

St. James School Student/Parent Handbook



SAINT JAMES SCHOOL
ARLINGTON HEIGHTS

2017-2018

A Parent's Prayer

Help me give my children the best... not of trappings or toys,
but of myself, cherishing them on good days and bad, theirs and mine.

Teach me to accept them for who they are, not for what they do;
to listen to what they say, if only so they will listen to me; to encourage
their goals, not mine; and please, let me laugh with them and be silly.

Let me give them a home where respect is the cornerstone,
integrity the foundation, and there is enough happiness to raise the roof.

May I give them the courage to be true to themselves;
the independence to take care of themselves
and the faith to believe in a power much greater than their own.

See that I discipline my children without demeaning them,
demand good manners without forgetting my own
and let them know they have limitless love, no matter what they do.

Let me feed them properly, clothe them adequately and have enough to give
them small allowances... not for the work they do but the pleasure they bring...
and let me be moderate in all these things,
so the joy of getting will help them discover the joy of giving.

See that their responsibilities are real but not burdensome,
that my expectations are high but not overwhelming
and that my thanks and praise are thoughtful and given when they're due.

Help me teach them that excellence is work's real reward,
and not the glory it brings. But when it comes...and it will...let me
revel in each honor, however small, without once pretending
that it's mine; my children are glories enough.

Above all, let me ground these children so well that I can
dare to let them go.

And may they be so blessed.

by Marguerite Kelly

MISSION STATEMENT

St. James School is dedicated to partnering with parents in modeling Christ for our children. We strive to provide a foundation from which students recognize and develop

- **Their personal relationship with God**
- **An academic culture of meaningful and continuous learning**
- **Tools to shape beliefs, morals, and practices driven by Gospel values**

We are called to walk in faith, live in hope, and act in love.

FOUNDATIONAL PILLARS

FAITH **St. James School provides a foundation of faith and awareness that Christ is always present. The school families are united in prayer, worship, and service with all parish ministries, to be on fire with Jesus, and carry His teachings within as well as far beyond the walls of our parish community.**

EXCELLENCE **St. James School unlocks a child's gifts and talents within a rigorous curriculum directed toward teaching the whole child. The school seeks to foster each child's capacity for success, developing skills and competencies needed for the 21st Century. A safe and nurturing environment allows for the development of the attributes of curiosity, independence, collaboration, and articulate communication.**

LEADERSHIP **St. James School empowers students to develop their moral compass in accordance with the Gospel teachings. Students are trained to demonstrate confidence, courage, and perseverance in the face of societal pressures. With their families, St. James School seeks to grow independent thinkers who are proud to be the face of Jesus to the world.**

SERVICE **St. James School bolsters students' growth in their awareness of the larger world and the need to develop a service mentality in order to bring Christ to others. Our goal is to inspire the intrinsic desire possessed by all students and promote faith in action.**

Learner Profile

All students at St. James School are entitled to an optimal learning environment. A learning atmosphere free of disruptions is essential in maintaining high academic standards. The goal of the school is to provide students with a safe, caring, learning environment and to guide students to form Catholic values by developing a sense of self-discipline and responsibility for their actions and learning. As a Catholic educational community, we expect all students to

- Respect God, authority, themselves, their peers, and school property
- Be self-directed learners
- Display a cooperative spirit and exemplary behavior
- Practice academic honesty
- Complete assignments on time
- Submit neat and accurate work
- Arrive on time to all scheduled activities
- Stay “in bounds”
- Listen attentively
- Participate in class
- Follow directions
- Bring required materials to class and activities
- Complete missed work in the allotted time after an absence

When a student has difficulty in meeting these expectations, teachers, pastoral staff members, and administrators will work with students and their families to make improvements.

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child/ren. This is a very serious decision that is not made lightly.

This handbook consists of guidelines that provide a framework for the school’s day-to-day operation. The administration reserves the right to vary these policies so specific issues are treated on an individual basis. The policies are subject to amendment or discontinuation as the need arises. The school will attempt to keep families informed of all changes as soon as it is practical. However, some changes may have to be made immediately to meet unforeseen circumstances.

ABSENCE

- It is the family's responsibility to report an absence. Please call the absence line, 224-345-7146 by 8:30 AM. Leave your child's name, grade, room number and the reason for the absence. Include symptoms if student is ill.
- Requests for homework should be made when calling in the absence. If needed, a full set of textbooks is available at the Arlington Heights Memorial Library.
- A student who has a medical appointment during school hours must bring a note of explanation from his or her parent and give this note to the homeroom teacher. The teacher will then notify the school office of the absence.

ACCEPTABLE USE OF ON-LINE RESOURCES

Parent/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

The complete Acceptable Use Policy can be found on the SJS website on the Technology page.

<http://stjameschoolah.org/friday-fodder-8-19-16/acceptable-use-policy-2016/>

ACCREDITATION

St. James School is officially recognized according to Part 425 of the 23 Illinois Administrative Code – Voluntary Registration and Recognition of Nonpublic Schools. This Certificate of Recognition is issued annually to schools that maintain the criteria adopted by the Illinois State Board of Education for recognized nonpublic elementary and secondary schools.

ADMISSIONS

It is the responsibility of the principal of St. James School to administer the admissions and waiting list process under the general guidelines established by the School Council. The guidelines, as follow, presume registrations will be accepted in the following order

- Priority will be given to presently enrolled students and their siblings
- New families with PK/Kindergarten children will be registered for available spaces based on the length of time registered in the parish as verified by the parish office
- Priority will be given to children of registered, active parishioners over those of non-parishioners
- Priority will be given to those transfer students whose siblings are enrolled and would otherwise be placed on a waiting list for their particular grade. These children will be enrolled in a homeroom provided the maximum in grades one through eight does not exceed 30 students.
- St. James School reserves the right to deny registrations for students whose educational needs cannot be met by St. James School. The administration makes this decision
- All students wishing to transfer into St. James School must go through a screening process with the administration

If a child is not placed due to the homeroom maximum, the child will be placed on a waiting list for the appropriate grade level. Once placed on a waiting list, the child will retain that position under all circumstances until the child is placed in the school or requests to be removed from the list. Children will be placed in the order of the list as vacancies occur. The principal will contact all waiting-list families prior to the end of the school year and again prior to the start of the school year to determine if they desire to remain on the list. A written confirmation will be sent if requested.

Non-discriminatory Student Admissions Statement

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin and ensures equality of opportunity in administration of educational policies, loan programs, athletic or other school-administered programs.

Non-discriminatory Title IX Statement

No student attending St. James School shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

ALLERGY GUIDELINES

St. James School cautions that it is necessary for everyone to understand that an ALL ALLERGEN-FREE environment is impossible to achieve and to expect it is to harbor a false sense of security.

- Each student/family is treated individually. The Health Office, the parents, guardians, and the teacher will meet to establish individual guidelines. A written *Individual Health Care Plan* will be established for each student with a life threatening allergy
- St. James School will provide what is needed to maintain the least restrictive environment for the student with an allergy
- Due to student privacy policies, St. James School cannot divulge who has an allergy to the classroom, however, the parent/guardian may write a letter to the classroom. Sample letters are available to the parent/guardian
- St. James School will provide an *Allergy Free Lunch Table* if needed. All lunch tables will be cleaned before and after each use
- Daily classroom snacks and all celebratory classroom treats will be **Peanut and Tree Nut Free. The classrooms will remain “Nut Free” at all times.** A current treat and snack list is listed on the Health Office page of the SJS website
- Parents shall provide a safe **alternate treat** for their child/children with food allergies **other than** peanuts or tree nuts. Parents may bring in the treats ahead of time and the teacher will distribute them when needed
- **Students may not share** food in the classroom or in the lunchroom
- Emergency medications are stored in a locked medicine cabinet in the Health Office
- All staff are in serviced on allergy and medication guidelines in August of each year and as needed throughout the year

ARRIVAL

Full Day PK 4 through Grade 8

- Students should be dropped off between 8:20 and 8:40. The tardy bell rings at 8:45
- Students go directly into the school building

- Please drop off students along the west side of the school. Pull up to the fire hydrant. Students exit from the passenger side of the vehicle. Staff members and student assistants aide in disembarkment and escorting to the building. All vehicles depart using the north exit onto Arlington Heights Road
- Buses drop off students on east side lot behind the church. Staff members greet students and escort them across Arlington Heights Road

Morning PK 4 and PK 3

- Vehicles park in the north lot
- Parents escort students to the north door where teachers and aides pick up students and bring them to the classroom.

