

Holy Redeemer - St. James Catholic School

Welcome

PARENT-STUDENT HANDBOOK

Welcome to the Parent Student Handbook. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time.

Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

Chapter-1

INTRODUCTION TO THE HANDBOOK

Holy Redeemer - St. James Catholic School is a TK-8 school located in the Crescenta Valley. We offer a well rounded education combining a strong academic curriculum with meaningful faith formation. We joyfully welcome families from all faith traditions! Our intentionally small class sizes provide an environment for small group and individualized learning where every student can thrive. We are fully accredited by the Western Catholic Education Association [WCEA] and the Western Association of Schools and Colleges [WASC].

Sections of this Handbook relate only to St. James - Holy Redeemer School while other sections are greter policies and procedures of the Archdiocese of Los Angeles, which can be found at <http://handbook.la-archdiocese.org/>.

Section-2-01

Mission Statement and Philosophy

Mission: Holy Redeemer - St. James Catholic School provides excellence in Catholic education, welcoming families from all backgrounds and embraces cultural diversity. We collaborate with parents in the formation of their child's religious, academic, physical, and creative education. Recognizing the dignity and uniqueness of each student, our staff develops curricular programs and instructional activities that address the various learning styles of our students. HRSJ promotes in each child the skills necessary for life as a productive follower of Jesus Christ.

Philosophy: Holy Redeemer - St. James Catholic School forms a family centered community based on the teachings of Jesus Christ. We recognize parents as the primary educators of their children and teachers as facilitators in the process of learning. We develop in each student a personal relationship with God and each other in a commitment to our Catholic faith through service and worship.

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

Student Learning Expectations

- We demonstrate faith in action
- We achieve academic success
- We respect our bodies
- We are curious and creative
- We are effective communicators
- We use today's technology

Section-2-03

History of the School

Catholic education in the Crescenta Valley began in 1946 with the opening of Holy Redeemer School in Montrose. When the school opened it was staffed by the [Sisters of Charity of the Blessed Virgin Mary](#). In 1956 St. James the Less School opened in La Crescenta with 4 classrooms and 200 students. The [Daughters of Mary and Joseph](#) was the founding order of the school. The order remained a part of the school until June of 2001.

St. James the Less Parish and Holy Redeemer Parish became a twinned parish in 2007 with one pastor. In 2009 the two schools combined to help sustainability. In the fall of 2012, we added a Transitional Kindergarten to the St. James campus. In the fall of 2015 all classes were moved onto the St. James campus. In the Fall of 2021, the school adjusted its instructional model to meet the needs of our students and the community. Students experience an education where teachers work with educational coaches in grades TK-5 to deliver high quality small group and individual instruction. The middle school offers "Growth" classes where students receive instruction to help them grow in mastering the subjects they learn throughout the day. Each grade is capped at 15 students, which allows for targeted and strong instruction throughout the school year.

Section-2-04

Accreditation

St. James - Holy Redeemer School is fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

Section-2-06

School Personnel Lists

FACULTY & STAFF – 2020-2021

[Administration](#)

Sr. Karen Collier SSL - Parish Life Director/Pastor

Dr. John Wick - Principal

Ms. Jessica Starbuck - Director of Development andn Enrollment

Faculty and Staff

Mr. Dave Jacques- TK/Kinder

Mrs. Tiffany Norman - Ed Coach

Mrs. Allison Proulx - Ed Coach

Mrs. Lesli Ayers - 1st Grade

Mrs. Adrine Grigoryan - 2nd / 3rd Grade

Mrs. Joelle Elhaj - Ed Coach

Mr. Charles Coulombe - 4th / 5th Grade

Mrs. Noelani Pieprzyca - Ed Coach

Mr. Roberto Aguilar - 6th Grade Homeroom, Healthy Living & Religion

Mrs. Sally Dungan - 7th Grade Homeroom , Math and Science

Mrs. Therese Louk - 8th Grade Homeroom, Social Studies, ELA

Mrs. Berenice Wheeler - Afterschool Care Program

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Office:

Mrs. Stella Ledis - Front Office (Afternoons)

Ms. Heather Pinchbeck - Front office (Mornings)

Section-2-07

School Schedule and Calendar

SCHOOL SCHEDULE

WEEKLY SCHEDULE

WEEKLY SCHEDULE

Grades TK-8	07:05 am to 2:50 pm
Lunch Daily (TK-1)	11:45 pm to 12:20 pm
Lunch Daily (2-8)	12:30 pm to 01:15 pm
Every WednesdayTK-8	12:50 pm Dismissal

The instructional start time is 7:50 am. Students are considered tardy if they are not in class by 7:50 am. If a student is tardy, he/she must report to the school office with a parent/guardian to sign in and get a late pass to return to class. Students may not be dropped off at the office without a parent/guardian present. If this happens, the student will remain in the office and the parent/guardian will be called to return to campus to complete the late-arrival paperwork.

Students may arrive on campus beginning at 7:40 am and must walk directly to their classrooms so that they can be supervised before the start of the school day. All students are requested to leave the school grounds immediately after dismissal unless they are involved in a supervised activity. There is no supervision after 3:00 pm (1:05 pm on Wednesdays). Your cooperation is essential for the safety of your children.

