



Saint James Catholic School Knightly News

March 1, 2019

Vol. VIII-----No. 24

Mid-Winter/Year Reminders

As a means to keep our students *safe, respectful* and *responsible* (our SAINT JAMES KNIGHTS expectations for everyone,) we periodically take time to review procedures. We will be doing so this week at several of our morning prayer gatherings.

To that end, we will also spend some space in this newsletter, outlining safety procedures and practices we have in place at school as well as reminding parents of certain safety expectations for them. By working together, we can feel confident that we are providing our children the safest and most secure environment possible.

AT SCHOOL...

- All doors directly accessing the school are locked throughout the school day. This includes the doors which separate the church from the school AND all outside entrances to the school.
- Students are under the supervision of a school employee at all times. This includes escorting students to and from special classes that meet in the basement of Tobin Hall.
- The doors to the basement classrooms are locked while students are in them.
- Every room in the school and every office throughout the Saint James campus have telephone access.
- School personnel will not release students to anyone who does not have authorization to pick them up. Even if the student *seems* to know the individual picking them up, unless we have a name on file or verbal or written permission, we will NOT release the student.

ARRIVAL & DROP OFF EXPECTATIONS FOR PARENTS & STUDENTS...

- For their safety, students **should not** arrive at school before 8:00 a.m. Doors to the school building do not open until 7:50 a.m. IF students arrive before that time they are NOT supervised and will need to wait in the breezeway entrance between the outside doors and the school lobby doors. Early arrivals will be permitted to wait in the lobby and will be supervised by staff beginning at 7:50 a.m.
- With the exception of preschool parents, parents are asked to NOT escort their children to their classrooms. Parents or caregivers of K-5th grade students should drop their children off in the school lobby. The supervising adult will dismiss these students beginning at 8:05 a.m. This insures that no adult other than school personnel has access to the building beyond the preschool rooms where parents sign their children in upon arrival.
- The drop off lane for students is the north side of 2nd Street directly in front of the school. This is a moving lane. At no time should a driver get out of the vehicle to assist their child. If the child needs assistance, the car should be parked in the lot on the south side of 2nd Street.
- If, for some reason, a parent needs to enter the building during drop off, s/he should park their vehicle in the parking lot and use the crosswalk to cross the street, especially in the event that a child accompanies them.
- Parents should drop their children off for school on the north side of 2nd Street with the child exiting the vehicle on the curb side of the street NOT the street side. Students should NOT be dropped off on the south side of 2nd Street.

DISMISSAL & PICK UP EXPECTATIONS FOR PARENTS & STUDENTS...

- School is dismissed at 3 p.m. Students are escorted out of the building by school personnel for car, yellow bus and mini-bus pick-up at the conclusion of afternoon prayers.
- The pick up lane for students is the north side of 2nd Street directly in front of the school (same as the drop off lane) between the white post in front of the school and the church driveway. This is a moving lane.
- At no time should a driver in the pick up lane get out of the vehicle. If the child needs assistance getting in and out of the car, it should be parked in the lot on the south side of 2nd Street where parents can easily assist their children.
- Students will be allowed to board a car from the curb side of the north side of 2nd Street ONLY
- After your child has boarded the vehicle, a car is free to pull out to leave ONLY when that car has no other cars in line in front of it. This is necessary in order to avoid accidents.
- Students need to be escorted by a parent in order to cross the street and need to do so at a crosswalk.
- We will not permit students to cross the driveway to meet a parent vehicle, therefore cars in line along this side of the street will need to wait their turn to pick up their child in front of Tobin Hall and the school.
- No cars should park along the south side of West 2nd Street or along N. Ave E to pick up children.

**THANK YOU FOR HELPING US KEEP YOUR CHILD SAFE
AT SAINT JAMES SCHOOL!!!**

2019-2020 ENROLLMENT & SCHOLARSHIP INFORMATION

Thank you to those who have returned their registration forms for the 2019-2020 school year. Knowing our student population is important in planning our 2019-2020 school budget in order to continue to provide quality instruction by exemplary teachers in a faith-centered setting! We appreciate your continued support of Saint James School.