Absolutely no cars may drop off, park, or wait for students on the south driveway (Deacon Drive) or anywhere along Evergreen Street. The village of Arlington Heights has posted signs to this effect and will issue citations.

ASSIGNMENT NOTEBOOK

Organization is an important skill to being successful. Assignment books are the link between home and school. All students from grades 2-8 are to use their assignment notebooks on a daily basis. Although homework is listed on teacher websites, students are responsible for listing daily assignments with enough details for successful completion of assignments.

ATHLETIC ASSOCIATION

The St. James School Athletic Association was established in 1990 to

- Develop and encourage the moral, mental, social, and physical growth of all children in St. James School
- Provide and offer well-planned athletic programs for the boys and girls of St. James School. The program will include sports for boys and girls as may be considered necessary by the Board of Directors
- Direct the interscholastic activities of the school and the handling and administering of any problems that may arise thereof

The Athletic Director reports to the Principal. The Athletic Board is responsible to the Principal and Pastor.

ATTENDANCE

A student's academic progress is dependent upon daily attendance. Students and parents should realize the value of punctual and regular attendance. Students can be excused from attending classes in cases of emergency or illness. **Family vacations do impact the continuity of learning and are not encouraged during the school year. Teachers are not required to plan work ahead for a student on a family vacation.** If a parent anticipates an absence for a student, the parent should notify the principal and the student's homeroom teacher well in advance.

BICYCLES

- All students may ride bicycles to school (helmets are recommended). The bike rack is located on the west side of Arlington Heights Road near the north Evergreen entrance
- It is highly recommended that students lock their bicycles in the rack with individual locks. The school is not responsible for a bicycle taken from the racks

- While they are riding, students must observe traffic regulations
- Students are not permitted to carry passengers on their bicycles
- Students may not ride their bicycles on any school/parish parking areas before, during or after school hours
- Roller blades, skateboards, and scooters are not allowed on any school/parish property

BULLYING

Bullying is unfair and one-sided. It is a patterned behavior which happens when someone uses words or actions to keep hurting, humiliating, frightening, threatening, or purposely leaving someone out. By definition it is a repeated offense. Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Age-appropriate disciplinary action will be taken when bullying is reported. It is critical to respond to bullying as a community. Victims, bystanders and parents have the responsibility to report bullying to the appropriate school personnel and cooperate with St. James to eliminate bullying.

Students and their families will review and sign to show agreement with a document citing the policy regarding bullying endorsed by St. James School at the commencement of each academic year. Students will be educated at age appropriate levels in strategies for addressing bullying behavior.

The following steps will be followed should circumstances warrant:

- Student meets with administration. Parents are notified. Developmentally appropriate consequences aimed at behavior improvement are implemented
- Parents/Guardians and student required to meet with administration and clergy.
- Student may be suspended or expelled

BUS TRANSPORTATION

Eligible students may ride the bus to and from school. Eligibility and routes are determined by District 25.

- Students may not create any disturbance which may interfere with safety or cause inconvenience to the driver and/or other students on the bus
- Students must board the bus in an orderly manner. They must go immediately to their seats and sit down
- Students must remain seated while on the bus
- For safety sake, students must keep their hands and arms inside the bus at all times
- Students must help keep the bus clean
- Students must be at the bus stops early or on time. The bus driver will not wait at a stop beyond the designated time for that stop
- The bus driver is in full charge of the students while they are on the bus. Permission to ride the bus is based upon observance of rules and good behavior. The bus driver will notify the school principal of any student who violates the rules or misbehaves. The principal will then notify the student's parent(s) regarding the violation, and said student may not be permitted to ride the bus for up to three (3) days. If a student commits a third violation, he or she may not be permitted to ride the bus for the remainder of the school year

Bus evacuation drills are held annually.

CELL PHONES

All personal cell phones must be kept in a locker and turned off during the school day. Students found in unauthorized possessions of cell phones during the school day will have them confiscated and face disciplinary action. Confiscated devices must be picked up by a parent or guardian.

CHILD CUSTODY/GUARDIANSHIP

Should one parent have sole custody of a child, the child's other biological parent is still the legal guardian of the child unless guardianship has been taken away legally by the court. A parent who has been granted sole custody of a child in a divorce proceeding is not necessarily the sole legal guardian of the child.

A non-custodial parent is not prohibited from participating in school activities, volunteer activities, recitals, performances, parent meetings, and other events, unless an order of protection is in effect that prohibits the parent from having access to his or her child, to school information about the child, and/or unless the parent is a registered sex offender.

CHRISTIAN SPIRIT AWARDS

Each year, eighth grade boys and girls will be nominated by their classmates for the Christian Spirit Award. The purpose of this award is to exemplify Christian behavior and to encourage all students toward the demonstration of Christian behavior on a daily basis.

CODE OF CONDUCT

A learning atmosphere free of disruptions is essential to maintaining the high academic standards at St. James School. One of the goals of the school is to provide students with a safe, caring, learning environment and to encourage Catholic values by developing a sense of self-discipline and responsibility for actions. St. James' Pastoral Staff, Spiritual Formation Director, administrators, and teachers are here to encourage and promote these values.

As a Catholic educational community, we expect all students to:

- Respect God, authority, themselves, their peers and school property
- Maintain a learning environment by working earnestly in the classroom
- Complete assignments on time
- Follow directions promptly
- Participate in class
- Accomplish neat and accurate work that is to the best of the student's ability
- Bring required materials to class
- Accept responsibility for work missed when absent
- Returned signed documents promptly
- Practice academic honesty
- Display a cooperative spirit and exemplary behavior

As a Catholic educational community, parents, teachers, and administrators are expected to

- Provide a learning environment by working in respectful partnership to promote effective instructional and disciplinary strategies
- Maintain the balance in disciplinary decision-making between what is good for each individual student and the students of the school as a whole

Undesirable Behavior Protocol

When a student behaves in a manner that infringes on the right of others and interferes with a harmonious atmosphere, consequences are necessary. Corrective measures serve an important purpose in teaching children the results of their actions. We learn through experience, so developmentally appropriate corrective measures are valuable for the child's formation of values and development of moral character.

Our practice is to be consistent with discipline and compassionate in counseling in a developmentally appropriate manner as we deal with students and their families in making suitable choices.

St. James School employs the Second Step Program to promote developmentally appropriate self-regulation, safety, and support. Students at all grade levels are active participants in the process of learning skills that will transfer to everyday living and making positive choices. Many students have experienced success, decreasing inappropriate/problematic behaviors.

In grades PK through Grade 5, students who make poor choices or whose behavior is rough, quarrelsome, or disorderly may be

- Involved in conversation with teachers and supervisors to identify undesirable behavior and improve and eliminate said behavior
- Given a corrective measure such as a “time out” or walking ticket during recess removing the child from regular playground activity
- Asked to write a reflection aimed at identifying the problematic behavior and generate better choices available
- Suspended from participating in playground activities for a determined period of time
- Referred to the counselor for additional guidance to change and control undesirable behavior
- Referred to administration or clergy for additional consequences

Parents are notified and involved in finding resolutions should repeated troublesome behavior be exhibited. Regular communication/conferencing between parents and school personnel is established. Additional support services are sometimes required if it is determined that the child will benefit from such.