If a student remains after school and is not involved in a properly supervised school activity, he/she will automatically be sent to the afterschool care program where they must be picked up by a parent/guardian or another authorized individual. Another student may not pick the child in afterschool care. There will be a fee for this daycare service that is outlined in the rate sheet for the daycare program.

Early Dismissal Days

Dismissal on Wednesdays will take place at 12:50 pm. All students who are not in after school care or a school-sponsored activity must be picked up by 1:05 pm. If they are not picked up by this time, they will be taken to after school care and the regular daily fee will be charged.

*Note that the above schedule is a guide and may be changed throughout the year based upon many factors. Should the schedule be changed from the above, parents/guardians will be notified.

Section-2-09

School website and social media

The school owns and controls all Internet presence including all social media. Parents/Guardians, Individuals, or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that is not operated by the school. Those who violate this section will be asked to shut down their site or social media or be asked to turn it over to the school without any financial compensation for the transfer of ownership or cancellation of the site. Failure to comply may result in removal of student from school.

Section-2-14

Dress/Uniform Code

Uniform

Wearing the school uniform is a part of the formation of young men and women that takes place here at Holy Redeemer - St. James School. Uniforms are intended to create a sense of unity and pride among the students, and to allow them to concentrate their minds on matters intellectual and spiritual, rather than material. A neat appearance in terms of dress and grooming is also related to forming a foundation upon which students may focus upon doing and being the best that they can be. Therefore, uniforms are to be worn beginning on the first day of school. We ask your cooperation in this matter. If parents are conscientious about uniform regulations, the students will also consider it a matter of importance.

Uniforms should be kept neat, clean and in good repair (No holes, stains, faded items, etc.).

Students are to be well groomed and neatly dressed at all times. Please check to see that your children are properly dressed and groomed before they leave for school.

Our school uniform supplier is: Vicki Marsha Uniforms

<https://vickimarsha.com/holy-redeemer-st-james-school.html>

5292 Production Drive, Huntington Beach, CA 92649 (714) 895-6371

contact@vickimarsha.com

All uniform items (except shoes, socks, and belts) *must be purchased through Vicki Marsha Uniforms. Vicki Marsha Uniforms supplies cold weather cardigans and other outerwear that should be purchased and used on days with cold weather.*

*Note: Skirts, jumpers, skorts and shorts: no shorter than 3 inches above the knee length (For uniform or free dress). **No shorts may be worn to Mass.***

GIRLS' UNIFORM – GRADES TK-1

Navy and Red Plaid jumper

White short sleeved Peter Pan blouse

Full Dress uniform for mass days and field trips is white blouse and plaid jumper

Navy cardigan with school logo

OPTIONAL FOR GIRLS TK-1:

Red Knit Polo Dress with Logo.

Khaki girls style pants

Khaki girls shorts (no shorter than 3 inches above knee) - Navy Color optional during new uniform phase in.

Cardinal Red or white cotton unisex polo with school logo to be worn with shorts or pants. On cold days, school cardigans or sweaters must be worn.

Black leggings (on cold days – leggings and socks must meet) Navy, black, red or white tights (on cold days)

GIRLS' UNIFORM – GRADES 2-3:

Navy and Red Plaid jumper

White short sleeved Peter Pan blouse

Full Dress uniform for mass days and field trips is white blouse and plaid jumper

Navy cardigan with school logo

OPTIONAL FOR GIRLS 2-3:

Plaid or Khaki Skort (no shorter than 3 inches above knee)

Khaki girls style pants - *Navy Color optional during new uniform phase in.*

Khaki girls shorts (no shorter than 3 inches above knee) - *Navy Color optional during new uniform phase in.*

Cardinal Red or white cotton unisex polo with school logo. On cold days, school cardigans or sweaters must be worn.

Black leggings (on cold days – leggings and socks must meet) Navy, black, or white tights (on cold days)

GIRLS' UNIFORM – GRADES 4-5:

Navy and Red Plaid Skort

White button down oxford shirt - short or long sleeve

Full Dress uniform for mass days and field trips is white oxford shirt and plaid jumper

Navy knit cardigan, sweater, or vest with school logo

PE Uniform - PE T-shirt and red PE Shorts. Students may arrive at school wearing PE uniforms.

OPTIONAL FOR GIRLS 4-5:

Plaid or Khaki Skort (no shorter than 3 inches above knee)

Khaki girls style pants - *Navy Color optional during new uniform phase in.*

Khaki girls shorts (no shorter than 3 inches above knee) - *Navy Color optional during new uniform phase in.*

Cardinal red or white cotton unisex polo with school logo. On cold days, school cardigans or sweaters must be worn.

Black leggings (on cold days – leggings and socks must meet) Navy, black, or white tights (on cold days)

GIRLS UNIFORM-GRADES 6-8:

Navy and Red Plaid Skirt or Skort

White button down oxford shirt - short or long sleeve

Full Dress uniform for mass days and field trips is white oxford shirt and plaid jumper

Navy knit cardigan, sweater, or vest with school logo

PE Uniform - PE T-shirt and red PE Shorts. Students may arrive at school wearing PE uniforms.