To that end, we want to make sure that every parent who wished to send their child to Saint James School has the financial resources to do so. THEREFORE, THERE ARE several funding sources available for families as a means of paying tuition. **Please make sure you apply for scholarship & STO funds as well as utilize the SCRIP program.** ALL 3 of these opportunities are attached to this newsletter. These forms are also available at the school office.

If you have any questions about any of the financial information, please be sure to contact business manager, Mary Sue Marek.



Mark Your Calendars

March 5

Hearing Screening
PreK, Kindergarten, 1st, 2nd, 5th
& known losses

March 6

8:25 a.m. Mass
ASH WEDNESDAY
Mrs. Fritz's Family

March 7 & 12

Conferences 4-8 p.m.

March 8

8:25 a.m. Mass
Jewell/Kennedy Family

March 15

8:25 a.m. Mass
Mrs. Kling's Family

End of 3rd Qtr.

March 16-24

NO SCHOOL---Spring Break

March 25

Beginning of 4th Qtr.

March 27

School Board Mtg. 6:30 p.m.

One more word about safety for parents...

A recent internet scare causing great concern for parents is Momo. To be truthful, I don't know that much about it but am in communication with local technology experts to insure our internet safety. In the meantime, I am providing a publication from *Boys Town* containing some prudent guidelines for internet use at home.

TIPS for PARENTS

1. Become computer literate and be actively involved in your children's online experiences.
2. Place computers in high-traffic areas, not a child's room.
3. Use screening software.
4. Read unfamiliar e-mails. Monitor telephone and modem changes. Check out unfamiliar phone numbers and e-mail addresses.
5. Don't allow children to spend long periods of time on the computer, especially at night.
6. Help children understand that online users may not be who they claim to be or who they seem to be. Get to know your children's Internet friends.
7. Tell children to report anything they come across online that seems strange or makes them uncomfortable especially if they are ever asked personal questions or invited to personal meetings.
8. Tell children to report to you suggestive, obscene or threatening e-mail or bulletin board messages. Forward copies to your ISP (Internet Service Provider) and insist they help deal with the problem.
9. Be concerned if children mention adults you don't know, become sensitive, or appear to have inappropriate sexual knowledge.
10. Post the Internet Safety Rules for Kids by your computer.

RULES for KIDS

1. Never give out personal information, such as your name, address, school name or address, or parents' or teachers' names or addresses.
2. Never create online profiles.
3. Never visit chat rooms or join an IRC (Internet Relay Chat) without permission.
4. Never go to private chat rooms or meet online friends in a private online setting.
5. Never go to new Web sites without permission.
6. Never respond to rude or offensive e-mail, instant messages or postings.
7. Never post, send or receive pictures (usually files that end with GI, jpg, jpeg, or tiff).
8. Never meet online friends in person without a parent present.



ST. JAMES PARISH

March 2019

Dear St. James School Families,

The 2019-20 St. James School Scholarship Application and the STO Application are now available. Every family is invited and encouraged to complete these scholarship applications.

St. James School Scholarships are considered for all applicants that express a need. Financial need is not the only factor considered. Family size, active parish membership, personal circumstances, and volunteerism are all a part of the confidential application process. We are interested in knowing what motivates you to choose St. James School for your child.

School scholarship awards can reach as high as \$1000.00 per student. Last year, we were successful in providing financial support for **EVERY** family that completed an application. If your children are enjoying St. James School, then our goal is to find a financial arrangement that works for you. **Applications are due May 15, 2019.**

STO Applications (School Tuition Organization of Southeast Iowa) are **due no later than April 15, 2019.** This application requires that you include a copy of your 2018 Federal Tax Return. Qualifying individuals are K-12 students who live in an Iowa household and whose income falls into the guidelines outlined at www.stoseiowa.org. Based on eligibility, your family may receive an award that covers a majority of your tuition bill. Please consider applying for an STO scholarship, the awards can be amazing!!