Infractions

Infractions represent a failure to cooperate with behavior expectations. They are categorized by degree of seriousness. The purpose in recognizing Level 1 infractions is to encourage a pattern of positive behavior. Students need to understand that they are responsible for their actions and that all decisions have consequences. Unless infractions become repetitious, the disciplinary measures are meant to be minor.

Level 1 infractions include, but are not limited to

- Being Out-of-Bounds
- Classroom Disruption
- Dress Code Violations
- Food, Drink, Gum Chewing
- Inappropriate Language/Gestures/Comments
- Misconduct/Noncompliance
- Unexcused Tardiness
- Unsafe Behavior

Response to Level 1 Infractions (Grades 6-8)

Should a student commit a Level 1 infraction the teacher or staff member will issue a *citation*, which is a *warning* that the student has failed to cooperate with St. James' behavior expectations. All citations must be signed by a parent and returned the next morning. The purpose of the warning is to remind all students, parents and teachers that a minor offense was committed and it is expected the student behavior won't become a pattern. A second citation (warning) will be issued if the first is not returned on time. Citations are kept on file. A student who receives three citations within one trimester earns a detention. Students will serve the detention from 8:00-8:40 a.m. in the office of the Assistant Principal. A Level 1 Detention Form will need to be signed by a parent and returned by the student the morning of the detention.

A student who receives two Level 1 detentions will meet with parents, teachers and administrators to discuss the pattern of behavior and together develop a behavior improvement plan and/or receive natural consequences for actions chosen.

Students begin each trimester with no citations. All Level 1 and 2 detentions, however, are cumulative.

Level 2 infractions include, but are not limited to

- Academic Dishonesty
- Disrespect
- Harassment
- Unauthorized use or possession of electronic devices during the school day
- Theft
- Vandalism

Response to Level 2 Infractions (Grades 6-8)

A Level 2 infraction is serious. Generally, no citations lead to a Level 2 infraction. Parents (or legal guardians) will be notified and asked to meet to discuss consequences and a behavior improvement plan for Level 2 infractions. Detentions will be served from 8:00-8:40 a.m. in the office of the assistant principal. A review of progress regarding the behavior improvement plan will be addressed during the detentions.

An in-school suspension may result from a second Level 2 infraction. The student may also meet with the Pastor. Parents will be notified as to the date of the suspension. Students will complete assigned work of the day(s) in the assistant principal's office.

NOTES:

- Saint James School works to maintain a safe, orderly and reputable academic institution. Therefore, the school expects its students to avoid situations, both in and out of school, where activities are contrary to its philosophy and policies, and detrimental to the good order and reputation of the school. The school may exercise authority for student misconduct that may occur. Students are reminded that their conduct in and out of school also includes the Internet.
- Students committing infractions that involve patterns of misconduct, disrespect, harassment, theft or vandalism may likely lose their privilege of participation in out-of-school activities. Safety is the primary concern. The need to keep additional attention focused on one student during an out-of-school activity undermines the safety of all students. Teachers and administrators will make the final decisions regarding these safety issues

- Parent or student requests for anonymity ties the hands of the administrators in handling some discipline issues. Parents and staff must work in partnership to guide resolution of undesirable behaviors

Extreme Violations

Repeated and/or extreme violation of school rules may result in expulsion. Such situations will be dealt with at the discretion of the principal on a case-by-case basis in consultation with the pastor.

COMMUNICABLE DISEASES

The Health Office is required to report all communicable diseases to the Illinois Department of Public Health. The most common communicable diseases seen at school are chicken pox, fifth disease, pink eye, scarlet fever and strep throat with strep throat being the most common. If your child has any of these, please notify the school immediately. Students with strep throat, scarlet fever and pink eye **may return to school 24 hours after antibiotic treatment begins, provided fever is absent**. A complete list of communicable diseases can be obtained from the Health Office.

DISMISSAL

It is imperative that students know what their after school plan is on a daily basis. Please make sure that you communicate pick up plans to your child before coming to school in the morning. Realizing that emergencies do occur, parents are discouraged from habitually calling the school office to change dismissal plans. SJS cannot guarantee communication of a change if a call is made after 3:00.

Full Day PK4 through Grade 8

- **By bus** Students are escorted by staff members to the buses.
- **Riders** Families are to park stadium style in the west parking lot. Students are supervised by staff members as they make their way to parked vehicles. Parents may come to the sidewalk or portico to meet their children. Once all students have boarded, a staff member signals vehicles to begin egress from the lot, row by row. Families who must leave quickly may park in the north lot, retrieve their child and drive slowly along the driveway.
- **Walkers** Students who walk home must use crosswalks as they cross streets. Staff members Supervise all crosswalks adjacent to the campus.

Morning Kindergarten, PK 4 and PK 3

- **Riders** Families park stadium style in the west parking lot. Family members meet their student at the portico and walk their student back to the vehicle. All vehicles wait for a staff member to signal the all clear. Only then do vehicles proceed out of the lot row by row. **Once a family commits to the rows in the west lot, they do not leave the rows.** Families who must leave quickly may park in the north lot, retrieve their child and drive slowly along the driveway

Diagrams of this process may be found on the school website.

Students who are not picked up promptly will be brought back to the school office and may be brought to after school care.

DRUGS

The St. James School and parish campus is smoke and drug free. Where there is evidence to indicate that a student has drug paraphernalia, possesses, has purchased, has used, has sold or distributed, or is under

the influence of a controlled, behavior-affecting substance (e.g. marijuana, narcotics, alcohol, etc.) on the school grounds or at a school-sponsored activity, said student shall be suspended immediately and will be required to attend a meeting with his or her parents or guardian and the principal.

The principal will decide a plan of remediation, which may include required counseling or expulsion from school. Any drug violations will be reported to the police department.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

- To maintain eligibility, a student must maintain an overall average of 77% or above in every class; otherwise, the student will be unable to participate in sports and/or extra-curricular activities for five school days. This period will include activities on a weekend within the 5 day period.
- Grades will be checked for eligibility biweekly from the start of the season/activity on Tuesdays. Eligibility will be reported to students, parents, coaches and other adult leaders of activities on Wednesdays. Ineligibility periods begin on Thursdays. Students and parents should monitor student grades on Power School.
- A student must be present for at least half a day of school to participate in extra-curricular activities that evening. This includes all sports, clubs, dances, performances, rehearsals and practices.

EMERGENCY CLOSING

Emergency closing days will be announced over radio and television stations. St. James School also employs the School Reach system by which families are notified by a phone call to their homes and cell phones in an emergency. Please do not call the parish office for emergency closing information.

Generally, St. James School does not close for extreme cold. Parental decisions are respected.

EMERGENCY FORMS

The parent or guardian will be required to fill out one Emergency Form, per school year, for each child registered at St. James School.

EXTENDED DAY

- Morning Care is available each day school is in session. It is provided by St. James teachers.
- A monthly fee is charged according to the number of school days in the month.
- Teacher After School Care (TASC) is provided by several St. James teachers/staff members. This program is for students in afternoon PK 4 through sixth grade. Hours start directly after school dismissal until 6:00 PM on full days of school. The charge for this service is collected monthly.

These programs are intended for supervision, not as additional academic time. Those who are presently enrolled and their siblings are given first preference. Availability thereafter is assigned on a first-come, first-served waiting list. Call the school office (224-345-7145) for more information.

EXTRACURRICULAR ACTIVITIES

Programs such as band, chorus, and intramural athletics are offered. Information on requirements and participation will be given to appropriate grade levels.

FAMILY EDUCATIONAL PRIVACY ACT

The school abides by the provisions of the Family Educational Privacy Act with respect to the rights of

noncustodial parents. In the absence of a court order to the contrary, a school will provide the noncustodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

FIRE DRILLS

Fire drills are required by law at regular intervals and are valuable safety precautions. It is essential that all students, teachers and visitors clear the building by the prescribed routes, posted in individual classrooms, as soon as possible. In all cases, students should listen to the instruction of their teachers. Running and talking are strictly forbidden. Students are to remain at least fifty feet from the building until the signal is given to reenter.

