



SAINT JAMES SCHOOL  
ARLINGTON HEIGHTS

# Student/Parent Handbook 2020-21

**FIND A WAY**

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# 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 21<sup>st</sup> 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.

## **ABSENCES**

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 the 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 POLICY (AUP)**

St. James School offers students and staff access to technology and online resources. St. James takes a proactive approach to inform and educate all student users about the importance of using any form of technology responsibly, safely, and respectfully. Behavioral expectations of all users, as it relates to the appropriate use of technology, are no different from expectations in other aspects of our learning environment. All users are expected to use the computers and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer and network usage in schools.

The goal in providing access to technological resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right. Students, parents/guardians, and the school staff share the responsibility for appropriate use of technology and online resources.

Students will not be permitted to bring in the classroom or use any kind of personally owned technology during the regular school day. All necessary educational technology is provided for our students. Students who bring cellphones, smart watches, or other such technology to school are required to leave their device(s) in their locked locker during the school day in the "off" position. Students using

technology on campus at any time including school sponsored activities and events outside of regular school hours, whether the device is personally owned or school provided, are expected to follow acceptable use guidelines. Users of technology in school should not expect that files stored on school devices will be private. Administrators and faculty have the right to review files and messages to maintain system integrity and insure student responsibility and wellness.

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. When students are off campus it is the responsibility of the parent/guardian to establish proper procedures. The inappropriate use of technology outside of school may subject the student to disciplinary action.

**St. James School is primarily responsible for:**

- applying school network filters and blocking of visual depictions or material deemed obscene or to child pornography or to any material deemed harmful to minors as determined by the school administration;
- providing adult supervision when students are using technological resources;
- teaching proper techniques and standards for digital citizenship including safety, responsibility, respect;
- guiding student access to appropriate areas of the Internet;
- informing students that misuse of the Internet in school could result in loss of access privileges and/or further disciplinary action;
- monitoring privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school's Internet resource;
- and disabling, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

**St. James School is not responsible for:**

- unauthorized costs or charges that are incurred by students over the Internet;
- any damages the student may incur, including loss of data;
- the accuracy or quality of any information obtained through any school Internet connection
- the filtering of internet content when a device is used off campus.

**Inappropriate and/or prohibited use of technology may include, but is not limited to:**

- violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
- attempting any unauthorized access, including hacking of any computer system;
- downloading unacceptable materials;

- re-posting personal communication without the author's prior consent;
- violating copyright law;
- using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- changing or attempting to alter any configuration, program or password on any computer or system;
- using a school computer without knowledge/approval of school personnel responsible for the computer;
- using inappropriate or obscene language, pictures, and gestures in any form on the Internet;
- using the school name or names of staff or students in offensive or harassing form on the Internet;
- using the Internet for entertainment or limited self-discovery function;
- using the Internet for unauthorized purchases
- Violating any Archdiocesan policy, local, state, or federal statute

## **GSuite For Education**

St. James School supports the use of GSuite for Education accounts for students and teachers. The use of Google Apps enhances our desire for students to create, collaborate, communicate, and use critical thinking skills in the learning process. Students are able to log into their St. James School GSuite account anywhere where Internet access is available.

All students will be assigned a username@stjameschoolah.org user account.

- Students in K-1 will use their GSuite login credentials specifically to take advantage of the ease of the single sign-on feature that google provides for our many online subscriptions.
- Students in Grade 2 will begin learning how to use Google apps during the school year in preparation for Grade 3.
- Students in Grades 3-5 will utilize many apps offered, but will not yet have access to Email.
- Students in Grades 6-8 will have E-mail functionality enabled.
- Students will use the same GSuite account throughout their time at SJS.

## **iPad Loan & Care Agreement**

Parents/Guardians and students must sign the SJS MOBILE DEVICE TAKE HOME USAGE AGREEMENT and ACCEPTABLE USE POLICY before the device can be taken home. The information presented here protects the device investment for St. James School and the integrity of our technology program.