OPTIONAL FOR GIRLS 6-8:

Khaki or plaid skort (no shorter than 3 inches above knee)

Khaki girls style pants *Navy trousers are optional during new uniform phase in.*

Khaki girls shorts (no shorter than 3 inches above knee)

Cardinal red, navy, or white cotton unisex polo with school logo. On cold days, school cardigans or sweaters must be worn.

Black leggings (on cold days – leggings and socks must meet)) Navy, black, or white tights (on cold days)

BOYS' UNIFORM –GRADES TK-3:

White Oxford Button Down in short or long sleeve. *Red polo shirt optional during new uniform phase in.*

Khaki cotton pants (fitted at waist) (no shorts on Mass days) *Navy trousers are optional during new uniform phase in.*

Full Dress uniform for mass days and field trips is white button and navy pants

Navy knit sweater with school logo (must be worn over a uniform shirt)

OPTIONAL FOR BOYS TK-3:

Cardinal red or white cotton unisex polo with school logo

Khaki Pull on shorts and trousers option for TK/K only. No belt is required. *Navy shorts are optional during new uniform phase in.*

Khaki cotton shorts. *Navy shorts are optional during new uniform phase in.*

On cold days, school cardigans or sweaters must be worn.

BOYS' UNIFORM –GRADES 4-5:

White Oxford Button Down in short or long sleeve. *Red polo shirt optional during new uniform phase in.*

Khaki cotton pants (fitted at waist) (no shorts on Mass days) *Navy trousers are optional during new uniform phase in.*

Full Dress uniform for mass days and field trips is white button and navy pants

Navy knit sweater with school logo (must be worn over a uniform shirt)

PE Uniform - PE T-shirt and red PE Shorts. Students may arrive at school wearing PE uniforms.

OPTIONAL FOR BOYS 4-5:

Cardinal red or white cotton unisex polo with school logo

Khaki cotton shorts *Navy shorts are optional during new uniform phase in.*

On cold days, school cardigans or sweaters must be worn.

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BOYS' UNIFORM –GRADES 6-8:

White Oxford Button Down in short or long sleeve.

Khaki cotton pants (fitted at waist) (no shorts on Mass days) *Navy trousers are optional during new uniform phase in.*

Full Dress uniform for mass days and field trips is white button and navy pants

Navy knit sweater with school logo (must be worn over a uniform shirt)

PE Uniform - PE T-shirt and red PE Shorts. Students may arrive at school wearing PE uniforms.

OPTIONAL FOR BOYS 4-5:

Cardinal red, navy, or white cotton unisex polo with school logo

Khaki cotton shorts *Navy shorts are optional during new uniform phase in.*

On cold days, school cardigans or sweaters must be worn.

SHOES: Requirements are for all students:

Navy, White, Black, or Red. One solid color of the above colors only. No flashing lights built into the shoes or skate shoes. No stripes, check, or other patterned designs.

Shoes must have rubber soles and be completely enclosed

Laces (white), velcro, or buckles must be securely tied

SOCKS:

Socks for all students must be solid navy or white. No sport socks (those which barely show above tennis shoes). Socks must not have a decoration or logo.

BELTS:

Black leather belts only are permitted, and must be worn on the waist. Belts must be worn at all times with pants or shorts. Pants and shorts must be worn at the waist.

JACKETS, CARDIGANS, AND SWEATSHIRTS:

When the weather is raining students may wear their own outerwear when outside. For cold weather, the uniform cardigans and sweatshirts should be worn. In the classroom the uniform sweater, cardigan, and vest may be worn on cold weather days only (exception made for 8th grade Graduation sweatshirts as directed).

HAIR:

Hairstyles are to be neat, clean, and conducive to a quality learning environment, while not drawing attention to oneself. Hairstyles for girls and boys must be well groomed and away from the face and eyes. Hair may be highlighted only with naturally occurring hair colors. Hair may not be highlighted with an unnatural color (examples: blue, green, pink, purple, etc.). Patterns, words, or symbols may not be sculpted into the hair. No extreme hairstyles such as mohawks, large spikes, etc. may

Patterns, words, or symbols may not be sculpted into the hair. No extreme hairstyles such as mohawks, large spikes, etc. may be styled. Headbands and hair accessories for girls may be worn and must conform to the following colors: red, white, navy, black, or the school tartan pattern.

The school administration will determine if there is a violation of the above hair policy. If a violation occurs, communication with the parent will take place and a timeframe to bring the hairstyle into compliance with this dress code will be established. Failure to correct the hairstyle within the timeframe may result in suspension of the student from school until the issue is resolved.

NAILS:

False nails are not permitted. Nail polish is not permitted.

Nails must be clean and neatly trimmed to the end of the fingers.

MAKE-UP:

Make-up is not permitted. Students may not write on themselves or others with a pen or permanent marker..

JEWELRY:

Stud type pierced earrings are the ONLY earrings that may be worn by girls, and only one earring per ear.

Boys and girls may wear one small religious necklace under their uniform shirt or blouse. Bracelets may not be worn except for fundraising or special causes or when special permission is given.