FRIDAY FODDER

The Friday Fodder is a weekly communication from the administration. It contains important information regarding school, parish, community events, policies, etc. It is important that each family read this document on a weekly basis. It is disseminated via email every Friday. If for some reason you require a paper document, please inform the office.

Organizations wishing information to appear in the Friday Fodder must submit it in electronic form by noon on Wednesday for Friday distribution and Tuesday, noon, for a Thursday distribution.

GANGS/GANG ACTIVITY

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- Intimidation and threat of physical harm of others
- Symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing
- Display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- Conduct on or off premises that may be gang-related

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity.

Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

GRADING

It is the intent of St. James School to provide a nurturing learning environment for its students. St. James strives for students to become responsible for their own learning – a critical life skill.

Student reports are provided to identify strengths as well as areas in which improvement is needed. St. James School subscribes to the Power School web-based grade and homework reporting service.

Posting of grades on Power School occurs in grades 3-8 and updates are made bi-weekly. Each school family is issued a password and encouraged to check Power School regularly.

GRADING SCALES

Power School Grading Scale & Report Card Codes
Grades 3-8

Grade	Cutoff %
A+	99
A	95
A-	93
B+	91
B	87
B-	85
C+	83
C	79
C-	77
D+	75
D	71
D-	69
U	68 or less
I	Incomplete
P	Pass
F	Fail

Grades 1 & 2

Grade	Description
Mastered	Consistently demonstrates
Successful	Frequently demonstrates

Emerging	Occasionally demonstrates
Not Yet	Rarely/Never demonstrates

Kindergarten

Grade	Description
O	Outstanding
S	Satisfactory
I	Improving
N	Needs improvement
H	Having difficulty
X	Not evaluated at this time

PreK 3 & 4

Grade	Description
P	Proficient
E	Emerging
NH	Needs Help

GRADUATION

Diplomas will be awarded to those students who have

- Completed the prescribed course of study at St. James School
- Achieved a passing grade on the Constitution of the United States and the State of Illinois examinations
- Adhered to the expectations set forth in this handbook
- Returned all school materials
- *Diplomas will be awarded provided all financial obligations have been fulfilled.*

HARRASSMENT

The Pastor, administration, and staff of St. James School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

For the purpose of this policy harassment or bullying means: An intentional, repeated, hurtful act (verbal, nonverbal or physical) committed by one or more persons towards others.

Bullying/harassment is characterized by:

- 1) Aggressive behavior towards others
- 2) Repeated over a period of time
- 3) An imbalance of power

Examples of bullying/harassment include (but are not limited to):

Physical Acts: hitting, pushing, tripping, kicking, spitting on others

Verbal Acts: using offensive names, ridiculing, spreading rumors and/or untrue (defamatory) statements

Non-Verbal Acts: using any written medium to publish offensive names, to ridicule, spread rumors and/or untrue (defamatory) statements, to write offensive notes to hurt others, use rude gestures; such written media shall include (but not be limited to) writing or printing on paper or any other physical medium, graffiti, email, text messaging, and other form of social media

Exclusionary Acts: deliberately excluding others from group, refusing to sit next to someone

Extortionate Acts: threatening to take someone's possessions, food or money

Acts Against Property: stealing, hiding, damaging or destroying property

Consequences may vary based on developmental stage of the students involved and the individual circumstances surrounding the reported instance of bullying/harassment.

At times children are unable to eliminate acts of bullying or harassment on their own. All allegations and threats of bullying brought to the attention of the administration and/or faculty will be taken seriously, promptly investigated and dealt with appropriately. Parents are asked to understand that asking for anonymity limits the ability of the administration to deal with these issues.

HEALTH REQUIREMENTS

St. James School requires physicals, dental exams, and eye exams according to government rules. Please refer to the links on the school website Health Office page for the appropriate forms.

- Certificate of Child Health Exam Form **Required for: **PreK-3, Kindergarten, 6th, and ALL new students**
- Proof of Dental Exam Form **Required for: **Kindergarten, 2nd, and 6th**
- Eye Examination Report **Required for **Kindergarten**

HOMEWORK

St. James School believes that homework can help a child practice or extend classroom learning and assist a child in developing organizational skills, time management, self-discipline, and sense of responsibility. The prescribed amount of homework should, on average, amount to about 10 minutes per grade level. Thus, an average 1st grader might spend 10 minutes on homework while an average 8th grader will spend about 80 minutes.

In order to foster a love of reading, nightly reading is not counted within the homework time allotment.

Should you have any concerns about homework, please address them with the classroom teacher.

****UPPER GRADE HOMEWORK** completion or “UGH!” is a mandatory, lunch time homework detention for students in grades 5-8 who are missing homework assignments. This program will give students time to complete these missing assignments. UGH is held on Tuesdays and Fridays during the lunch periods.

HONOR ROLL REQUIREMENTS

- No grades below “A-“in any core class
- No more than one “B” of any type in any non-core class
- No detentions
- No more than 3 checkmarks
- No checkmarks on report card for “late work” or lack of respect

MERIT ROLL REQUIREMENTS

- No grades below “B-“in any class, including non-core classes
- No detentions
- No more than 3 checkmarks
- No checkmarks on report card for “late work” or lack of respect

The seven core classes are Language Arts, Math, Reading, Religion, Science, Social Studies, and Spanish. The non-core classes are Art, Computer Science, Music, and Physical Education.

HOURS

8:20-8:40-Students in PK 4 all day through Grade 8 arrive

8:45-Tardy Bell rings

11:30-Dismissal for morning Kindergarten, PK 4 & PK 3

3:25-PK 4 & Kindergarteners are dismissed

3:35-Grades 1-8 are dismissed

ILLINOIS CHILD ABUSE AND NEGLECT REPORTING ACT

Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the **Illinois Department of Children and Family Services (DCFS)** when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child’s welfare at the time of the abuse or neglect.

Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse make a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

ILLNESS/ACCIDENTS

If a student becomes ill or is involved in a minor accident during school, the parent or guardian will be notified first. The parent or guardian **must pick up** the student as soon as possible if deemed necessary by the school. If the school is unable to speak with the parent, an attempt to reach one of the emergency contacts listed on the Emergency Form will be made. **Emergency contacts must be willing to pick up and care for the student who needs to leave school due to illness or accident.** Students will **not** be able to walk home by themselves. If the student is involved in an emergency situation, the paramedics (911) and the parent or guardian will be notified immediately.

When Do I Keep My Child At Home?

You are to keep your child at home if he/she:

- | | |
|------------------|---|
| ~is vomiting | ~has an undiagnosed skin rash or lesion |
| ~has diarrhea | ~has a temperature of 99.4 or higher |
| ~has pink eye | ~has an earache, sore throat or nasal discharge |
| ~has chicken pox | ~along with any of the above symptoms |

Please teach your child good hand-washing skills in order to prevent the spread of germs.

INCOMPLETE WORK

An “I” stands for incomplete and indicates that a student has not submitted or properly completed certain assignments *due to illness or extenuating circumstances*. The student’s grade will be converted from an “I” to a regular grade when he or she completes the work within two weeks of the report card issuance. If the work is not completed within that time, a grade of “0” for each incomplete assignment will be averaged into the final grade for that class.

There are minimum standards for advancement to the next grade level. Teachers will notify parents of students who are at risk of not meeting these standards.

