



the **ABCs** *of*

sjs

Saint James
Catholic School



A GUIDE FOR NEW PARENTS BY EXPERIENCED/VETERAN PARENTS

While the official Student Handbook is our governing document which contains the school's rules and regulations, this ABC guide is meant to provide a few tips from experienced parents as you join our community.

To stay updated on the latest happenings, please be sure that your contact information is correct in FACTS so you continue to receive the most current information and announcements.

Welcome to the SJS Family!

The Mission Advancement Committee,

**"For I was hungry and you gave me food, I was thirsty
and you gave me drink, I was a stranger and you welcomed me."**

~Matthew 25:35

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A

AFTER SCHOOL CARE

After-School Care (ASC) is available Monday-Friday until 5:30pm for all SJS students PreK 3 to 8th grade. ASC is staffed by SJS employees and is a flexible option for families. The kids love after-school care with friends and there are opportunities to complete homework and play. Contact Chelsea Hobbs-Sullivan at 270-765-7011 ext. 134 or csullivan@sjschoolonline.org for more information.

AMBASSADORS

Students in grades 5-8 have the opportunity to become an SJS Student Ambassador through teacher recommendation, completed application/essay, and interview. The student ambassadors give tours to potential new students/parents, assist with school events and occasional community outreach. For more information contact Jennifer Moran at 270-765-7011 ext. 119 or jmoran@sjschoolonline.org

ATHLETICS

SJS has a robust sports program for every type of athlete (see chart below).

All students must have an up to date sports physical on file to participate. Parents are required to read the Athletic Handbook available on the athletic page on the school website sign the form on the last page and turn it in to the Athletic Director.

For more information contact the Athletic Director, Jeffrey Lowman at 270-765-7011 ext. 156 or jlowman@sjschoolonline.org.

SPORT	SEASON	GRADES
Archery	Winter	4-8 boys/girls
BETHLEHEM PREP TEAMS	Contact Gilly Simpson: gsimpson@bethlehemhigh.org	6-8 boys/girls
Cross Country	Fall	K-8 boys/girls
Volleyball	Fall	3-8 girls
Basketball	Winter	3-8 boys/girls
Swimming	Spring	1-8 boys/girls
Tennis	Spring/Fall	1-8 boys/girls
Track & Field	Spring	K-8 boys/girls

B

BLACK & WHITE KNIGHT

Black and White Knight is the school's annual gala held on the first Saturday of February each year. The event is the largest annual fundraiser for the school generating close to \$150k to benefit the operating budget. The event is typically held at the school and includes a silent auction, raffle, student projects, dinner and dancing.

BUDDIES

Buddies is an annual program in which 7th graders are paired with PreK-4 and 8th graders are paired with kindergarten students to help the younger children connect with the larger school community. Big buddies are especially helpful in sitting with their little buddies at weekly Mass serving as an example of how SJS students worship during the sacred liturgy.

BUSES

Saint James Catholic School operates a daily bus for students from the Meade County area. To ride the bus, the student must be enrolled at SJS and have signed up for transportation. Contact Melissa Williamson in the front office at 270-765-7011 ext. 100 or mwilliamson@sjschoolonline.org for more information.

Hardin County provides both AM and PM transportation for SJS students. To be eligible to ride, you must live on a Hardin County bus route. If you are unsure about your eligibility, you may call the bus garage at (270) 769-8965. They will let you know if a bus is available.

Bethlehem High School provides AM transportation for SJS students. Students are picked up at Saint Christopher Church in Radcliff or Saint Brigid Church in Vine Grove.

C

CALENDAR

The school calendar is posted online at: sjschoolonline.org/school-calendar

C

COUNSELING

Our school counselor, Audrey Carney, hosts Social Emotional Learning (SEL) lessons in the classroom twice a month using the Friendly curriculum. Each grade focuses on the same topic, such as bully prevention, self-care, etc., in an age-appropriate way so that the curriculum can flow cohesively. Please contact Mrs. Audrey at 270-765-7011 ext. 188 or acarney@sjschoolonline.org to schedule an appointment for any emotional or educational struggles your child may have, or for a referral to outside resources.

CLASS SHIRTS

Class Shirts- Class-specific colored T shirts that are gifted to each student from the PTO at the beginning of the year. These will be worn at specific times: ex. Field Trips, Field Day, or other specifically requested times. They may also be worn as “spirit shirts” on Fridays.

D

PICK UP/DROP OFF

Drop Off

“Yellow Line” is at the main entrance of the school. This is where all K-8 drop-off takes place. If your student is not inside the building by 7:45, they will need a parent to walk them in and officially sign them in at the front desk.