SCOUTS:

Boy Scouts, Girl Scouts, and Cub Scouts may wear their uniform to school on den or pack meeting days.

SPORTS:

School sports team members may wear their team uniform to school on game days.

SPIRIT AND FREE DRESS DAYS

Throughout the school year, certain days will be designated free dress days. The following are the guidelines for attire on free dress days:

Holy Redeemer - St. James School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the school's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group. Any restrictions to the way a student dresses must be necessary to support the overall Catholic and educational goals of the school.

Students cannot wear clothes that depict in image or writing hate speech, illegal items, profanity, or messages/images that are counter to Catholic teachings; clothes that reveal undergarments (aside from visible straps or waistbands), or are overly revealing for boys or girls; and accessories that could be considered dangerous.

Dress Up Days

There are some occasions during the school year that require dress up attire. An example would be May Crowning or performance programs. Guidelines are as follows:

For boys and girls: No clothing that reveals undergarments (aside from visible straps or waistbands), or clothing that is

overly revealing.

Boys:

- Long pants + belt
- Dress shirt + tie
- Dress shoes

Girls:

- Dresses or skirts no shorter than 3" above knee
- No strapless dresses or tops
- Dress shoes / Heels

Students that do not comply with the dress code will receive any or all of the consequences listed. They include an out of uniform slip, a phone call home, and / or a phone call to get a change of clothes brought to school. If a student receives three out of uniform slips the students will receive a detention. Three detentions will require a suspension.

The principal is the final arbiter of the dress code.

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Section-2-15

Relationship of School to Parish

Holy Redeemer - St. James Catholic School is first and foremost a Catholic School. Our mission statement and philosophy emphasize our belief that families and teachers work together to help our students become faith-filled adults. The mission of the parish is as a unified catholic community to share faith, celebrate traditions, and serve others to the praise and glory of God. These ideas are reflected in the school's mission and philosophy.

Topic-2-16-5

Parent or Parent-Teacher Organizations

Parent-Teacher Organization

The PTO promotes open communication, good will, and cooperation among parents, teachers and the administration of our school. The PTO coordinates parental support through parent education and social functions to help build and enhance the faith community of Holy Redeemer - St. James Catholic school.

Its primary purpose is to raise funds for the school and coordinate the service and volunteer programs. All parents, guardians, and teachers of Holy Redeemer - St. James Catholic school are members of the PTO.

The PTO is not a governance or advisory board for the school administration.

PTO Requirements

- Each family is required to give a minimum of 35 hours of service or pay for those hours at a rate of \$30 per hour.
- Each family is required to meet the fundraising fee of \$1,500.00 per year. Any amount not met, will be invoiced and billed to the parent for the difference.
- Each family is expected to meet the SCRIP profit commitment of \$250 per year. Any amount not met, will be invoiced and billed to the parent for the difference.

PTO General Meetings

There are four PTO General meetings each year and attendance at these meetings is highly encouraged. One service hour will be given for attendance and participation at the meeting. You will be contacted in writing during the year to update you on your fundraising, scrip and volunteer hour status. **All fees and unfulfilled volunteer hours must be paid in full by the end of May.**

Topic-3-1-3

Additional Practices

Monthly Prayers 2020-2021

Our prayer life is an important part of our lives as Catholics. As a Catholic community it is important to know a variety of prayers that are integral to our faith lives. Each day at morning assembly we pray together as a faith community. This is a list of the prayers we will be praying together at morning assembly. They will be said each day for the month.

August	Our Father
September	Morning Offering
October	Decade of the Rosary
November	Angel of God
December	Hail Holy Queen
January	Prayer for Vocations
February	Prayer of St. Francis
March	Prayer of St. Ignatius of Loyola
April	Prayer of St. Teresa of Avila
May	Memorare
June	Holy Redeemer Prayer

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

Spiritual Formation

The spiritual formation of our students is one of the primary objectives at Holy Redeemer - St. James Catholic School. Religious formation occurs daily and motivation toward true Christian living is incorporated into all activities including appropriate participation and conduct during Mass and other liturgies. Students attend Mass and various other liturgical activities throughout the year (e.g., Stations of the Cross, Feast Day Processions, Benediction, etc.). Each year, classes participate in class Masses/prayer services, retreats and service projects as a part of their religious education and moral formation.

Parents also play a vital role in the spiritual formation of their children. Parents are primarily responsible for the religious education of their children and need to demonstrate the importance of faith to their children by means of weekly Mass attendance (or other religious services if the family is not Catholic), regular participation in the sacrament of reconciliation, and daily prayer as a family.

Topic-4-03-4

Inoculation requirements of the CA Department of Health

St. James - Holy Redeemer School follows the inoculation requirements of the CA Department of Health detailed here: <https://www.shotsforschool.org/>

Topic-4-04-1

Absence

Absence

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register.

Topic-4-04-3

Extended Absences

Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld.

Topic-4-04-4

Leaving School Early

Early Pick Up of Students

When a parent needs to pick up a child prior to dismissal time for any reason the parent must contact the school office that day in the morning and give the time the child will be leaving. The school office will contact the classroom teacher and will have the child ready in the office to leave campus. When the parent arrives the child will be signed out. Students will not be picked up from the classroom by the parent.