INTERRUPTION DURING THE SCHOOL DAY

To eliminate disruptions during the school day, families are asked to leave messages for students only in an emergency. **After school plans should be decided and communicated in the morning before the school day begins.** Likewise, students should not, except in an emergency, seek to call home during the school day. (**Forgotten assignments are not emergencies.**)

LATE WORK POLICY (Grades 6-8)

- Students must turn assignments in on time. “On time” is defined as “on the day and at the beginning of the class for which it is due—not later the same day
- Late assignments (barring illness or extenuating circumstances-see **Incomplete Work**) will receive not more than 50% of the original credit if turned in on the following school day. An assignment more than one school day late will earn a “0”
- When a student has had two “lates” and/or has not turned in an assignment at all, the teacher will notify the parents
- Three late assignments will result in a check on the report card (a check in “Completes work on time” eliminates a student from Honor/Merit Roll eligibility.)

Note: The late work policy explained above does NOT pertain to absent work. Students have as many days as they were absent to make up work without late consequences. Should they not turn in absent work when it is due, the above policy will apply.

LEARNING LAB

St. James has full time, certified learning disabilities teachers who provide students with individualized or small group instruction and reinforcement services. Placement in the Learning Lab will be based upon eligibility through a psychological and academic evaluation available at no charge through the public school district or through private testing. The amount and duration of service will vary

depending on the child's needs and availability of time and space in the Learning Lab. Before a referral for testing is made, a meeting with the Child Study Team is held to determine specific classroom interventions and suggestions for instruction. After six weeks, the need for an evaluation is determined.

At the upper grade levels, a program of study skills and strategies is provided for students who meet the above qualifications. ESL (English as a Second Language) services are available to eligible students at no charge through the public school district. Contact the Learning Lab teacher or administration for further information.

Students requiring more than 50% of the school day in the Learning Lab will be referred to public special education services. At this time, St. James School cannot meet the needs of students beyond this level of service.

RESOURCE ROOM

Purpose

The purpose of the policy and procedures manual is to provide a guide for the operation of the School St. James School Resource Room. The manual will be updated as changes are made in the Resource Room.

Mission Statement of the St. James School Library Program

The mission of the St. James School Resource Room is to ensure that students are effective users of ideas and information. The library strives to provide the school community with a wide range of materials on appropriate levels of difficulty that will encourage growth in knowledge, establish a life-long love of reading, and foster information literacy.

Objectives

The goals of the library are:

- To teach students to access, evaluate, and use information
- To maintain a well-balanced collection of media appropriate to the needs of the school
- To provide assistance in locating and using instructional materials
- To promote instruction in information literacy to students and faculty
- To provide instructional materials that will stimulate growth in factual knowledge and literary appreciation
- To manage a planned program and a welcoming environment

Library Hours of Operation

The St. James School Resource Room is open from 8:45 a.m. until 3:35 p.m. every school day. Students are scheduled to come once a week with their homeroom class for checkouts. Faculty members are welcome to browse and pick up materials in person or notify a librarian of needs via email.

Student Conduct

Student patrons of the library media center must follow the established rules of acceptable behavior listed below. Failure to comply will result in the established consequences.

Rules

1. Use a quiet voice so as not to disturb other patrons.
2. Take care of all library media center materials.
3. Keep hands, feet, and objects to self.

4. Leave food and drink outside the library media center.
5. Follow St. James Internet guidelines.
6. Do not print from computers without permission.
7. Listen and follow directions from all library staff.

Consequences

1. Verbal warning from a staff member.
2. If a student continues misbehavior, the student will be asked to return to class and the teacher will be notified. Students may first be separated from other classmates when visiting with a group.
3. If misbehavior is severe, the student will be sent to the office.

Scheduling

Elementary Students

Elementary students have a weekly fixed time to visit the library media center for 30 minutes. These students may checkout two books for a period of one week.

Additional time should be pre-scheduled using the Library's Google Calendar in order to ensure needed materials are readily available and other classes can be notified of the arrangement.

Upper Level Students

There is no fixed schedule for grades 7-8. Teachers are encouraged to plan class lessons which include research and reference materials and to schedule time for classes to meet in the library and/or projects computer lab. Teacher and librarian collaboration beforehand assures the best use of resources and time. Students may visit the library individually to use computers or internet, to check out books, to use periodicals, or to browse before and after school. Checkouts are for two weeks and are limited to two books per student unless special requests are made.

Management

Library materials are circulated using the automation program, Resource Mate. A web based part of the program provides look-up stations in the media center.

Books

Pre-Kindergarten and Kindergarten may checkout one book per library visit. The loan period is one week. Students in grades 2 – 8 may checkout two books for a period of two weeks. Elementary books must be returned to the library to renew checkout. Renewals are limited to two. Special permission for more materials may be granted when necessary for an assignment.

Reference Materials

Reference materials are to be used by students in the library. Teachers may borrow reference materials for use in the classroom when necessary.

Audio Visual Materials/Equipment

Students are not allowed to checkout AV materials without special permission. Students may use audio visual materials in the library media center to make up a class assignment.

Periodicals

Magazines and newspapers are not to be taken out of the library by students, but may be checked out by faculty members. Copies of an article can be made if needed outside the library media center. Only current issues are displayed. Back issues must be requested at the circulation desk.

Faculty Checkouts

Faculty may checkout unlimited numbers of materials as long as needed. Periodicals and equipment must be signed out at the circulation desk if taken outside the library media center. Items should be returned after use so that others may use them.

Overdues and Fines

Overdue slips and fine notices will be printed out and distributed to students at school.

To help students learn to be responsible, no new loans will be permitted until overdue materials are returned. Students are fined \$0.05 for each school day a book is late after 5 days.

Lost and Damaged Books

If a book is lost or damaged, the book must be paid for before additional books can be checked out. Debts remaining at the end of the school year may be turned in to the office and become a part of the student's permanent file. Any items checked out at the time a student withdraws from school must be returned and paid for upon withdrawal.

The St. James School Resource Room strives to provide patrons with materials that will enrich and support the educational program of the school. It is the responsibility of the school media center to provide a wide range of materials on different levels of difficulty, with diversity of appeal, and representing different points of view. The inclusion of any item in a collection does not necessarily mean that the media center or school advocates or endorses the contents of that item.

Selection Policy

The needs of the St. James School Resource Room are based on knowledge of the curriculum and of the existing collection. These needs are given first consideration in the selection of materials used to enhance the classroom curriculum.

Selection Criteria

The following criteria are recommended as a guide to selecting the best resources for the library media center:

- Literary and artistic excellence
- Lasting importance or significance to a field of knowledge
- Support of the curriculum and educational goals of the school
- Favorable reviews found in standard selection sources
- Favorable recommendations by educational professionals
- Reputation and significance of the author, illustrator, or publisher
- Timeliness of the material
- Contribution to the diversity of the collection
- Appeal to media center patrons
- Suitability for intended use

Request for Library Purchases

Because the library strives to support the curriculum needs of the patrons, faculty members are strongly encouraged to take an active role in media center purchases. Requests for purchases are always welcome.

LICE

All cases of head lice must be reported to the school. Please call your doctor when head lice are suspected and follow his or her protocol. Any further information on head lice can be obtained from the Health Office.

LOCKDOWN DRILLS

Lockdown is a plan to respond to the presence of a dangerous person or any situation that may occur within or very near the school. This plan was developed to address any potential threat to persons within the school where serious injury or death could occur. This plan can be used for an armed intruder, during a bomb threat, or in the event a dangerous situation develops outside our school but close enough to pose a risk to students and staff.

This plan was developed in a collaborative effort with our police and fire departments in an effort to limit the exposure to injury of persons not directly involved in the dangerous situation. Teachers and staff at St. James School have been trained in lockdown; please follow their directions if you are in school during a lockdown drill.

LOST AND FOUND

The best assurance against loss and confusion is to mark clothing, books, and personal possessions with the student's name. The loss of an article of value should be reported to the teacher and the school office. Lost items will be kept in a lost-and-found box located in the office. Students who find lost articles are encouraged to return them to the owners or the office.

LUNCH

Grade school students have a lunch/recess period daily. Due to participation in daily Physical Education class, upper level students do not have recess.

SJS uses Quest Food Service which employs a convenient online ordering system.

