.

Graduation exercises in elementary and secondary schools shall be simple and appropriate, in keeping with the meaning and purpose of Catholic Education.

Co-curricular and Extracurricular Activities #8050
Participation in co-curricular and extracurricular activities can enhance the development of students and help them realize their human potential. Thus, schools are encouraged to provide such opportunities. Any co-curricular activities must be conducted in such a manner as to assist students in the discovery, nurturing, and fulfillment of their personal vocation in Christ and be in keeping with the teachings of the Catholic Church, which may or may not be consistent with social trends. Thus, school sponsored practices, competitions, events and meetings should not be scheduled on Sundays so that families and school faculty may honor the Lord’s day. Any exceptions to this must be made in consultation with the Superintendent of Schools.

In providing co-curricular and extracurricular opportunities for students, schools must be highly sensitive to the rights and
dignity of all students, male and female. In the context of Catholic high school athletics, schools will abide by the applicable civil laws. Catholic Church teaching regarding the rights and dignity of men and women includes acknowledging innate gender differences that are not merely the result of cultural conditioning but are part of human nature. God created men and women to be equal yet different, so that through complementarity they would reflect His image (cf. Gen. 1:26-28).

Consequently, there may be some sports/activities that in a Catholic school will be restricted to like-gender participation, regardless of what is accepted by the Kansas State High School Activities Association (KSHSAA). (One such example of an activity that is inappropriate for mixed gender competition is wrestling.) The Superintendent of Schools, with direction from the Archbishop or his designee, will determine on an as-needed, case-by-case basis what other athletics/activities besides wrestling also should be restricted.

In addition, Church teachings dictate that proper attire and decorum be maintained at all events and activities. Uniforms must be modest, and programs (e.g. music selections, play selections, dance routines, cheers, debate arguments, etc.) must be consistent with Gospel values. School principals may reserve the right to judge appropriateness and to restrict participation in an athletic event or other activity if there are issues regarding what is acceptable attire and decorum.

Archdiocesan website: www.archkckcs.org
## Discipline Point System

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Points</td>
<td>1 Point</td>
<td>2 Points</td>
<td>3 Points</td>
<td>4 Points</td>
<td>5 Points</td>
</tr>
</tbody>
</table>

### WARNING

- Dress Code
- Tardy to class
- Talking in class
- Sleeping in class
- Public display of affection
- Electronic device
- No materials
- Not following class rules
- Lunchroom violation
- Food/Drink violation
- Repeats of these violations will result in other consequences. These may include, but not limited to, detention, cleanup, after school makeup time, fines, or other.

### DETENTION

- Profanity
- Disrespect of person
- Disrespect of property
- Hall pass violation
- Academic dishonesty in class
- Disruptive behavior (minor)
- Parking lot violation
- Computer network violation
- Behavior contrary to the good name of SJA
- Missed detention
- Failure to check in/out
- Inappropriate behavior
- Unexcused absence
- Missing two (2) Mandatory Learning Time sessions

### SATURDAY DETENTION

- Any repeated violation from previous column
- Profanity directed at someone
- Insubordination
- Disrespect of staff
- Failure to comply with a reasonable request
- Academic dishonesty on a quiz, test, or paper
- Disruptive behavior (major)
- Graffiti
- Skipping class
- Fake attendance call
- Computer network violation
- Truancy
- Behavior contrary to good name of SJA
- Missing Thunder-struck

### 1-3 DAY SUSPENSION

- Any repeated violation from previous column
- Vandalism
- Tobacco
- Serious disrespect to staff
- Sexual harrassment
- Possession of dangerous materials
- Leaving school without permission
- Serious computer violation
- Behavior contrary to good name of SJA

### 4+ DAY SUSPENSION

- Any repeated violation from previous column
- Theft
- Sexual harassment
- Fighting
- Drug/Alcohol violation
- Intimidation, threat, harassment
- False evacuation
- Serious computer violation
- Behavior contrary to good name of SJA
- Theft
- Behavior contract to good name of SJA

### EXPULSION

- Any repeated violation from previous column
- Drugs/alcohol
- Weapon
- Gang activity
- Arson
- Malicious
- Vandalism
- Serious misconduct
- Serious Criminal activity
- Reoccurring insubordination
- Bomb threat
- Accumulated points
- Assault/battery of student/staff
- Theft
- Behavior contract to good name of SJA