Preschool students are dropped off at the Media Center entrance “Blue Line” near the library. All preschool families park and walk their student to the door for drop off.

Pick Up

Students with the last name H-Z are picked up at “Yellow line”.

Students with the last name A-G and anyone with a PreK student are picked up in the “Blue Line”.

The Bar Code issued to your child(ren) must be placed on the car OR an ID must be shown for another person to pick up students.

Picking up your child during the day: Parents must have their ID or parent code for School Pass to sign out their student for any reason.

E

ENRICHMENT PROGRAMMING

There are a multitude of after-school enrichment opportunities offered monthly by teachers and staff. Information on topics and fees will be sent home by homeroom teachers when there are available opportunities. Examples of past opportunities include: STEM, robotics, Pep Club, Band, Mass Choir, Academic Teams, Book Bee, etc.

F

FACTS WEBSITE

Facts Family Portal: www.factsmgt.com. At the top of the page Click “Log In Here” where it says Parents and School Administrators, then choose “Family Portal Login” under For K-12 Families. Type in the district code: SJC-KY, username and password. Family Portal will give you access to School, Student, Academic and Financial Information. (quarterly report cards will be accessible under “Academic” For FACTS help or questions contact Marjery Krill at 270-765-7011 ext. 106 or makrill@sjschoolonline.org for more information

FRONT OFFICE STAFF

Our front office staff is a huge part of our community and the first place you can call with many questions. You can email our school receptionist, Mrs. Melissa Williamson at 270-765-7011 ext. 100 or mwilliamson@sjschoolonline.org to coordinate absences, late drop offs, and early pick-ups. In addition to the front office, teachers are available throughout the day via email. Staff and teacher contact information can be found on the school website on the About page under staff directory or sjschoolonline.org/staff-directory.

G

GIFT CARDS

“Raise Right Fundraising” - Our PTO offers the opportunity to purchase gift cards through the “Raise Right Fundraising App” and a portion of each sale goes to support their efforts. The PTO works each year to provide extra resources and support to all SJS students, faculty and staff. Contact Brandi Lusk, scrip card coordinator for more information: PTO@sjschoolonline.org

GRANDPARENTS

SJS values student relationships with their grandparents. We invite grandparents to join us on the first day of school to welcome students as they enter the building. This is a longstanding tradition at SJS and our families love it. The school is sure to include grandparents in the delivery of the electronic newsletter each quarter. Be sure grandparent information is included in your student information in FACTS as that is where we obtain the email addresses for the publication. Keep an eye out on school communications regarding Grandparents' Day.

H

HANDBOOK

The Student/Parent PreK-8 Handbook can be found on the parent/student resource page of the school website (sjschoolonline.org). The handbook contains specific information on school policy and procedures related to grading, behavior, uniforms, etc. Students and parents are expected to read the handbook and sign an agreement that both parties understand the school's expectations at the beginning of the school year.

HOURS

School hours are from 7:50 a.m. to 2:40 p.m.

7:00-7:30 am Early arrival (*must be approved by prior to dropoff*)

7:30 am	Students proceed to gym
7:40 am	Students proceed to Classroom
7:50 am	Morning Prayer
2:40 pm	Dismissal

H

HOUSES

Middle school 6-8th grades are placed into one of 6 “Saint Houses” where they get to know students in the other grades, hold competitions, and have special activities throughout the school year.

INDIVIDUAL GROWTH

St James recognizes that each child has different learning styles, and social and emotional needs. With many skilled teachers, learning coordinators, reading interventionists, speech therapists, occupational therapists and our school counselor, SJS has a robust team of resources to support your student's individual needs and help them to succeed. Additional support or differentiation can be provided in-house, or we can help you to coordinate outside resources.

JUNE, JULY, AND AUGUST

SJS offers many opportunities over the summer to become more acquainted with the school community.

- **Mentor Family Program:** Following school registration, new families are paired with existing families to allow the children to become acquainted as well as answer any questions that may arise prior to the start of school.
- **On Campus Summer Camps:** be on the lookout between March and April for dates and camps that will be offered
- **VBS** is held at the St James School campus each summer.

K

KNIGHT OF THE MONTH

Each teacher chooses a student from the classroom every month who they feel exhibits the virtue of the month. A yard sign will be sent home to celebrate that student, but will also need to be returned at the end of the month to pass along to the next student.

L

LUNCH MENU

The Cafeteria serves lunches for \$4.00 and it includes one entree, fruits or vegetables, and milk. Extra entrees can be purchased for \$1.00. There is also a sandwich option for lunch each day. Lunch accounts are managed through FACTS Family Portal. Students are welcome to bring a lunch from home, however, no fast food, soft drinks or glass containers are allowed. Contact Michelle Harrison, Cafeteria Manager, with any questions mharrison@sjschoolonline.org

The monthly lunch menu can be found on the SJS main website: sjschoolonline.org by clicking on "Parent/Student Resources" and searching under "Documents."