Parents are encouraged to see that their children bring a nutritious lunch to school, including lean protein, fruits, and vegetables. Students should not bring pop as their lunch beverage.

Given the convenience of Quest's 48 hour ordering window, dropped off "fast food" lunches are highly discouraged. Aside from depleting from students allotted lunch time, this can create discord among students.

Further

- For safety sake, all students are expected to behave in an orderly way while in the lunchroom. Restaurant volume should be the norm. Students are to sit with bottoms in their seats while eating. Individual tables will be released to dispose of trash by lunch supervisors
- Each student is responsible for keeping the tables and the floor clean and following the directives of the lunch supervisors
- Students who do not follow lunch period regulations will be dealt with on an individual basis

LUNCH-FORGOTTEN

Parents/guardians will be notified when a student forgets his/her lunch. If a parent is unable to be reached, emergency contacts will be notified. If available and permission of a parent has been retained, a Quest hot lunch will be given to the child with the parent payment due the following day. If the school is still unable to secure a lunch, the student will not have a lunch for that day. Sharing of lunches and

snacks is not allowed due to the many different food allergies that exist. **Please take a few extra minutes in the morning to be sure each child has his/her lunch.**

MAKE UP WORK

Students who are absent for any reason will be required to make up all class work they have missed. Such work should be completed within the same amount of time missed from class. When daily homework is requested, a classmate will fill out a daily homework sheet that may be picked up after the dismissal bell at the school offices. This refers to illness absentees, not vacations.

MEDICAL ABSENCE

An extended absence (3 days or longer) due to illness will require a doctor's note upon return. Please provide the reason for the absence.

MEDICATION POLICY

The basic philosophy of our school is that medications DO NOT belong in school. In the event that it is absolutely necessary for a student to receive medication during school hours, the following procedures and guidelines have been established for its administration.

- No medication of any type, **prescription or non-prescription**, (including cough drops and throat lozenges) will be administered without a signed and dated Medication Authorization Form from the parent(s)/guardian and physician. The medication authorization form must include the student's name, date of birth, home address and phone number, name of the medication, dosage, time of administration and possible side effects. Each individual medication must have its own authorization form. The Medication Authorization Form can be obtained from the [Health Office page](#) of the SJS website.
- Any change in dosage or routine of administration must be accompanied by a *new* [Medication Authorization Form](#)
- All prescription medication must be in a pharmacy container labeled with the student's name, dosage, and directions for administration. This applies to refills as well as to new prescriptions. For medications administered both at home and at school, parents can request a duplicate bottle from the pharmacist for use at home. For over-the-counter medications, the medication must be in the original container and have the student's name on it
- Only adults should transport medication to school. When it is absolutely impossible for the parents or their adult designee to do so, the parent is expected to call the school by 9:30 a.m. to ensure that their child has delivered the medicine to the school nurse or school administrator. This policy applies to refills as well as to new prescriptions. Students are not permitted to have any medications with them or in their lockers, lunches, coats or backpacks at any time. (read further for exceptions.)
- All Medication Authorization Forms expire at the end of each school year. New forms must be filled out each school year
- Medications are to be administered only by the school nurse or her assigned and properly instructed designee
- The school nurse or her designee may supervise the self-administration of medication as in the case of upper level or older elementary age students
- The school reserves the right to request an opinion from a physician regarding the child's current health status before administering any medication
- Illinois law permits students with an asthma condition to carry and self-administer their inhaler medication **if the [appropriate documentation](#) is provided to the school**

- Illinois law also allows students with severe allergies to carry their own epinephrine injections. Please check the [Health Office page](#) for the appropriate forms.

MIDTERM REPORTS (Grades 5-8)

Because of the school's subscription to Power School, St. James will not mail midterm reports. St. James School will e-mail notification on the day midterm grades are posted on Power School. Parents are invited to contact teachers regarding concerns.

MISSING CHILDREN RECORDS ACT

Upon notification of a child's disappearance, St. James School shall flag the record of that child in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing child. The school shall immediately report to the local law enforcement authority any request concerning flagged records or knowledge as to the whereabouts of any missing child. Upon notification that the missing child has been recovered, the school shall remove the flag from the person's record.

NATIONAL JUNIOR HONOR SOCIETY REQUIREMENTS

St. James School participates as a member of this national organization. Student invitation packets to the Society are distributed following the second trimester to those academically eligible seventh graders who have attained the criteria in the first two trimesters of seventh grade.

To be eligible, candidates must achieve at least 6 As in core classes and nothing below a B in all other subjects in each of the first two trimesters of seventh grade. A candidate must have no detentions. A candidate must receive only 3s and 4s in all SLT categories on their report card. (NO 1s or 2s at all) Any teacher comments indicating that the candidate needs to complete assignments on time will deem the student ineligible.

Students who complete the packets and return them by the due date are reviewed in the areas of leadership, service, citizenship, and character. The final selection of each member to the chapter is made after review by the faculty council.

Students are inducted in the spring of seventh grade and become active members in eighth grade. Once inducted, members must maintain Honor or Merit Roll status or they will be placed on probation. Parents will be notified of any change of status via a letter.

NOTIFICATION OF GRADES

Grade reports can be accessed on Power School as each family deems appropriate. Additionally, report cards are distributed at the end of each trimester. Report card envelopes must be signed by parents and returned to the homeroom teacher promptly. A parent's signature on the report card envelope acknowledges the communication; it does not imply agreement with the report. Parent/Teacher communication regarding student progress is encouraged.

OFFICE HOURS

The school office is open from 8:00am until 4:00pm.

PARENTS' CLUB

The St. James Parents Club was established in 1973 in order to

- Support the philosophy and vision statements as outlined in the St. James School Handbook.

- Provide a means of communication and understanding between parents, the school administrators, and the parish
- Foster a sense of Christian community spirit within the school family

PARKING

Parent volunteers are encouraged to park on the north end of the west parking lot or on the east side of Arlington Heights Rd. behind the church

Short term parking of 10 minutes or less may be done in the north lot.

Please refrain from double parking in the north lot.

PERSONAL PROPERTY

St. James students are expected to respect personal property by not taking another's property without the owner's permission. All property of the school, including student desks and lockers, as well as contents of same, may be opened, searched or inspected at any time without notice by school personnel. School personnel also have an unrestricted right to search any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

Student's personal belongings, including clothing, should be identified with student's name.

Students in grades 2 through 4 will be assigned lockers which will not be locked. Students in grades 2-4 do not use locker accessories such as shelves, dry erase boards, etc.

Each student in grades 5 through 8 will be assigned one locker and provided with a combination lock. Locker accessories should be kept to a minimum. Lockers must be locked at all times, and combinations are to be kept confidential. Students are not allowed to use extra empty lockers unless specifically arranged by a teacher.

Lockers should be kept neat and free of debris.

No lockers are to be decorated for birthdays.

PETS

Out of respect for those students with allergies to dogs or other animals or those students who may not be comfortable around animals, we ask that families please not bring animals on the school grounds before school, during the school day, or at dismissal.

PHYSICAL EDUCATION-EXCUSED FROM CLASS

A written note from parents/guardian is required if a student needs to be excused from class. If a student misses more than three days, a doctor's note is required. **Please provide a reason and length of time student is to be excused on all notes.**

RECESS

Recess is a time for informal but safe mixing among friends. Students must treat their fellow students and playground supervisors with respect. Students whose behavior is too rough, quarrelsome, or disorderly may be suspended from participating in playground activities. All parked cars are off limits

and any damage will become the responsibility of the students involved. Students do not enter the building during recess for any reason without explicit permission of the playground supervisors. Students never leave the school premises.

Generally speaking, students who cannot go out for lunch recess should not be sent to school. The administration must approve exceptions to this rule.

On bad weather days, students will remain inside the school building during lunch recess. When recess is held in homerooms, students must remain in their homerooms. Students may not move from one room to another or loiter in the halls, or washrooms. Students must request permission from lunchroom supervisors to use the washroom.