Topic-4-04-5

Tardiness

Tardies

Pupils are considered tardy if they are not in line by the 7:55 am bell. If a student is tardy THREE (3) times in a trimester, those in Grades 2-8 will have a detention. Parents will be notified of the date and time of this detention. Students must go to the office to sign in if they are tardy. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

Topic-4-04-6

Truancy

Truancy

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office on the next day of the truant's

combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

Section-4-05

Communications Procedures

Weekly Bulletin

Each week an e-mail bulletin will be the regular means of communication between the school and home. It will include important information about upcoming school, parish and other events. Information to be included in the weekly bulletin must be received in the school office by Wednesday prior by 12:00 pm for publication in Monday's bulletin. The school principal must approve all material.

Lines of Communication

It is expected that faculty and parents will work in a partnership to implement the school policies outlined in this handbook. If a situation should arise for which you would like further clarification, whether it might concern your child, the staff, or school policy, it is expected that the following lines of communication be observed. Confidentiality, patience, and charity should govern our actions at all times, especially in matters of disagreement.

1st Teacher

2nd Principal

3rd Pastor

This means that if you have a concern about your child, GO FIRST TO THE TEACHER. If, after working with the teacher, the issue remains unresolved, then you may make an appointment with the principal. If after meeting with the principal the matter remains unresolved, then the pastor may be contacted in order to help settle the matter. Discussing your concern with others who are not involved (e.g., other parents or teachers) is inappropriate and uncharitable, may create misunderstandings, and presents a poor example for the children.

We are charged to help each of our students to develop into a collaborative, productive and independent member of society. This can only be realized if the school and home cooperate. Furthermore, any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or

extra-curricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

Any parent/guardian or other family member who upbraids, insults, or abuses the principal or a teacher of the school is risking their child(ren's) continuation in the school. Any parent/guardian or other person who insults or abuses the principal or any other teacher in the presence of other school personnel, students, or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

Confidentiality

All private information related to individual students, teachers or staff members or the operations of the school, should be held in confidence and shared only with those who are directly involved. A breach of confidentiality is a serious infraction and will be dealt with by the administration.

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

Topic-4-05-1

Parent Teacher Conferences

Parent-Teacher Conference

Formal parent-teacher conferences are held annually at the end of the first trimester. Parent- teacher conferences aim to promote parental support for the school, increase mutual understanding between teacher and parents, and reduce obstacles to effective communication within the school and parish community. This first trimester conference is required for all parents regardless of their child's grades. Parent's will be notified of the available dates in advance and must sign up for an appointment with the teacher.

A parent-teacher conference is also required if a student receives a progress report and/or a grade(s) on the trimester report card of "C-" or below.

If individual conferences are desired at any other time, please contact your child's teacher. Please call the office and indicate a time preference. The office will give the request to the teacher who will follow up with a time. Please avoid dropping in prior to the start of the school day beginning as teachers are finalizing preparations for the school day. The principal is always available for consultation, but **only after** the parent has discussed the matter with the teacher.

Topic-4-05-2

Parent Messages and Phone Calls

Charitable Communication

All members of the St. James -Holy Redeemer School family (students, teachers, staff, parents and volunteers) should strive to be charitable and honest in all that they say to one another. At all times gossip, slander and detraction (i.e., sharing information about someone that is true but damaging to their reputation) should be avoided.

A Christian community such as St. James-Holy Redeemer School relies upon open communication between all members of the school family. If a parent has a question for, concern about, or complaint against an individual, he or she should go directly to the person involved and attempt to resolve the matter with honesty and charity.

Telephone/ Cell Phone Usage

Children and teachers will be called to the telephone during school hours only in an emergency. Students may use the telephone only when a serious need exists. An emergency does not include forgotten lunches or homework. St. James - Holy Redeemer School recommends that students not bring cell phones to school. Students will not be allowed to answer their cell phone or make calls on them during the school day. All communication with students should go through the school office. However, at the parent's discretion, students may carry cell phones in their backpacks for emergency purposes only. The cell phones must be kept turned "off" and may not be used during the school day. Students who are found using a cell phone during the day will have the phone confiscated and will be subject to disciplinary action. A confiscated cell phone may be picked up after meeting with the principal.

St. James - Holy Redeemer School is not responsible for damage to or loss of cell phones brought to school by students.

Communicating Messages to Students or Delivering Forgotten Items

All messages for students or forgotten items are to be brought to the office by the parents/guardian. **Parents/Guardians May Not** enter the classroom or interrupt a teacher while class is in session.

Topic-4-05-3

Parent to School Communication

Contacting Teachers/Administration

If a parent wishes to make an appointment to consult with a teacher, please leave a note for the teacher or a telephone message with the school secretary. Private telephone numbers of the faculty will not be given out. Teachers should not be contacted at home. Appointments with the principal should be made with the school secretary in person or by telephone.

Section-4-07

Safety and Security Procedures

Safety and Security Procedures

Legal Responsibility to Report Child Abuse/Neglect

The California Penal Code requires that any employee of the school who knows or reasonably suspects that a child has been a victim of child abuse or neglect must report the incident to a child protective agency immediately by phone.