M

MASS

Mass is held on Wednesday morning each week and all PreK4-8 students attend. Families are welcome to attend and should enter through the double doors to the right of the front entrance. All attendees should have their SchoolPass pin available to expedite check in.

N

NURSE

St James School has a part-time volunteer nurse. You may reach the nurse at 270-765-7011 ext. 109.

O

ONLINE TOOLS

Our teachers utilize many online resources to enhance classroom learning and reinforce reading and math concepts. All students K-8 are issued a chromebook at the beginning of the school year. K-5 student chrome books remain in the classroom, while 6-8th grade students are permitted to bring them home. For questions about chrome books, contact Aileen Garris Technology Coordinator at ailgarris@sjschoolonline.org.

Some of the online tools that your child(ren) may use include:

- Google Classroom
- Google Apps like Docs, Slides, Sheets & Forms.
- Accelerated Reader (AR) is introduced in first grade and is designed to monitor and evaluate independent reading. Students set reading goals, take quizzes for comprehension, and achieve measurable goals. (Starting in Kindergarten, students take an Early Literacy Test and as their reading skills progress can take the STAR Reading.
- IXL
- Khan Academy/Khan Mappers
- Quizizz is used by teachers to review concepts or prepare for end of unit quizzes or tests. Teachers may post these to Google Classroom if students want extra practice at home.
- Mystery Science
- Boom Cards
- Hallow
- TypeTastic
- MAP Testing

P

PARISH COMMUNITY PICNIC

Hosted in late August each year on the St James School Campus. The event offers food, music, kids games, raffle, Mass and various food/drink options. Watch for announcements in early August. School parents are asked to sell raffle tickets and volunteer as this is our first big event of the school year. Proceeds from the event support Saint James Parish/School and our PTO.

PTO

Giving of time, talent and treasure is a key part of our community. The Parent Teacher Organization (PTO) is an active group that organizes events and fundraisers to build a strong community and meet the emerging needs of the school.

The largest fundraisers are the “Golf Scramble”, Parish Community Picnic, and Fall and Spring fundraisers.

Other community-building events include Father-Daughter Dance and Mother-Son Activity. Watch for PTO activities on the school calendar.

The PTO also organizes and facilitates the Room Parent program to ensure each teacher has a parent liaison to the classroom and assists the teacher in planning class activities and parties. To get involved contact the PTO at PTO@sjschoolonline.org.

PURPLE STAR SCHOOL

St James is proud to be Hardin County’s first “Purple Star School” honoring our military kiddos! Refer to the “Relocating to Fort Knox” section on the school website for more information.

Q

QUESTIONS?

There are so many places to go to get your questions answered –FACTS Family Portal, sjschoolonline.org, Facebook, Instagram, or simply call the school office. There is always someone available and willing to help – just ask! The mentor families who are available during the New Family Meeting are also a great resource and can answer so many questions about the SJS community, feel free to reach out to them at any time.

R

ROOM PARENTS

St. James has 1-2 parent volunteers per classroom whose role is to help be a liaison between the classroom teachers, PTO and parents. These parents are also responsible for the classroom funds, party planning, teacher appreciation week and reaching out for parent volunteers when the need arises.

S

SACRAMENTS

Preparation for First Reconciliation and First Communion will take place during the second grade year. Confirmation is commonly completed for SJS graduates in their Freshman year of high school.

SAFE ENVIRONMENT TRAINING

The Archdiocese of Louisville requires all volunteers to participate in one of the two-hour Safe Environment Training Workshops as well as submit to a background check. A refresher class is required every 5 years. More information on Safe Environment Training including location and dates can be found at: <https://www.archlou.org/about-thearchdiocese/archdiocesan-policies-guidelines-andhandbooks/restoringtrust/safe/>.

SAFETY PATROL

6th grade students earn service hours by arriving to school early in order to help assist students during morning drop off and afternoon pick up.

SCHOOL PASS

SJS uses SchoolPass as a visitor management tool. Visitors, volunteers, vendors and students who are late or leaving early will sign in and out via an intuitive mobile or web-based app. Each visitor can be screened against the national sex offender database, and alerts are sent to administration and staff for risks. Customizable badges with photos are automatically printed at visitor check-in, and robust reporting allows SJS to see who is on campus, why and for how long. Not only does this new system improve the safety of our school and streamline the check-in/check-out process, it enables us to safely and efficiently manage our afternoon pick up as well as effectively communicate with everyone in our building in the event of an emergency.

