

## HANDBOOK

### Board of Directors

The Rev. Geoffrey A. Little.....	Pastor of St. James' Church
Mrs. Elizabeth Haugh.....	Yale University Preservation Department and Warden of St. James'
Mr. Kurt Krehbiel.....	Treasurer of St. James' Church
Mr. James Honore.....	Board Member, Interfaith Refugee Ministries
Mrs. Milda McClain.....	Office of the Federal Defender
Mr. Ventura Quiel.....	Member of St. James' Church
Mrs. Vilma Quiel .....	Member of St. James' Church

### Administration

Mrs. Blanca R. Little.....Director

### A Brief History

St. James' Church was founded in 1843. Today it serves a mixed, urban population in the Fair Haven district of the city of New Haven. The church worships in two languages (Spanish and English) and ministers to the community with outreach programs. The Academy was founded in January 2003 as a free, Saturday literacy program to provide inner-city children with extra assistance in reading and writing. In September 2007, the Academy became a full-time primary school for grades K to 4<sup>th</sup>.

### Admission Policy

The Academy is designed to bring children up academically and to help them succeed no matter what they have accomplished so far. Entrance exams are not required for enrollment. For the academic year 2008-2009 enrollment is open to all children in the New Haven and surrounding areas in grades kindergarten through 3<sup>rd</sup> grade. We will add a 4<sup>th</sup> grade in the next academic year (2009 – 2010).

Regretfully, the Academy will not be able to admit students with severe mental, social, or physical handicaps, which we are not equipped to handle. Such handicaps include but are not limited to: autism, severe behavior issues, and severe physical handicaps. The Academy does welcome students with manageable learning disabilities and low levels of comprehension. The Academy is handicap accessible.

### Non-Discrimination

St. James' Christian Academy admits students of any race, color, national or ethnic origin. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship programs, athletic programs or other school-administered programs.

### School Hours

The school day is 8:00 A.M. – 5:00 P.M. Monday through Friday. Students who arrive after 8:30 A.M. will be considered tardy. Ten tardies constitute one absence. Students who leave prior to 2:00 P.M. will be considered absent for a half day. A child with four unexcused absences in a month or 10 unexcused absences in the school year will be considered truant. The school will schedule a meeting with the parents or guardians to attempt to identify and resolve the problem. If the parents or guardians fail to attend the scheduled meeting or fail to cooperate with the school, the truant child will be reported to the Superintendent of Schools in New Haven who will be asked to file a written complaint for the truant student with Superior Court for Juvenile Matters.

### Late fees

A late fee of \$5 is charged for every 15 minute increment after 5:15 P.M. After 6:00 P.M. the fee for every 15 minute increment will be \$10.

### School Schedule

The Academy has its own academic year calendar which does not always coincide with the New Haven Public School Calendar.

### Class Size and Grade Levels.

In order to provide individual instruction and ensure academic progress, we offer combined classes of ten students to one teacher.

### Tuition

\$400 per month with a \$100 registration fee. Monthly installments are due on the first of the month from September - June. A late fee of \$5 per day will be charged for every day after the first of the month. After the 10<sup>th</sup> of the month, the student will not be permitted to return to school until all payments are made.

### Parent Contract

All parents are required to sign a parent contract stipulating that they will adhere to the school's policies and do their best to support their child's education and cooperate with school personnel.

### Statement of Faith

We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God and the complete revelation of His will for the salvation of men, and the divine and final authority for all Christian faith and life. *2 Timothy 3:16; 2 Peter 1:21*

We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit. *Matthew 28:19; 2 Corinthians 13:14*

We believe that Jesus Christ is true God and true man, having been conceived of the Holy Ghost and born of the Virgin Mary. He died on the cross as a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where at the right hand of the Majesty on High, He now is our High Priest and Advocate. *John 1:1; Luke 2:35; 2 Corinthians 15:3-4*

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and during this age to convict men, regenerate the believing sinner, indwell, guide, instruct and empower the believer for godly living and service. *John 15:26; John 16:8*

We believe that man was created in the image of God but fell into sin and is therefore lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained. *Genesis 1:27; Romans 5:12*

We believe that the shed blood of Jesus Christ and His resurrection provide the only grounds of justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become believers. *John 3:3; John 1:12; John 3:16*

We believe that the true Church is composed of all such persons who, through saving faith in Jesus Christ, have been born anew by the Holy Spirit and are united together in the body of Christ of which He is the Head. *1 Corinthians 12:12-14*

We believe that the teaching of Scripture is the normative ethical framework and guideline in human relationships, upholding faithfulness in marriage between a man and woman in lifelong union, and abstinence for those not called to marriage. *Genesis 2:24; Corinthians 7:1-4*

We believe in the personal and imminent coming of our Lord Jesus Christ and that this "blessed hope" has a vital bearing on the personal life and service of the believer. *1 Thessalonians 4:13-18*

We believe in the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgment and everlasting conscious punishment. *1 Corinthians 15:51-54*

### **Statement of Mission**

St. James' Christian Academy exists to promote accelerated learning and Christian living for students in elementary grades (K – 4<sup>th</sup>).

### **Goals**

1. To create a culturally enriching and creative learning environment where children can develop to their fullest academic, emotional, and social potential.
2. To promote early critical thinking and accelerated reading, writing, and math skills, enabling children to succeed at or beyond their grade level.
3. To introduce children to the life and ministry of Jesus Christ through the Holy Scriptures (Old and New Testaments); inviting them to personal faith and imitation of his character.