Section-4-08

Arrival/Dismissal Procedures

Extended School Daycare

St. James-Holy Redeemer School offers extended after school daycare every day we are in session from dismissal time until 6:00 p.m., including early dismissal days. Daycare fees are listed with the tuition rates.

Students may not remain on the school premises after school hours without proper supervision. Therefore, students who have not been picked up within 10 minutes after the end of the school day and are not involved in a properly supervised activity such as sports, tutoring, etc., will automatically be sent to Daycare. Likewise, students who have not been picked up within 10 minutes of the end of any extracurricular activities will also be sent to Daycare. St. James - Holy Redeemer School offers after-school daycare every day that school is in session from dismissal time until 6:00 p.m., including early dismissal days (unless otherwise announced by the principal).

Rainy Day Pick-up Procedure

During inclement weather (rain, strong winds, hail, etc.) the school may decide to implement the "rainy day" pick-up procedure. On such an occasion there will be no cones indicating lanes in the parking lot. Those picking up students should park in any of the marked parking spaces in the lot. The parent or guardian should then proceed to the child's classroom to pick up the child in person from his or her teacher. **Students may not be picked up by other students or anyone under 18 and may not be called to come to the parking lot via cell phone or any other means.**

Bicycles

- Bicycle riders must always walk their bikes on and off the school grounds. Failure to do so will result in a warning the first time, and the second time the student will be prohibited from riding his/her bicycle to school until a conference with his/her parents can be arranged.
- Bicycles should be locked in the bicycle rack during the school day.
- Students found tampering with bicycles will receive a detention.
- Taking or riding a bicycle without permission is not allowed.
- St. James-Holy Redeemer School is not responsible for damage to or loss of bicycles brought to school.

Skateboards/Roller Blades/ Roller Skates

Riding skateboards, roller blades and roller skates is NOT PERMITTED on school or church property.

Walking Home from School

Students who walk or ride a bicycle home after school must have a signed letter of permission from their parents/guardians on file in the school office. This letter of permission must be renewed yearly.

Leaving Campus During Lunchtime

No child is to leave the school grounds during lunchtime unless he/she is accompanied by the parent, guardian or other designated adult and has been signed out in the office.

Section-4-09

Automobiles/Parking Lot

Parking Lot Safety

Drive SLOWLY AND CAREFULLY on school grounds – 5 M.P.H. maximum!

Follow cones and adult supervision, for drop-off and pick-up of students. The pick-up supervisors are there for your safety and the safety of our students. Please follow their directions.

The law prohibits driving cars on school grounds when children are in present, i.e. recess, lunch, PE, periods, etc.

Park your car to drop your children off and pick them up from their classroom. DO NOT STOP IN THE DRIVEWAYS

Younger children, Kindergarten through 3rd grade, must be escorted to the coned Safety Zone by parents or older siblings when dropped off in the morning. They then walk to the hall where supervision is provided 7:30-7:55 a.m.

All students are picked up from their classroom.

Parents are asked not to park on the street in front of the school. The traffic congestion has led to accidents and "near accidents". Please be courteous to our neighbors. **Police patrol this area giving out tickets.**

Topic-4-11-04

School Procedures for Immunization and Screenings

Examinations and Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests in school

guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering Transitional Kindergarten and Kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B, Tdap, and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Topic-4-11-09

Allergies

Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

Topic-4-11-12

Accident Procedures

Emergency Procedures

The School will have a monthly Fire Drill practice and Emergency Drills. In the event of an actual emergency during school hours, the students will be kept under the school's supervision until called for by their parents or other designated adult listed on their Emergency Card.

Children will be released only to their parents/guardian, legal authorities, or the individuals listed on their emergency card.

If an emergency occurs outside of school hours, please listen for instructions on your local radio station for closure of schools. As a general rule, St. James -Holy Redeemer School will follow the same procedures as the Glendale

of schools. As a general rule, all schools in the Archdiocese of Los Angeles will follow the same procedures as the Standard Unified School District.

Section-4-14

International Students

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the I-20 form (https://studyinthestates.dhs.gov/sites/default/files/I-20_Active.pdf) and the school is bound by federal regulation to collect the specified amount.

For more information about international students see:

<http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6>

Section-5-01

Curriculum

The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the church and the need to educate youth

for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the school curriculum.

The curriculum in elementary schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The Department of Catholic Schools provides support for curriculum matters. In parish elementary schools the pastor and principal consult on these matters. While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters.

Topic-5-01-1

Religion Curriculum

<http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13>

Topic-5-01-3

Homework

Homework

Students may be assigned homework each school night. Parents are asked to create an atmosphere (reduced noise) and space (table/ desk that is comfortable) conducive to studying. The time allotments are as follows:

Kindergarten: occasionally up to 15 minutes
Grades 1 and 2: not to exceed ½ hour
Grades 3 through 6: not to exceed 1 hour

Grades 7 and 8: not to exceed 2 hours

It is the RESPONSIBILITY OF THE STUDENT WHO HAS BEEN ABSENT to request from his/her teacher missed work upon returning to school. Students are then expected to complete the make-up work in the time allotted on the form. Homework assignments should be turned in on the date due. Failure to do so may result in a deduction of points from the assignment's grades.