SAFE ENVIRONMENT REQUIREMENT FOR VOLUNTEERS

When volunteers accept a position in the Catholic School system, they are expected to complete the list of all the tasks/trainings outlined below in order to be in compliance with the Archdiocesan mission to protect children and young people.

- **Complete an online criminal background check**

Online at www.archchicago.org

Scroll to the *Protecting Children* button

Select ***Background Screening***.

Follow eAppsDB Instructions for Employees.

- **Attend Virtus/Protecting God's Children for Adults™.**

Online at www.archchicago.org

Scroll to the *Protecting Children* button and select ***Virtus***.

NOTE: All participants must pre-register online to attend. If you have attended Virtus training in another diocese, call 888-847-8870 and ask that your Virtus registration be transferred to the Archdiocese of Chicago. Give the principal a copy of your Virtus certificate.

- **Read and sign Code of Conduct**

Online at www.archchicago.org

Scroll to the *Protecting Children* button and select ***Code of Conduct***.

- The signed copy of the Acknowledgement Form is filed at the local school.

- **Complete Child Abuse and Neglect Tracking Form (CANTS)**

Online at www.archchicago.org

Scroll to the *Protecting Children* button and select ***CANTS***.

Return the completed form to the School Office.

SCHOOL ADVISORY BOARD/SCHOOL COUNCIL

The St. James School Advisory Board/School Council is an advisory board to the principal and the pastor. The Advisory Board assists and supports the principal and pastor in developing and implementing policies and programs in order to achieve and maintain the mission statement of the school. Meetings are open to all. If you would like to be on the agenda, please submit your topic in writing seven days prior to the meeting with the Chairperson or Principal.

The School Advisory Board does not

- Discipline students
- Develop curriculum
- Approve instructional materials
- Hire/fire staff
- Write regulations
- Handle grievances

SEARCHES OF SCHOOL PROPERTY

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

SECURITY

A security system is in place throughout the day. All exterior doors are locked. Please do not ask students, teachers, or maintenance personnel to open exterior doors for delivery of forgotten assignments, clothing, books, etc. **All** parents and visitors to St. James School must enter the building at the school office doors and sign in and wear a visitor tag.

SERVICE

An important element of faith formation at St. James School is the development of an attitude of service. All students at SJS participate in service projects each year. They are encouraged to be of service to their schoolmates and members of their community.

Upper level students will complete service hours as part of their religion curriculum.

Service hours per grade level:

Grade 6 - 5 hours

Grade 7 - 7 hours

Grade 8 - 10 hours

Service hours should include a balance of service to community, church and school.

SEVERE WEATHER/TORNADO DRILLS

Severe weather/tornado drills will be held in the early spring. All students and school personnel will go to their assigned areas in a quiet and orderly manner. Notification is given to return to class when all is clear.

SEXUAL HARRASSMENT

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, termination, or expulsion.

SPEECH AND LANGUAGE SERVICES

An onsite speech pathologist is currently provided by District 25 for identified students who attend St. James School.

SPIRIT WEAR

The last Monday of every month is designated as a Spirit Wear Day. Other days during the year may be designated as such.

Spirit Wear regulations are as follows

- Designated spirit wear shirts, school activity shirts such as Broadway Bulldogs shirts, SJS Dodgeball Tournament shirts, 6th grade tie-dye shirts, Tip-off shirts, SJS team shirts or plain white or Bulldog blue shirts
- Jeans, SJS sweatpants, plain black or blue sweatpants
- During designated shorts season, jean shorts are permitted, so long as the length is appropriate for school
- **Pajama pants, yoga pants, and leggings are not permitted**

STANDARDIZED TESTS

- ASPIRE tests are administered annually to grades three through eight. This test occurs in April.
- Catholic high schools administer entrance exams in January.

STUDENT COUNCIL

A Student Council group has been established at St. James upper level to promote school spirit, service, and leadership. Elections for officers and homeroom representatives are held in the fall. Qualifications and rules relative to the operation of the Student Council are available from the upper level moderator.

STUDENT PLACEMENT

The administration creates class groupings for the next school year with the priority of creating a heterogeneous mix of abilities, interests, motivation, and special needs among the groups, as well as a balanced mix of boys and girls. Teachers have collaborated with the knowledge and data they have about our children in order to place students where they will be happy and successful. We are grateful that you place your trust in us to do so. We always welcome your input on your child's disposition, and what you see as their strengths and weaknesses. And while there may be isolated cases of families requesting a certain placement, it is not advised, and can never be guaranteed. We, as professional educators, must always look at the big picture for your child, the classes, and the school. Our combined experience has helped us learn that, in a school setting, certain combinations are better suited for children to thrive and to optimize learn.

STUDENT RECORDS

The school presumes that both parents have access to children and records unless one parent can prove that he or she has the sole right. It is the parent's responsibility to notify the school of any special situations.

SUBSTANCE ABUSE BY A STUDENT

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and

injured human beings.

Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

School Procedures for Handling Violations:

- Notify the parent/guardian and suspend the student during the school investigation
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal
- Notify the police as directed by law
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion
- Appropriate confidentiality shall be maintained

Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in procedures for the principal.

The approach to substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

TARDY

A student arriving at school after the entrance bell at 8:45 a.m. is tardy. He or she must report to the office to receive an admit slip before proceeding to the classroom.

TECHNOLOGY-FILTERING

St. James has taken precautions to protect students from gaining access to inappropriate information. All computers with access to on-line resources have a filtering device installed. However, it is possible that inappropriate material may somehow make its way past the blocking devices. For this reason, a responsible adult will supervise students while they are using on-line resources. Students will also receive instruction in the appropriate use of on-line resources.

TECHNOLOGY-PRIVACY OF COMPUTER FILES

Users should not expect that files stored on school-based computers will always be private. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

TECHNOLOGY-SAFETY

Students are expected to act in a safe manner while on-line.

- Students should not give out personal information such as first or last name, phone number, the school they attend, etc. about themselves or other people. Only initials or class section numbers should identify them as on-line users
- Students should tell a teacher, parent, or other trusted adult if they encounter any information on-line that is mean, offensive, threatening or makes them feel uncomfortable

Network Etiquette

- Be polite. Use appropriate language. Never be abusive in your messages to others.
- Do not use the network in any way that would intentionally disrupt its use by other users.
- Consider all communications and information accessible via the network to be public property.

TECHNOLOGY-UNACCEPTABLE USE

The following uses of school provided technology are not permitted:

- To photograph or video without specific teacher/admin approval
- To access, upload, download, scan, copy, or distribute pornographic, obscene, sexually explicit materials, hate materials fostering racial, sexual or ethnic prejudice
- To transmit obscene, abusive, sexually explicit or threatening language, gestures, or images.
- To violate any Archdiocesan policy, local, state or federal statute
- To vandalize, steal, damage or disable the property of another individual or organization either physical or electronic
- To access another individual's materials, information or files without permission
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission
- To attempt to learn or change or use the passwords of others, to read, copy, change the files, e-mail or accounts of others
- To send, receive or review electronic communication (e-mail, Facebook, Instagram, Twitter, Snapchat, etc.)

TECHNOLOGY-USE IN SCHOOL

St. James School offers its students and staff access to the Internet during the school day. St. James considers its educational mission, goals and objectives when making decisions regarding student access to the Internet. With this educational opportunity also comes responsibility. Students, parent(s)/guardian(s) and the school staff will share the responsibility for appropriate use of on-line resources.

TECHNOLOGY-USE OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats. Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

TEXTBOOKS

- The school provides textbooks and workbooks
- Students are responsible for the care of these books
- Textbooks should be covered to preserve their quality

- If a student loses or damages a book or workbook, he or she will be assessed the full cost of the book
- Students should not write in textbooks
- Students who have not paid their book/ library fines by the end of the year will not receive their final report cards until fines are paid

TRANSFERS

Parents of students transferring out of St. James should inform the school office at least a week prior to the transfer. This will give the school time to prepare the necessary forms to help facilitate placement in the new school. Records of transferring students are only sent upon receipt of a written request from the new school. No records or transfer forms will be issued until all outstanding financial obligations to St. James School and Parish have been met.

