

# St. James Catholic School

## Parent/Guardian and Student Handbook

2019-2020

412 West Washington Street  
Millstadt, Illinois 62260  
Phone: 618-476-3510  
[www.stjamesmillstadt.com](http://www.stjamesmillstadt.com)

## Table of Contents

St. James Personnel	page 3
St. James Organizations/Officers	page 4
I. Mission, Philosophy, Vision	page 5
II. Administrative Policies	page 6
Admission, Class Size	page 6
Registration, Insurance, Emergencies	page 7
Line of Authority, Records	page 7
Transfers	page 8
Tuition	page 9
III. School Attendance	page 10
Absences	page 10
Appointments, Tardies, Truancy	page 11
Emergency Dismissal, Lunch, Recess, School Hours	page 12
IV. Academic and School Curriculum	page 12
Common Core Standards, Grading, Graduation	page 13
Homework, Honor Roll, Library	page 14
Promotion/Retention	page 14
Religious Formation	page 15
Reporting to Parents, Special Education, Student Records	page 16
Support Services, Testing	page 17
V. Student Code of Conduct	page 17
A. Expectations for Excellence	page 17
Code of Catholic Conduct	page 17
Computers/Electronic Devices	page 18
Dress Code	page 19
Telephone	page 22
B. Discipline	page 22
W.I.N. Program, Appeals	page 22
C. Severe Behavior	page 22
Alcohol, Drugs, Weapons	page 22
Bullying, Search/Seizure, Questioning, Suspension/Expulsion	page 23
Off-Campus Misconduct	page 24
VI. Parent Responsibilities	page 25
Parent cooperation	page 25
Care of Textbooks, Extracurricular Activities,	page 25
Parent Participation, Child Protection Policy	page 25
VII. Transportation	page 26
Buses, Parking, Walkers	page 26
VIII. Special Activities	page 26
Athletics	page 26
Birthdays, Field Trips, Parties	page 27
Dances, Pictures, Special Programs	page 28
IX. Health and Safety	page 29
Allergy Policy	page 29

Asbestos Management, Drills, Medication	page 30
Medical Examinations, Immunizations	page 31
Hearing & Vision	page 32
HIV/AIDS, Illness Guidelines, Illness & Injury, Pest Control	page 33
Pregnant Students, Right to Amend	page 34
X. Forms	page 35
Sample Field Trip Permission Form	page 35
Internet Access Policy Agreement	page 36
Signature Pages	page 39
Internet Acknowledgment and Agreement	page 39
Handbook Acknowledgment and Agreement	page 40

***Please note that sections in italics are directly copied from Diocesan Policy or Saint James School Board Policy.***

### **St James Parish Personnel**

Pastor: Rev. Marvin Volk  
476-3513  
Deacon: Deacon Ron Karcher  
Rectory Secretary: Sister Doris Jean Grewe, SSND

### **Mass Schedule**

Saturday - 5:00 pm  
Sunday - 8:00 am and 10:00 am  
Tuesday and Thursday - 8:00 am  
Wednesday, Friday - 8:20 am

### **St. James Catholic School Faculty and Staff**

*St. James Catholic School holds a Certificate of Illinois State Recognition. All St. James Catholic School teachers are Illinois certified teachers.*

Principal: Mrs. Cyndi Hasenstab  
[principal@stjamesmillstadt.com](mailto:principal@stjamesmillstadt.com)  
Extension: 111

Administrative Assistant: Mrs. Michele Bell  
Extension: 110  
[michele.bell@stjamesmillstadt.com](mailto:michele.bell@stjamesmillstadt.com)

8<sup>th</sup> grade: Ms. Susan Hayden  
Extension: 108  
[susan.hayden@stjamesmillstadt.com](mailto:susan.hayden@stjamesmillstadt.com)

7<sup>th</sup> Grade: Mrs. Kathy Costello  
Extension: 107  
[kathy.costello@stjamesmillstadt.com](mailto:kathy.costello@stjamesmillstadt.com)

6<sup>th</sup> Grade: Mrs. Cheryl Scherle  
Extension: 106  
[cheryl.scherle@stjamesmillstadt.com](mailto:cheryl.scherle@stjamesmillstadt.com)

5<sup>th</sup> Grade: Mrs. Darla Cobb  
Extension: 105  
[darla.cobb@stjamesmillstadt.com](mailto:darla.cobb@stjamesmillstadt.com)

4<sup>th</sup> Grade: Mrs. Judy Glaeser  
Extension: 104  
[judy.glaeser@stjamesmillstadt.com](mailto:judy.glaeser@stjamesmillstadt.com)

3<sup>rd</sup> Grade: Mrs. Patti Kenetski  
Extension: 103

[patti.kenetski@stjamesmillstadt.com](mailto:patti.kenetski@stjamesmillstadt.com)

2<sup>nd</sup> Grade: Mrs. Kristi Nowels

Extension: 102

[kristi.nowels@stjamesmillstadt.com](mailto:kristi.nowels@stjamesmillstadt.com)