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

<table>
<thead>
<tr>
<th>A-Day Schedule</th>
<th>B-Day Schedule</th>
<th>C-Day Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mass</strong> 8:00-8:30</td>
<td>Mass 8:00-8:30</td>
<td>Mass 8:00-8:30</td>
</tr>
<tr>
<td><strong>1st Hour</strong>: 8:35-10:05</td>
<td>5th Hour: 8:35-10:05</td>
<td>1st Hour: 8:35-9:15</td>
</tr>
<tr>
<td><strong>2nd Hour</strong>: 10:10-11:35</td>
<td>House: 10:10-10:50</td>
<td>2nd Hour: 9:20-10:00</td>
</tr>
<tr>
<td><strong>3rd Hour</strong>: 11:40-1:35</td>
<td>6th Hour: 10:55-12:20</td>
<td>3rd Hour: 10:05-10:45</td>
</tr>
<tr>
<td>A lunch: 11:40-12:05</td>
<td><strong>Thunder Block</strong>: 12:25-1:50</td>
<td>4th Hour: 10:50-11:30</td>
</tr>
<tr>
<td>B lunch: 12:10-12:35</td>
<td><strong>SILVER TIME</strong>: 12:25-12:55</td>
<td><strong>Health/Wellness</strong>: 11:35-1:05</td>
</tr>
<tr>
<td>C lunch: 12:40-1:05</td>
<td><strong>CRIMSON TIME</strong>: 12:55-1:25</td>
<td><strong>Block A</strong>: 11:35-12:00</td>
</tr>
<tr>
<td>D lunch: 1:10-1:35</td>
<td><strong>BLUE TIME</strong>: 1:25-1:50</td>
<td><strong>Block B</strong>: 12:05-12:30</td>
</tr>
<tr>
<td>House: 1:40-1:50</td>
<td>7th Hour: 1:55-3:20</td>
<td><strong>Block C</strong>: 12:35-1:05</td>
</tr>
<tr>
<td><strong>4th Hour</strong>: 1:55-3:20</td>
<td>5th Hour: 1:10-1:50</td>
<td>6th Hour: 1:55-2:35</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B-Community Schedule</th>
<th>B-ASM Schedule</th>
<th>7th Hour: 2:40-3:20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mass</strong> 8:00-8:30</td>
<td>5th Hour: 8:35-10:05</td>
<td><strong>B Early Release Schedule</strong></td>
</tr>
<tr>
<td>5th Hour: 8:35-10:05</td>
<td>Mass Prep: 10:10-10:30</td>
<td>Mass: 8:00-8:30</td>
</tr>
<tr>
<td>Thunder Block: 10:10-10:50</td>
<td>ASM: 10:35-11:45</td>
<td>5th Hour: 8:35-10:05</td>
</tr>
<tr>
<td>7th Hour: 10:55-12:20</td>
<td>6th Hour: 11:50-1:50</td>
<td>House: 10:10-10:50</td>
</tr>
<tr>
<td><strong>6th Hour</strong>: 1:55-3:20</td>
<td>B lunch: 12:20-12:45</td>
<td>A lunch: 10:55-11:15</td>
</tr>
<tr>
<td>C lunch: 12:50-1:15</td>
<td>B lunch: 11:20-11:45</td>
<td></td>
</tr>
<tr>
<td>D lunch: 1:25-1:50</td>
<td>C lunch: 11:55-12:20</td>
<td></td>
</tr>
<tr>
<td>7th Hour: 1:55-3:20</td>
<td>D lunch: 12:25-12:50</td>
<td></td>
</tr>
<tr>
<td>7th Hour: 12:55-2:20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-Assembly Schedule</td>
<td>B-Beginning Schedule</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
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<td></td>
</tr>
<tr>
<td>Mass 8:00-8:30</td>
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<td>7th Hour: 10:10-11:35</td>
<td>House: 10:10-10:50</td>
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<td></td>
</tr>
<tr>
<td>D lunch: 1:10-1:35</td>
<td>D lunch: 12:20-12:45</td>
<td></td>
</tr>
<tr>
<td>House: 1:40-2:15</td>
<td>7th Hour: 12:50-2:15</td>
<td></td>
</tr>
</tbody>
</table>