St. James School is eligible to receive over \$60,000.00 in STO funds in 2019-20 for qualifying families!!!

Please don't let financial concerns stop you from choosing St. James School for your children. If you are committed to having your student attend St. James School, then we are committed to finding a way to make that happen. Questions? My contact information is below and be assured, all communication is confidential.

Sincerely,

Mary Sue Marek
Business Manager
St. James Parish
602 W 2nd St
Washington, IA 52353
mmarek@stjameswashington.org

2019-2020 Financial Aid Application

1 Application Instructions

- You must include copies of pages 1 and 2 of your 2018 federal income tax return (Form 1040) with this application. If you were not required to file a tax return for 2018, you must sign the nonfiler affidavit in Section B and submit all Forms W-2 or 1099 received by members of your household.
- Submit this application directly to your school's business or financial aid office by April 15, 2019. Only applications received by that date will be considered for funding by the STO of Southeast Iowa. Late applications will be processed only for purposes of determining your qualification for other financial aid.
- Your financial need is determined by reference to your household's size and income. The term "household" refers to all individuals who live in the same dwelling place, regardless of age, legal relationship, or dependency status. Your household may include different people than those in your family.

2 Household Members

- Starting with yourself, list the name and birth date of every person who lived in your home on December 31, 2018.
- Include everyone who lived with you, regardless of relationship, even children in college and those not in school.
- For each student (including those in college), enter their 2019-2020 school name and grade level.

Full Name (First/Middle/Last)	Relationship to Applicant	Birth Date	For Students Only		For Office Use	
			School Name	Grade	Tuition	Award
	Applicant					

3 Household Address

- Enter the complete street address of your primary place of residence (your home) as of December 31, 2018.
- Include your apartment number, unit number, or lot number if applicable.
- Do not enter a post office box or the address of any property other than your primary residence.

Street	City	State	Zip Code

4 Contact Information

- Your contact information is needed to help us resolve any errors or omissions on this application.
- Provide all phone numbers (including area code) at which you may be reached for additional information.
- Provide your primary email address. In the event we can't reach you by phone, we will send you an email.

Work Phone	Home Phone	Cell Phone	Email Address

2019-2020 Financial Aid Application

5 Unreported Income

- Report below any income that your household received in 2018 and which is not included on a tax return.
- All household income, whether taxable or nontaxable and regardless of source, must be disclosed.
- Enter monthly or yearly amounts, whichever you prefer. If none, enter a zero; do not leave an item blank.

Type of Income	Monthly	Yearly	Type of Income	Monthly	Yearly
Child Support Received for All Children	\$	\$	Supplemental Security Income (SSI, SSD)	\$	\$
Housing Assistance (HUD, Section 8)	\$	\$	Veterans Benefits and Combat Pay	\$	\$
Public Assistance (Food Stamps, Welfare)	\$	\$	Workers Comp and Disability Benefits	\$	\$
Social Security Benefits of Dependents	\$	\$	All Other Unreported Household Income	\$	\$

6 Affordable Tuition

- Enter the total amount of tuition that your household can afford to pay.
- This should be the total amount you can pay for all students in grades K-12.
- Enter a monthly or yearly amount, whichever you prefer. Do not leave blank.

Monthly	Yearly
\$	\$

7 Additional Information

- Use this section to explain any unusual circumstances that may affect your household's financial situation.
- You may also use this section to explain or expand upon any entries made elsewhere on this application.
- This information will not be used for STO purposes; your school may use it in considering other financial aid.

Additional Information

8 Nonfiler Affidavit

- Skip this section if anyone in your household was required to file a federal income tax return for 2018.
- If no one in your household was required to file a tax return for 2018, you must sign the following affidavit.
- If you sign below, you must include all Forms W-2 and 1099 received by members of your household.