The goal of the 1:1 program is to enhance student learning by encouraging collaboration, critical thinking, and creativity through production and innovation using transformative technology-driven tools. While our modern 21st Century approach leverages technology to bring our students' digital communication and learning to new heights, our teachers are prepared to maintain balance in the classroom and prioritize their teacher/student relationships while encouraging interpersonal communication across all curricular areas.

Students are assigned iPads to use in their daily instruction and for their home study\*. The purpose is to offer enhanced instruction in the subject matter through the technology. In addition, use of the iPad and its apps will help the students develop skill in managing the iPad and its apps which they will need to be successful in high school.

Each student will be assigned an iPad that will be theirs to use, at home and at school, throughout the year. The students will have the opportunity to learn to use the iPads the way they will use them in high school and teachers will have the opportunity to use this technology to support their instruction.

Each iPad will be loaned to the student with a protective case and keyboard. Students are expected to return the device at the conclusion of the school year in the condition in which it was assigned. Failure to return the iPad or return of the iPad in damaged condition will result in replacement charges up to \$450.

**The objectives of the program are as follows:** students will be able to properly and routinely manage and care for the iPad including proper charging, carrying, and care for the iPad; students will be able to operate and manage school standard applications such as Notability, Google Suite for Education, Desmos, calendar, etc. in an efficient manner; students will be able to independently exercise the proper focus and self-discipline while using the iPads and refrain from social networking, game playing, etc.; students will be able to access, consume, and manipulate electronic text and resources in an efficient manner to become innovative producers of digital content providing evidence of their learning.

**Students assigned an iPad are expected to:** retain control of the iPad at all times; the iPad may not be shared, loaned, or used by any other student in the building; abide by all technology policies and safe and Acceptable Use Policies defined by the school; report any unacceptable or unsafe behavior or communications immediately; have the iPad in its approved case at all times; have the iPad fully charged at the start of each school day; have the iPad with them each day to use in class; a student will not be allowed to borrow an iPad or other device because s/he

forgot the device, nor will a student be allowed to use his/her own private technology.

**Students assigned an iPad are responsible for:** any damage to the iPad whether the student is responsible for the damage or not; any data, media, or communication received and/or stored on the iPad and any communication emanating from the device whether they are responsible for the data, media, or communication or not.

**Students assigned an iPad are forbidden to:** download any apps, video, music, or other electronic media not specifically assigned by the teacher; use social media of any type on the iPad, on or off campus; use any email other than their assigned St. James School email; take photographs or video except when specifically assigned by the teacher on or off campus; use private technology belonging to themselves or anyone else during the school day.

The school manages and controls all applications, settings, and restrictions on the iPad with Apple School Manager and mobile device management. Students must not attempt to disable or circumvent the management programs/settings. The teacher will have access to control, view, screen-shot, lock, open and navigate apps on all student devices via Apple Classroom during each period of the school day. Students are required to join the teacher's Apple Classroom during each period of the school day. Any student disconnected from a teacher's Apple Classroom is subject to disciplinary action.

**When students are off-campus, the management system does not filter content accessed on public internet. It will be up to parents/guardians to filter internet content and establish proper procedures for using Internet resources when not on the St. James Campus.**

**The School reserves the right** to randomly collect and/or spot check the iPads. The student has no expectation of privacy for anything on or communicated by the iPad. Failure to follow these guidelines will result in the loss of the iPad for a specified period of time in addition to other consequences relative to the offense. During that time, the student is on his/her own to complete the assignments given by the teacher. Neither accommodations nor exceptions will be made to facilitate the student learning during this time.

#### **General Care of School Loaned Device**

- Students may not personalize their device. The iPad and its case must remain free of any writing, drawing, or stickers.
- Devices should never be left in a car or any unsupervised area.
- Devices should not be left in extreme hot or cold temperatures for extended periods of time.
- No food or drinks are allowed next to your device while it is in use.

- Cords, cables, and removable storage devices must be inserted carefully into the device and removed carefully.
- Hold your device with extreme caution to avoid dropping.