SERVICE HOURS

Students in grades 5-8 are required to complete "service hours" each year as part of their theology grade. Service hours can be met through any type of volunteer work (6th grade safety patrol, serving mass at church or school, babysitting during a parent activity through church or school, Feeding America volunteering, St Vincent DePaul store volunteering, etc.)

Grade Level required service hours are as follows:

Grade 5 = 4 hours/quarter

Grades 6-8 = 8 hours/quarter

SPECIAL CLASSES

Each class will participate in "specials" each week that will include: technology, library, art, PE, music and Spanish. (Remember students in grades 4-8 are REQUIRED to wear their PE UNIFORM on their scheduled PE day.)

SOCIAL MEDIA

Instagram: @sjsetownpto

Facebook: St James School PTO

Facebook: Saint James Catholic School

YouTube: @saintjameschool401

YouTube Masses: @stjamescatholicchurch2907

SPIRIT STORE

Periodically throughout the year, you will receive a memo via email or on the weekly Bulletin Board announcement offering to shop at the "Spirit Store." This is where you can order attire for the whole family that would show support for SJS. These items can be worn on Fridays with uniform bottoms as part of the dress code when announced as a "spirit shirt day." Contact Lauren Overstreet for more information PTO@sjschoolonline.org.

T

TESTING

NWEA MAP Growth – Commonly known as MAP Testing is a computer adaptive test that provides teachers and parents with immediate information to help deliver appropriate content for each student and determine each student's academic growth over time. Teachers will be able to see the progress of individual students and of their class as a whole. School leadership can see the progress of a grade level, school, or the entire district.

K-8th MAP Growth Math (Fall, Winter, Spring)

K-1st Reading Fluency (Fall, Winter, Spring)

2nd-8th MAP Growth Reading (Fall, Winter, Spring)

3rd -8th MAP Growth Language Usage (Fall, Winter, Spring)

U

UNIFORMS

School and PE uniforms are sold online at LandsEnd.com, Choice Uniforms in Bardstown, KY, or St John Uniform in Elizabethtown, KY. Uniform requirements can be found in the St James Student Handbook. A uniform guide and FAQs are available on the parent/student resource page on the school website.

St James also celebrates Fridays by wearing "Spirit Wear" with uniform bottoms which can be purchased from the online "Spirit Store". A link to the spirit store is shared periodically throughout the school year.

V

VETERAN'S DAY PROGRAM

SJS takes pride in celebrating our veterans on Veteran's Day in November. SJS welcomes all veteran families of our students to enjoy a special program and small reception. Watch for information to share photos of veteran family members and RSVP for the program and reception.

VOLUNTEER

Opportunities to help both in and out of the classroom are available to all parents and guardians. SJS is eager for you to match your time and talent to any of our volunteer efforts such as the PTO roles of room parent or field day volunteer and more general roles such as lunchroom server, team coach, various club volunteer needs, and much more. Look for opportunities to volunteer within the Bulletin Board or PTO communications.

The Archdiocese of Louisville requires all volunteers to participate in one of the two-hour Safe Environment Training Workshops as well as submit to a background check. A refresher class is required every 5 years. More information on Safe Environment Training including location and dates can be found at: <https://www.archlou.org/about-thearchdiocese/archdiocesan-policies-guidelines-andhandbooks/restoringtrust/safe/>.

W

WEBSITE

<https://sjschoolonline.org/> (School (highly encouraged to explore this site thoroughly and often!)

<https://www.stjames-etown.org/> (Church

X

X-TRA Curricular Activities

Watch the weekly messages as well as communication from homeroom teachers regarding extra-curricular activities. Information will be shared as it becomes available. Activities include, but are not limited to the following:

- Band 6-8th
- Book Bee
- Choir 2nd-8th
- Governor's Cup 5th-8th
- Kentucky Youth Assembly (KYA) 6th-8
- Museum Curators
- Pep Club
- Quick Recall 5th-8th
- Rosary Club
- Student Ambassadors
- Whiz Kids

Y

WH(Y) SJS

As outlined in the mission statement, SJS partners with families to form intelligent, courageous and joyful saints for this world and the next. Each semester our students set and achieve three ambitious goals as they become joyful disciples, life-long learners and virtuous citizens. We are proud of the tradition of Faith, Excellence and Community that is SJS!

Z

ZOOM BY!

Your child's years in grade school will zoom by; in a flash they go from being kindergarteners with big smiles to 8th graders who are taller than their parents. We encourage you to spend these years fully engaged in our community as we unite to foster each child's academic success as well as their spiritual growth and social development.



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