TRUANCY

In the unlikely event that a student has consistent unexcused absences, he/she may be considered truant. Further examination of circumstances will take place and authorities in the State Truancy Office may be contacted.

TUITION

Tuition and fees are set each year through the joint efforts of the School Council, Parish Finance Council, pastor, and administration in conjunction with Archdiocesan policy.

The following tuition policies have been established by the School Council

- Re-registration for St. James School will not be honored until all past tuition obligations have been satisfied
- All tuition is payable to SMART Tuition and due by the 20th of each month
- Any family who falls behind in tuition payments must be current on the first day of school after Christmas break or their child/ren will be excluded from school until tuition is paid. (per the Archdiocese of Chicago's Office of Legal Services)
- Families of eighth grade students must have all financial obligations to the school and parish fulfilled by May 20. Failure to do so may result in withholding of students' graduation activities (dinner, trip, ceremony, etc.) .
- The Business office will verify your choice of contributory status. Minimum Parish contribution (\$1000 or \$500 for Pre-school only) is due by April 30th or the Non-Contributor/Non Parishioner rate (\$1200 and \$700 for Pre-school only) will be applied to your tuition total and due by May 20th
- Limited funds are available for financial assistance, and applications may be made through the parish Business Manager
- Tuition may be prorated for registrations that commence after the school year has begun
- NSF checks will require cash repayment for original amount plus bank charges

TUITION AID

Economic diversity is valued at St. James School To that end, needs-based tuition aid is offered to those families who value a Catholic education and need financial assistance to fulfill their tuition commitment.

SMART Tuition provides an online application for financial assistance that should be completed according to the directions provided. The link to the form may be found on the SJS website. Every attempt will be made to secure aid so that no student is unable to attend SJS due to genuine financial hardship.

The actual and final tuition assistance amount offered to a family is determined by the pastor's committee based upon a number of factors, including the SMART Tuition Aid application and the amount of tuition assistance available in the school budget. The amount of assistance will be unique to each family. Financial awards are effective for one school year and will need to be applied for on an annual basis. All existing financial commitments must be met in order to qualify for assistance for the following school year.

UNIFORMS

Enrollment at St. James implies agreement with and acceptance of the dress code. All students are to be in uniform at all times unless otherwise directed by the school. The principal or her designee will have the final say with regard to appropriate interpretation of the dress code. Clothing that does not follow the uniform code will need to be changed which may require appropriate clothing being brought to school. Written notification is required if there are medical reasons or other extenuating circumstances for a student not to be in uniform.

The objectives of the dress code are

- to create an atmosphere conducive to learning
- to be easily observable and enforceable
- to promote student safety
- to be well groomed and ensure modesty
- to project a good image of our school

General Guidelines

- No ripped, torn or frayed clothing is allowed. It is the parents' responsibility to see that clothing is properly sized and in good condition
- Navy dress slacks or shorts (no outside or "patch" pockets)
- Pants and shorts with belt loops require belts in grades 4 through 8. Belts must be solid black, brown, or navy
- All pants should be properly fitted dress pants; no baggy styles, patch pockets or contrasting stitching. No tight fitting pants or leggings (as pants) are permitted. Blue jeans or blue jean style, cargo, low-rise and stretch pants are not acceptable
- Uniform dress shorts may be worn ONLY from the start of school until October 15 and from April 15 until the end of the school year. Shorts may not be worn during any other time
- Skirts, jumpers and shorts must be no shorter than two (2) inches above the knee
- All polo shirts may have long or short sleeves (no cap sleeves) and must have a button placket. All uniform shirts and blouses must be long enough to remain tucked in throughout the entire school day
- T-shirts worn under uniform shirts must be solid white and sleeves should not be seen
- Navy cardigans are optional. Cardigans should not have hoods.
- St. James School logo sweatshirts are an option
- All shoes should be **predominately one neutral color** and worn with socks. Sandals, "Crocs" or backless shoes are not allowed at any grade level
- Solid color navy or white socks or tights are to be worn with shoes

- Scouts may wear their scouting uniforms to school on meeting days and National Scouting Days
- No inappropriate or distracting jewelry, hairstyles, or hair colors is allowed
- Only clear nail polish for girls is allowed
- No cosmetic products of any kind are to be worn while in uniform. Cosmetic, including perfume and cologne products, are not allowed on school premises

Grade Specific Options

- Pre-Kindergarten students are not required to wear uniforms.
- *Girls – Grades K-3* – Plaid jumper or culottes and a white, round collared blouse or white knit polo shirt.
- *Girls – Grades 4-5* – Plaid culottes and a white, rounded collared blouse or white, knit polo shirt.
- *Girls – Grades 6-8* – Option # 1- Uniform plaid skirt/skort no shorter than two (2) inches above the knee, with navy knit blue polo shirt
Option #2-Navy blue pants (no jean styles) or navy blue uniform skirt, no shorter than two (2) inches above the knee, with a white, knit polo shirt.

Primary/Middle Grades P.E. Dress Code (K-5)

- Students do not change for P.E.
- Students must wear gym shoes, which have backs and appropriate closures (ties or Velcro)
- If girls wear skirts or jumpers, they must wear shorts under them on gym days.

Upper Grades P.E. Dress Code (6-7-8)

P.E. uniforms are required. P.E. uniforms may be purchased at:

TLK Marketing
678 Chaddick Dr
Wheeling, IL 60090
Phone: (847) 788-1730
<https://tlkmarketing.tuosystems.com/stores/pe2015>

School uniform clothing may be purchased through:

Dennis Uniform Company
1400 E Business Center Dr #102
Mount Prospect, IL 60056-6071
(847) 299-1442
www.dennisuniform.com
The SJS school code is: **GAQGV**

All St. James School logo sweatshirts (worn over uniform shirts) must be purchased from Dennis Uniform Company

VANDALISM

Incidents of vandalism and/or accidental destruction of parish and/or personal property will be handled on a case-by-case basis. The general expectation is that proper restitution will be made immediately for all material and labor costs.

VISION AND HEARING SCREENING

Yearly vision and hearing screenings are required by the State of Illinois. Vision is tested on all preschool, kindergarten, second and eight grade students. Hearing is tested on all preschool, kindergarten, first, second and third graders. All new students, special education students, and teacher/parent referrals are also tested. Please refer to the school calendar for the screening dates.

VISITORS

Families are always welcome to observe classes in progress. Families who wish to make a visit should make an appointment. Families who wish to see a particular teacher either before or after school hours may leave a message on the teacher's voice mail or contact the school secretary for an appointment. All visitors must sign in and out at school office and wear visitor badges.

VOLUNTEERS

The Archdiocese of Chicago requires that volunteers working with schools comply with the safe environment protocols for the protection of children and youth before service begins. All information is available on the Archdiocesan website under Protecting Children http://archchicago.org/departments/safe_environment/compliance.shtm

Volunteers are required to complete a file which includes:

- **7703 Archdiocesan Application for Employment or Volunteer Service;**
- **CANTS 689** form (Child Abuse and Neglect Tracking System)
- Code of Conduct read, signed and dated
- Virtus Training Program - Protecting God's Children and Youth

WEAPONS

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, "billy clubs," bats, pipes, sticks and any other object that causes bodily harm

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives may subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

This handbook consists of guidelines that provide a framework for the school's day-to-day operation. The administration reserves the right to vary these policies so specific issues are treated on an individual basis. The policies are subject to amendment or discontinuation as the need arises. The school will attempt to keep families informed of all changes as soon as it is practical. However, some changes may have to be made immediately to meet unforeseen circumstances.