### **Carrying & Transport Recommendations**

- The keyboard case should always be closed when the device is being moved.
- Transport device with care in its provided case.
- Never transport your device with the power cord plugged in.
- Never store your device in a backpack while charging/plugged in.
- Use caution to not allow other items in your backpack to cause damage to your device. (Especially liquids or heavy items)

### **Screen Care**

- The device screens can be easily damaged. Do not attempt to remove the protective screen guard.
- Do not lean or put pressure on the top of the device when it is closed.
- Do not store the device with the screen in the open position.
- Do not place anything near the device that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not close the case with anything in between the screen and keyboard.
- Do not draw on the screen with any type of writing implement. (Use only approved stylus.)
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth. DO NOT use Windex or other window cleaner or wet wipes.

### **Keyboard Care**

- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, earbuds, etc.)
- Do not poke at keyboard with any sort of writing utensil or stylus. Only fingers should strike the keyboard.
- Do not scratch or dig at the keyboard - it WILL cause damage.
- If your keyboard needs cleaning a moist cloth can be used. Avoid using excessively wet wipes.

Damage must be immediately reported to the student's teacher. Damage determined to be the result of neglect or abuse may result in fines. **If a student suspects their device is lost or stolen, he/she must immediately report it to their homeroom teacher.** Students in need of technical assistance should speak first with their homeroom teacher. The teacher will troubleshoot and/or send the student and/or the device to the Educational Technology Coordinator for further assistance.

*\*Students in grades 6-8 will bring their device home regularly. Students in Grades K-5 will store their device at school. In the event that a classroom/cohort or the school reverts to remote learning, all students will have the option of bringing their device home.*

## **Remote Learning**

This document supplements the St. James School Acceptable Use of Technology Policy (AUP). School parents and students must agree to abide by the AUP and this Remote Learning Addendum.

(a) Parents of students at St. James School who are remote learners are responsible to ensure that their student is *fully prepared for the regular school day in their home environment*.

(b) Parents of students at St. James School who are home due to illness or a quarantined cohort situation are responsible for ensuring that their students, during the temporary remote learning situation, are *fully prepared for the regular school day in their home environment*.

*\*Please note: Students who are ill and unable to work during illness, will be given the appropriate make-up time needed.*

In both (a) and (b) situations the educational process will continue and students will be expected to connect with their teacher using their technology and complete classwork in a timely manner.

***Fully prepared for the regular school day in their home environment is defined as:***

1. The student has access to an internet connection.
2. The student's device is fully charged at the start of each school day so that connections to the student's classroom and teacher can be successful.
3. The student is awake and alert, sitting up straight, and dressed in appropriate day clothing at the start of a school day.
4. The student is ready to be productive and connect with the classroom teacher by 9:00 a.m., or other designated time as communicated by the student's teachers and remain available and productive throughout regular school hours.
5. The student is positioned in a home space that is quiet and has little distraction. The student's position should be in camera view so that the teacher can see the student's face via the video technology.
6. The student is prepared to listen, learn, and appropriately participate in class discussion by utilizing technology tools available.

7. The student receives the additional support needed at home in order to be successful in making connections with the teacher and completing assignments. Parents or guardians should be available to assist the at-home student during school hours.
8. The student must exhibit school-appropriate behavior and expectations when connecting to the classroom remotely. At St. James School we are Safe, Respectful, Responsible, and Christlike.
  - a. Safe with the use of device and internet as described in the Acceptable Use of Technology Policy. Safe in a productive home learning environment.
  - b. Respectful to SJS, self, teachers, classmates, and the learning process
  - c. Responsible for staying on task and being productive, displaying academic honesty in all schoolwork, completing assignments on time, communicating with teacher(s) when necessary and responsible for using technology appropriately and within the acceptable use policy guidelines.
  - d. Christlike attitude and behavior is shown during online and offline activity. Kindness, consideration, and respect is due to all classmates and staff.