### **Intercultural Vision**

We will affirm, celebrate, and learn about many different cultures and peoples. Through this learning process our students will acquire a broad perspective of the world, a vision for their unique place in the world, and a love and appreciation for all people of different races and cultures. The ultimate goal is for our students to appreciate one another's differences, yet eagerly seek to work, play, and live together as "one."

### **Christian Living for Families**

The Academy intends to support parents in raising their children and preparing them for academic, emotional, social, and spiritual growth. Monthly workshops and discussion groups are offered to provide parents with effective child-rearing practices based on Christian principles. *"Train a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6*

### **Religious Education**

The Academy's religious curriculum is evangelical and biblically based and does not reflect the traditions and nuances of any particular Christian denomination.

### **Open Door Policy - Parent Communication**

It is very important for us to have an atmosphere of openness and cooperation among parents, teachers, and administrators. Any parents or guardians who wish to discuss their child's progress or any other concerns they may have about the school or the child are welcome to schedule an appointment with the school director and or the child's teacher.

### **Transportation**

Families are responsible for transporting their children to and from school.

### **School Uniforms**

All students will be required to wear the school uniform everyday.

### **School-Wide Discipline**

Children are taught that the Holy Scriptures are their guide for living and that Jesus is their "standard bearer." Teachers are their earthly models for Christian living. All students and teachers will be treated with the kind of love, dignity, and respect that Jesus would afford them. Verbal, mental, or physical abuse of any kind by teachers or students will not be tolerated.

### **Bullying Policy\***

Bullying behavior is not the typical aggression that is usually observed between students and that is a normal aspect of child development. Bullying behavior involves one or more of these specific, observable characteristics:

1. Verbal or physical abuse - An individual or a group of students is specifically targeted for abuse by another individual or group.
2. Imbalance of power - Physically, emotionally, or intellectually powerful students victimize weaker students.
3. Unequal level of affect - In normal conflict, the students involved are upset. In bullying behavior, there is an imbalance of emotional involvement: the victim tends to be very upset, often to the point of crying, while the bully remains calm and matter-of-fact.\*

We believe that all people regardless of their race or culture deserve to be treated with love, dignity, and respect in accordance with the Holy Scriptures. Any child who engages in bullying behavior will be required to receive counseling from his/her teachers in conjunction with the administration. The student will be warned to stop and the parents will be immediately notified. If the child engages in the behavior a second time, the parents will be called in for a conference with the teacher and the administration. If the student engages in the behavior a third time, he/she will be expelled from school.

### **Breakfast and Lunches**

Parents will be expected to provide breakfast and lunch for their children.

### **Inclement Weather**

In case of inclement weather, parents should check the New Haven Public School closings on the television or radio.

### **Curriculum Overview**

All of the teachers are qualified Christian educators chosen for his or her genuine love for children, academic qualifications, teaching ability, and spiritual maturity. Teachers encourage their students to receive Jesus Christ as their personal Savior and to learn to follow Him.

The Academy is characterized by order and friendliness. Students are taught respect for one another, for those in authority, and for personal property.

Student problems are identified before they become serious and individual help is given to assist each child to reach his or her full potential. Due to the long school day and the expectation that children will go to bed at 8:00 P.M. everyday, the only homework assignment is to read 15 – 20 minutes everyday. A close relationship is maintained between parents and teachers in order to form an effective team on behalf of each child.

Emphasis is placed on studying and memorizing God's Word, on the basic skill areas of reading, writing, spelling, grammar and mathematics, and on the specialized areas of science, history/social studies, art, music, physical education, library and computers.

### **Social/Emotional Development**

At St. James' Christian Academy we are very concerned with preparing our students for "life success." Our students are prepared with the social skills they need to along with others and sustain a healthy amount of self-worth.

### **Language Arts**

Strong emphasis is placed on word recognition, vocabulary development, comprehension, word study skills, oral reading, and rich children's literature with a variety of fiction and non-fiction selections. Our reading curriculum is SRA Direct Mastery Instruction by McGraw Hill.

This research-based, scientifically tested curriculum meets state standards and offers a well- balanced approach of phonics, comprehension, critical thinking, spelling and creative writing, spelling and grammar. The language arts curriculum offers explicit, systematic instruction and research proven routines that meet all requirements of No Child Left Behind insuring adequate yearly progress for students.

### **Math**

Concept development, computational skills, problem solving, and investigation are taught through a multi-sensory approach. Our math curriculum is Scott Foresman – Addison Wesley Mathematics. Our students are prepared to meet or exceed standards on state mandated, and national assessments.

### **Spanish as a Second Language**

All of our students are taught Spanish as a second language for 30 minutes everyday. The Spanish curriculum is called "¡Viva el Español!" by McGraw Hill/Wright Group.

### **History/Social Studies/ Science**

History, Social Studies, and Science are co-related with the language arts curriculum.

Our emphasis is as follows:

Science - the natural world (plants and animals)

History - The United States

Social studies - The cultures of different people around the world.

### **Art**

The art program combines skill development with creative expression, and is fully coordinated with other subject areas.

### **Music**

A strong emphasis is placed on singing and playing rhythm instruments. The students are taught songs that directly relate to the curriculum.

### **Physical Education**

Students have recess in our outside playground throughout the year (except in inclement weather). In addition, they engage in indoor/outdoor games that teach sportsmanship skills, coordination, and following directions.

**The St. James' Christian Academy Board of Directors and Administration reserves the right to change any policy or procedure at any time at its sole discretion after reasonable notice to constituents.**