I hereby certify that, to the best of my knowledge, no member of my household earned enough taxable income to be required to file a federal individual income tax return for the year 2018.

Applicant Signature	Date
X	

9 Applicant Certification

- All applicants must sign this section.
- Before signing, verify that all sections of this application have been completed in accordance with the instructions.
- Verify that all members of your household have been listed and that all income received has been disclosed.

I hereby certify that: (a) this application is true, correct, and complete; (b) I have submitted true copies of all tax returns filed by members of my household; and (c) I have disclosed all household income received.

Applicant Signature	Date
X	



Confidential
St. James School Scholarship
Application



APPLICATION DEADLINE FOR RETURNING STUDENTS IS: MAY 15, 2019

Date of Application _____

Name of Student _____ Grade _____ Age _____

Name of Student _____ Grade _____ Age _____

Name of Student _____ Grade _____ Age _____

Has student made First Holy Communion? No Yes, when _____

What is your estimated school tuition owed for all students at St. James \$ _____

Scholarship amount needed **per student** (be specific) \$ _____ (School & STO Awards)

What is total gross annual household income? \$ _____ Household size? _____

Why are you motivated to keep your child in Catholic school?

Why does student need this scholarship? (Use separate sheet if more space is needed)

What other scholarships, STO grants, JWV tuition credits or staff discounts are you planning to receive and the amount?

To what parish/church does the family belong? Name _____

Do you attend Mass/Services where you belong on a regular basis? Yes No

Parent Information:

Mother's Name _____
Mother's Faith _____
Address _____
City _____
State _____ Zip _____
Phone _____
Job Title _____
Employer _____
Email _____

Father's Name _____
Father's Faith _____
Address _____
City _____
State _____ Zip _____
Phone _____
Job Title _____
Employer _____
Email _____

UNUSUAL CIRCUMSTANCES: Check all that apply and explain below or on separate sheet:

- Loss of job
- Recent Separation/Divorce
- Change in family living status
- Change in work status
- College expenses
- Illness or injury
- Death in the family
- Bankruptcy
- Income reduction
- Shared custody
 - Medical/Dental expenses
- High debt
- Child support expenses
- Other

Explanation: _____

COMMUNITY SERVICE:

Would you/your child be willing to provide service to St. James Parish (School/Church) in exchange for financial assistance? ___ Yes ___ No

If not, why not? _____

Areas in which you have provided service: _____

Would you be willing to be the chairperson or committee head for a St. James event in exchange for financial assistance? ___ Yes ___ No

If not, why not? _____

Recent events where you have acted as chairperson/or provided support:

Parent Signature

Date

Your application is confidential and information is not shared with any party outside the St. James Scholarship Committee.

PLEASE KEEP A COPY OF APPLICATION FOR YOUR RECORDS

APPLICATION DEADLINE FOR RETURNING STUDENTS IS: MAY 15, 2019

Kindly Complete and Return to:	St. James School 602 W. 2 nd Street Washington, IA 52353 319-653-4504 mmarek@stjameswashington.org
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For Office Use Only

Application Received on _____

Scholarship Requested \$_____ Amount Awarded \$_____

Declined /Reason _____

Scholarship Applied to Tuition Account on: _____

Letter Sent to Parent/Guardian on: _____

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IT'S AS EASY AS 1-2-3

1. **BUY GIFT CARDS** - Purchase gift cards from our Home & School Organization from over 750 brands! Including many of the local places you shop on a regular basis...Hy Vee, Fareway, Walmart, Caseys!
2. **EARN FUNDS** - The rebate on the gift card goes to funding our initiatives here at St. James! Family accounts, general scholarship fund, lunch program.
3. **SPEND GIFT CARDS** - Use the gift cards on your everyday shopping!

SCRIP ORDER FORMS AVAILABLE AT THE SCHOOL OFFICE OR ONLINE AT
www.shopwithscrip.com