### ***Live-Video classroom lessons***

Parents of students and students who are in school should expect and understand that teachers' instructional lessons occurring in the SJS classroom, may, at times be available to students who are learning remotely via either a recorded or a live-video feed. In this situation, students in the classroom may be seen and heard during teachers' lessons. Recorded lessons are the property of St. James School. Recordings are view-only and are not to be downloaded, altered, or republished.

### ***Teacher Availability***

Parents and students will be able to connect and/or communicate with their teacher(s) and/or the Remote Learning Team during regular school hours. There should be no expectation of after-hour teaching or communication between parent/guardian/student and teacher(s) unless specially arranged between parent/guardian/student and teacher.

### ***Supervision of Remote Students***

Students learning remotely must have a responsible guardian present. Technology and the remote connection with the classroom and/or teacher does not replace necessary supervision of a trusted guardian in the home. There should be no expectation that remote learning students are under supervision from school staff from a distance.

### ***Grades for Remote Student***

Parents and students should expect that work done at home will be graded similarly to work done at school. All students will receive additional time to make up missed work. Students learning remotely who are well are required to submit assignments as directed by their teachers. Late or incomplete work will be graded and eligible for penalization.

## 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. SJS is also accredited by AdvancED.

## 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 the Health Office

- All staff are in serviced on allergy and medication guidelines in August of each year and as needed throughout the year

***For the 2020-21 school year, students will primarily eat lunches in their cohort rooms. This means all student lunches need to abide by the SJS Allergy Guidelines.***

## **ARRIVAL**

### **PreK 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 helping students out of their vehicles and escorting to the building. All vehicles depart using the north exit onto Arlington Heights Road
- Students coming from the east side of Arlington Heights Road should cross at the traffic light. Staff members greet students and escort them across Arlington Heights Road. Entrance can be obtained through the north doors.

### **PreK 3**

- Vehicles park in the west lot.
- Parents escort students to the west doors where teachers and aides greet students and bring them to the classroom.

For the 2020-21 school year, students will also receive a wellness screening upon arrival. Please see the [SJS Reopening Guidelines](#) for more information regarding wellness checks.

**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, 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 may 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

## **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 what they do or don't do
- 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
- Inappropriate use 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.

For the 2020-21 school year, please see the [SJS Reopening Plan](#) to learn more about communication regarding COVID-19.

## **CONCUSSION GUIDELINES**

The St. James Concussion Protocol ensures that any student who has suffered a concussion will receive comprehensive support from St. James School, addressing both their physical and cognitive needs, while their brain is recovering from a concussion injury. The Health Office will need **written documentation** from a licensed health care professional stating the student has sustained a **concussion**. In addition, both **physical** and **cognitive** activity and/or restrictions must be presented.

Prior to a full return to athletic activity (gym, interscholastic sports, recess) and academic activity, the student must be cleared in writing (the Release Form can be found on the Health Office Web Page) by a licensed healthcare professional and the parent.

St. James School abides by the Return To Learn (RTL) and Return To Play (RTP) protocols. To learn more about these protocols, please go to

<https://www.iesa.org/activities/concussion.asp> to learn more.

## 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

- **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 school building.

### 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

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

For the 2020-21 school year, there are specific protocols for dismissal procedures. Please refer to the [SJS Reopening Plan](#) to see the diagrams and descriptions of those plans.

## 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 school 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 regularly on Power School.
- Contributing to a positive learning atmosphere is the responsibility of every student. Should a student's behavior warrant a detention, that student will become ineligible. Ineligibility will start the day immediately following receipt of the third citation which warrants a detention. The period of ineligibility will be the same as above---5 school days and will include activities on a weekend within the 5 day period.
- A student must be present for at least half a day of school to participate in extra-curricular activities that evening.
- These policies include but may not be limited to all sports, clubs, dances, theater performances, rehearsals and practices or other activities as determined by the administration.

## EMERGENCY CLOSING

Emergency closing days will be announced over radio and television stations. St. James School also employs the School Messenger system by which families are notified by a phone call, text message, and email 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.