Topic-5-02-2

Grading Scale

Grading Standards/Scale

Every teacher will publish a syllabus of the material to be covered, educational goals to be achieved, and standards for grading in his/her class at the beginning of each year or trimester. This syllabus will include a list of major projects, reports, or essays and their due dates.

Modifications to any part of this syllabus may be made by the teacher by means of a written notice sent home to the student's parents/guardians.

We use the following grading scale for grades K-2:

O = Outstanding; the student is consistently meeting academic and/or behavioral expectations, with little or no teacher help.

G = Good; the student is consistently meeting academic and/or behavioral expectations.

S = Satisfactory; the student has areas in need of improvement in order to meet academic and/or behavioral expectations.

NI = Needs Improvement; the student is well below academic and/or behavioral expectations, needing constant teacher intervention or direction.

We use the following grading scale for grades 3-8:

A = 93-100 A- = 90-92 B+ = 87-89 B = 83-86 B- = 80-82 C+ = 77-79 C = 73-76 C- = 70-72 D+ = 67-69 D = 63-66
D- = 60-62 F = 59 and below

Grade Point Averages (GPA) for grades 6-8 will be calculated as follows: Grades for all classes except art, P.E., and music will be included. A=4.0, A-=3.7, B+= 3.5, B=3.0, B-=2.7, C+=2.5, C=2.0, C-=1.7, D+=1.5, D=1.0, D-=0.7, F=0.0.

Topic-5-02-3

Elementary School Grade Reporting

Report Cards

Report Cards are issued each trimester. Please see the calendar for precise dates on which report cards go home at the end of the trimester. Parent should study the report cards carefully, and if any problems are indicated, they

should arrange for a conference with the teacher. Report Cards should be looked at objectively with the good of the child uppermost in mind.

Topic-5-02-5

Make-Up Work/Absences

It is the RESPONSIBILITY OF THE STUDENT WHO HAS BEEN ABSENT to request from his/her teacher missed work upon returning to school. Students are then expected to complete the make-up work in the time allotted on the form. Homework assignments should be turned in on the date due. Failure to do so may result in a deduction of points from the assignment's grades.

Topic-5-02-6

Course Deficiency/Failure

Academic Probation

Students who receive more than one grade of "C-" or below in any trimester or one or more grade(s) of "C-" or below in two trimesters in any year will be placed on academic probation for one trimester. A parent-teacher conference will be scheduled to develop a plan for academic improvement. If the student meets the goals of the academic improvement plan, no further action will be taken. If a student does not meet the goals of the academic improvement plan, he/she may be asked to withdraw from the school at the discretion of the principal.

Topic-5-02-7

Conduct/Citizenship Grades

Academic Honesty

Students and their parents/guardians are expected to be honest at all times, especially including all matters related to class work and homework. Work turned in by a student for a grade, unless otherwise directed by the teacher, should be the student's own work. Copying homework, class work, test answers, etc. (or attempting to do so) with or without another student's knowledge is cheating and will result in disciplinary measures by the school. Aiding another student in copying class work, homework or tests is also cheating and will be dealt with as such.

Students should always be careful to give proper credit to their sources of information in reports, essays or projects. Failure to do so is a form of academic dishonesty and will be treated as cheating. Students should also acknowledge any help given to them by their parents/guardians or other persons in the course of their homework, essays, reports or projects.

Section-5-03

Standardized Testing

Standardized Testing

All schools are required to participate in an archdiocese-wide standardized testing program.

School personnel must be appropriately trained to work effectively and responsibly with the archdiocesan assessment instruments and data.

Standardized test results are only one indicator of the students' overall academic achievement. Teachers use standardized test results to identify students' relative academic strengths and weaknesses, design curriculum, and plan for instruction, and principals use the results to evaluate curriculum in order to set instructional priorities and plan appropriate [professional development](#).

Principals are expected to instruct parents/guardians on how to interpret their children's test scores and evaluate these in light of the overall school program.

The [Department of Catholic Schools](#) will analyze test scores to identify achievement trends and will assist principals and testing coordinators to analyze and use test scores to improve learning.

Section-5-04

Recess and Lunch/Nutrition

Lunch

We strongly encourage students to bring their lunch or select hot lunch from the approved supplier's monthly menu calendar. No money is to be exchanged at school by students. All lunches from our approved provider are paid through the office in advance. Lunch should include healthy choices that will sustain your child until the end of the school day. We strongly discourage and ask that there are **no fast food lunches**.

Section-5-05

Supplies and Textbooks

Textbooks

Students must carry books to and from school in regular book bags or backpacks. If a student's book is lost or damaged, the student's parents will be contacted immediately and required to purchase a replacement.

Section-5-06

Honors and Awards

8th Grade Awards

The Valedictorian has the highest GPA and STAR scores throughout their 6th, 7th, and 8th grade years at all schools attended.

The Salutatorian has the highest GPA and STAR scores throughout their 6th, 7th, and 8th grade years at all schools attended.

Section-6-02

School Field Trips and Excursions

Field Trip Policies

The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sport teams.