In the case of an emergency closing, St. James School will switch the school day to a remote learning format so the education of the students will continue

## **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. Please be sure that emergency numbers are in service.

## **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.

For the 2020-21 school year, students in before and after school care will be grouped by cohort, be required to frequently sanitize hands, and have toys and materials disinfected in between uses.

## **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 & SCHOOL ASSOCIATION (FSA)**

The St. James Family & School Association (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

## **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.

## **FIELD TRIPS**

Teachers may schedule field trips during the year as valuable connections to student learning. Field trips are privileges afforded the students. Students may be denied participation if the student's academic performance or behavior is not satisfactory. Refunds will not be given for non-participation as a result of behavior consequences or academic ineligibility.

Students who have a grade of D or lower in a given subject due to missing assignments may be held back from field trips in order to provide time to make up assignments.

Information/permission slips will be sent home for each trip. These slips must be signed by a parent/guardian and returned to the teacher before the day of the trip. No child will be allowed to participate in a field trip if written permission has not been granted and is on file with the teacher or office. A phone call is not an acceptable alternative.

For the 2020-21 school year, all field trips have been canceled until further notice.

## **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.

## **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**

<b>Grade</b>	<b>Description</b>
<b>Mastered</b>	Consistently demonstrates
<b>Successful</b>	Frequently demonstrates
<b>Emerging</b>	Occasionally demonstrates
<b>Not Yet</b>	Rarely/Never demonstrates

**Kindergarten**

<b>Grade</b>	<b>Description</b>
<b>O</b>	Outstanding
<b>S</b>	Satisfactory
<b>I</b>	Improving
<b>N</b>	Needs improvement
<b>H</b>	Having difficulty

<b>X</b>	Not evaluated at this time
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**PreK 3 & 4**

<b>Grade</b>	<b>Description</b>
<b>P</b>	Proficient
<b>E</b>	Emerging
<b>NH</b>	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

*NOTE : Diplomas will be awarded provided all financial obligations have been fulfilled.*

**HARASSMENT**

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 1<sup>st</sup> grader might spend 10 minutes on homework while an average 8<sup>th</sup> 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.

Students who have a grade of D or lower in a given subject due to missing assignments may be held back from field trips in order to provide time to make up assignments.

**\*\*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

### A HONOR ROLL REQUIREMENTS

- No grades below “A-” in all classes
- No homework detentions

### B HONOR ROLL REQUIREMENTS

- No grades below “B-” in all classes
- No homework detentions

## HOURS

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

**8:45**-Tardy Bell rings

**8:55-9:00** – PK 3 arrives

**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.*

For the 2020-21 School year please see the [SJS Reopening Guidelines](#) for when to keep your child home from school. This year, please take more caution when deciding to bring your child to school.

## 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.**)

## INTERSCHOLASTIC ATHLETICS

Open to all students, grades 4 through 8. Each athlete is required to have an annual sports physical prior to participation in any practice or competition. The examination must be done within the past 13 months. The appropriate physical form can be found on the Health Office web page under Sports Physicals. In addition, the athlete and parent must read the school's policy on concussions/head injuries, read the information sheet on concussions/head injuries and sign the consent form prior to participation in any practice or competition. These forms will be handed out to the athlete/parent by the head coach prior to the first practice.

## 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 no 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.

## LIBRARY (See RESOURCE ROOM)

## 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 options based lockdown; please follow their directions if you are in school during an options based 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.

- 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.

## **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 on days school is in session.

## **PARKING**

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

**Stopping, standing, or parking is not permitted on Evergreen cul de sacs, Pine Avenue or Frederick at arrival or dismissal.**

## **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.

***For the 2020-21 school year, there will be no locker decorations or accessories of any kind. The lockers will be used only for storage of personal belongings, boots/shoes, and coats.***

## **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.

## 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

## 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.

## **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.

## 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 background check

Criminal background check run through [Virtus online](#) as part of the Virtus registration process and are rechecked every three years through Virtus.

### Attend Virtus/Protecting God's Children for Adults.

Online at <https://virtusonline.org/virtus/>

Click on *First Time Registrant*.

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

### Read and sign Code of Conduct

[CLICK HERE](#) to download the Archdiocese of Chicago Code of Conduct or search for the form on the Archdiocese of Chicago website, [archchicago.org](http://archchicago.org).

### Complete Child Abuse and Neglect Tracking Form (CANTS)

[CLICK HERE](#) to download the CANTS form or search for the form on the Archdiocese of Chicago website, [archchicago.org](http://archchicago.org).

### 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 door, present a driver's license to register for the RAPTOR system, and wear a visitor tag.

## SERVICE LEARNING

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.

*Given the restrictions of the 2020-21 school year, we will not require service hours for graduation.*

## 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 HARASSMENT

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, 6<sup>th</sup> 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 appropriate for school wear**

## STANDARDIZED TESTS

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

## STUDENT LEADERSHIP

Student Leadership is a group of 8th grade students who demonstrate school spirit, service, and leadership. Students who are interested must complete an application in the fall of their 8th grade year. All those accepted will be eligible to run for an officer position (president, vice president, secretary, or treasurer). While serving as a member of Student Leadership, all students must maintain eligibility status (77% or above) in all classes.

Upcoming eighth graders who complete the Student Leadership application for consideration to the best of their ability and maintain good academic and behavioral

standing throughout their seventh grade year (meeting all the requirements below), will be considered for acceptance into the program.

- Earn a GPA of 3.0 or higher each trimester
- No more than 3 late assignment in a single class or 6 late assignments overall per trimester
- Only 3s and 4s in all SLT categories (No 1s or 2s in any category)
- Displays characteristics of leadership and faithful service
- Upon acceptance, eighth graders in Student Leadership are required to continue to meet the requirements above throughout their eighth grade year to maintain eligibility in the program.

Failure to meet these requirements will result in a probationary period the following trimester. During probation, students will not participate in activities or meetings. The goal of probation is for a student to focus on academics and/or behavior, and improve these to re-join Student Leadership at the end of the probation period. If a student continues to not meet the requirements, their membership will be revoked. If a student meets the requirements during their probation period, they will become an active member of Student Leadership the following trimester. Students who receive a behavior detention will immediately be placed on probation.

Things to note about probation:

- Probation will span the equivalent of one trimester's time.
- A behavior or homework detention while on probation will result in removal from Student Leadership.
- If a student receives two citations during or following their probation period, membership will not be reinstated/ revoked.

Any questions regarding Student Leadership may be directed to Mrs. Long, Mrs. Bridges and/or Ms. Tomko at [studentleadership@stjamessschoolah.org](mailto:studentleadership@stjamessschoolah.org)

## 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.

## **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 are allowed
- Hair should be kept clean and neatly cut, no longer than collar length in back (for boys), and not fall into the child's eyes in front. Extreme hairstyles, dyes, and cut patterns in hair are not 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 knees with a white, knit polo shirt.

### ***Primary/Middle Grades P.E. Dress Code (PK-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.

School uniform clothing may be purchased through:  
Dennis Uniform Company [www.dennisuniform.com](http://www.dennisuniform.com)  
The SJS school code is: **GAQGV**

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

### ***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/stjamespeuniform>

**Masks:** For the 2020-21 school year, students will be required to wear masks at all times in the SJS building. Masks should be predominately one neutral color and not containing any distracting or inappropriate images.

## 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 submit a driver's license, 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

<https://protect.archchicago.org/compliance-resources>

Volunteers are required to complete a file which includes:

- Online Background Check - Through Virtus
- **CANTS 689** form (Child Abuse and Neglect Tracking System) -annually
- 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.

## WEEKLY SCHOOL UPDATE

The Weekly School Update 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 Thursday.

Organizations wishing information to appear in the weekly update must submit it in electronic form by Tuesday at noon, for a Thursday distribution.

To be added to the distribution list, go to <http://eepurl.com/gzfa1> and fill ou the form, or scan the QR code.



**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.**