The schools may plan field trips for one or more days including overnight field trips. The school, at its option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip. Copies of the forms are attached as *Appendix B and C*.
- All participants must have appropriate identification and travel documents
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.

Section-6-04

Student Government

Student Council

The purpose of the Student Council Organization is to foster good citizenship and leadership, to encourage involvement in school activities, to promote school spirit, to demonstrate the practical application of democracy, and to advance the welfare of the school and its members in every possible manner. The group is under the guidance of a faculty advisor who directs their activities and meetings. **All students participating in student government are required to maintain a minimum of a "C+" average in all subject areas and behavior and effort.**

Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf#s

Section-6-12

Athletics

Athletics

All students participating in athletics will follow the guidelines of acting in a Christian manner. Teamwork and fairness are required. All students participating in school sports teams are required to maintain a minimum of a "C+" average in all subject areas and behavior and effort.

Section-7-1

Tuition and General Fees

Tuition K-8

1 Child	\$8,278
2 Children	\$16,500

3 Children	\$24,500
Disciple Rate (In Parish)	
1 Child	\$6,265
2 Children	\$10,695
3 Children	\$15,054

Section-7-2

Tuition Collection

Tuition is collected by FACTS. Parents complete a contract during registration and the program is individualized according to parents' preferences.

Damaged or Loaned Property

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy.

Section-7-4

Parent Service and Fundraising Requirements

Service Hours 30 hours per year. Incomplete hours are bought out at \$25 per hour

Fundraising \$700 per year, per family

Scrip Purchases Generate a profit of \$250 per family

Missed PTO Meeting \$50 fee

Volunteer Family Service Program

In order to make St. James - Holy Redeemer School the best that it can be, we need you! Parents are a vital resource in our school. By working and praying together, the school achieves greatness, which benefits our children. We have a list of committees on which parents can help in many different ways. Working on these committees you not only complete some of your service hours but you also help build school community, raise funds, provides for health and safety of our children at school, and enhance their educational opportunities. It is our hope that each family will share their time and talents to help St. James- Holy Redeemer School continue to be the best Catholic school possible. Parents who assist in the classroom tutoring students or helping with other

be the best Catholic school possible. Parents who assist in the classroom tutoring students or helping with other activities are reminded that their observations and conclusions are confidential and not to be shared outside the classroom. If you have questions or concerns, please consult the teacher. Volunteer Family Service Program Requirements and Guidelines Requirements:

· 30 hours of service are required per year or pay a rate of \$25 per hour or \$750 for 30 hours or a combination of both.· Your commitment for volunteering is for the full school year unless otherwise stated.· All hours must be recorded on the Service Hour Coupon. Recording of hours must be submitted to the office within 30 days of the function.· All coupons must be approved by one of the following: a teacher requesting service or the principal.· Hours, functions/service, and signature on coupon must match the sign-in sheet in order to receive credit.· Hours completed for the parish or related organizations like Scouts are limited to 10 hours total of the 30 hours due. For example 5 hours for Scouts and 5 hours for parish equals 10 hours maximum eligible.

Guidelines:· All duties performed and recorded on classroom, office, or fundraiser sign-in sheet or logbook serves only as a checklist. This does not replace the online record.· A school family may not donate or earn service hours to/for another family.· A family must notify the Family Volunteer Coordinator for consideration of special circumstances (i.e. serious family illness) if they are not able to earn their hours. DO NOT WAIT UNTIL THE END OF THE YEAR!· All services which aid the staff, faculty, school, or PTO will earn volunteer hour credit.

Class party donations of food or drink qualify for credit as determined by the following chart:FOOD

PREPARATION-SERVICE HOUR EQUIVALNCY GUIDELINES9x13 frosted sheet cake or layered cake = 1 hour 1 ½ dozen bar cookies/brownies = 1 hourDecorated large cakes (sheet/double-layered) = 1 hour 3 dozen frosted cupcakes = 2 hoursAll store bought items with receipt = 1 hour for each \$25.00 (Maximum 10 hours or \$250.00)

· At the end of the year, any family lacking their 30 hours will be billed for the balance of outstanding hours at the rate of \$25.00 per hour. Checks for volunteer hours are payable to St. James- Holy Redeemer PTO. Payments may not be included with registration or tuition. Delinquent accounts will be referred to the school office and registration is not complete until resolved.· Volunteer hour credit disputes must be addressed to the Volunteer Service Coordinator in writing.· There are some positions and functions that have a 10 hour limit. They are: Parish activities, Team Parent, Scout Functions, and Assistant Scout Leaders.· Volunteer hours are to be entered online by the end of the month services were done. Late entries will not be credited.

Chapter-8

DISCIPLINE

Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards class and school objectives. However, the legitimate interest of the school extends beyond the school day and school hours.

Topic-8-1-01

Discipline and Procedures

Our family has received and read the St. James -Holy Redeemer School Parent/Student Handbook. We are aware of, understand, accept and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature _____ Date: _____

Mother's or Guardian's Signature _____ Date: _____

Print student names and grades:

Please return this signed form promptly to the School Office.
This form will be placed in the students' permanent files