1<sup>st</sup> Grade: Ms. Michelle Biver

Extension: 101

[michelle.biver@stjamesmillstadt.com](mailto:michelle.biver@stjamesmillstadt.com)

Kindergarten: Mrs. Michelle Voegtle

Extension: 100

[michelle.voegtle@stjamesmillstadt.com](mailto:michelle.voegtle@stjamesmillstadt.com)

Physical Education: Mrs. Sandy Busch

[sandy.busch@stjamesmillstadt.com](mailto:sandy.busch@stjamesmillstadt.com)

Resource: Sr. Marilyn Mueth

[marilyn.mueth@stjamesmillstadt.com](mailto:marilyn.mueth@stjamesmillstadt.com)

Early Childhood Director: Ms. Brooke Range

476-9490

[stjamesecc@yahoo.com](mailto:stjamesecc@yahoo.com)

Cafeteria Manager: Mrs. Christina Scheibel

476-7985

Maintenance: Mr. John Glaeser

476-3510

Athletic Director: Mrs. Terri Souder

476-7985

Assistant Athletic Director: Mr. Chris Koudelka

**St. James Catholic School Board Members**

Cheri Bernasco

Kristian Bertelsman

Duane Henson

Natalie Heberlie

Sara Lester

Aaron Scarborough

Nikki Trankle

**St. James Catholic School P.S.A. Officers**

President: Kim Edmiaston

Vice President: Jen Westoff

Secretary: Kaitlin Fairbairn  
Treasurer: Cari Henson

**St. James Catholic School Athletic Association Officers**

President: Rich Tyler  
Vice President: Angie Dotson  
Treasurer: Jeff Edmiaston  
Secretary: Maribeth Keeven

**Meetings**

St. James Parish School Board:  
2<sup>nd</sup> Monday  
St. James Parish Council:  
3<sup>rd</sup> Monday  
St. James Parent School Association:  
4<sup>th</sup> Monday  
St. James Athletic Association:  
3<sup>rd</sup> Wednesday

*All meetings are open to the general public except special or closed sessions of a meeting.  
Meetings begin at 7:00 pm.*

**SECTION I: MISSION, PHILOSOPHY, AND VISION**

**Mission**

The mission of St. James Catholic School is to provide a superior educational program for students from pre-kindergarten through eighth grade. We proclaim the love of God by word and action through teaching, prayer and community service. We strive to meet the spiritual, intellectual, physical, social, moral, emotional and technological needs of our students and challenge them to work to the best of their abilities.

**Philosophy**

The philosophy of St. James School is to nurture the development of the whole person created in the image and likeness of God. Through our curriculum and Christian community, we work toward the development of Christ-centered students who, realizing their own worth as God's children, are then able to reach out and share His love with others. In addition to this philosophy, we respect parents as the primary educators of their children. We encourage them to practice their religious beliefs and support them as they model Christian living.

**Vision**

The vision of St. James School is to provide the children of Millstadt with an opportunity to learn as Jesus taught, serve in a community guided by the Holy Spirit, and grow as children of God.

**SECTION II: ADMINISTRATIVE POLICIES**

## **Admission**

Parents wishing to enroll their children in St. James Catholic School will be expected to show an interest in the education of their children by cooperating with the faculty and administration in all school matters. Parents are expected to become actively involved in the school and the Church in order to reinforce the values and attitudes for living a truly Christian life. Students are expected to comply with all school regulations and to conduct themselves in a manner that is conducive to learning and to true Christian behavior.

## **Admissions Policy DP#5111.1.**

St. James Board Of Education Policy 553.1 states: *St. James Catholic School admits students of any race, gender, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.*

Students are not discriminated against on the basis of gender, race, color, or national or ethnic origin in the administration of the school's educational policies, scholarship and local programs, athletic and other school administered programs, in accordance with DP#5111.1.

The Diocesan Board of Education Policy 5111 further states: *Any child entering Kindergarten must be five years of age on or before September 1 of the school year of enrollment.*

Students shall be admitted to St. James Catholic School according to the following priority schedules:

Returning students

Siblings of returning students

Children of St. James Parish families

Children of teachers employed at St. James Catholic School

Children of Catholic families of other parishes

Children of non-Catholic families

All registered families shall be willing to pay all fees prescribed by St. James Catholic School and donate the prescribed amount to their respective parishes. Non-Catholic families shall be willing to pay the tuition amount set by the School Board not to exceed the cost per student. Because St. James Catholic School is reliant on its volunteer community, all school parents and guardians are expected to volunteer their time and talents to school activities as a condition for admission.

## **Class Size Policy**

St. James Board of Education Policy 551 states: *St. James Catholic School will admit 32 students per class. If the 33<sup>rd</sup> student is Catholic and a member of St. James Parish, the class will be split and a second teacher will be hired. Catholics from neighboring parishes without schools and non-Catholics are welcome in our school but only after the needs of our own parishioners have been assessed. (Refer to Admission Policy 553.1)*

If a class size goes beyond 25 in grades K-4, consideration will be given to hiring an aide. The hiring of an aide will be affected by:

- The abilities of the children in the class, allowing for effective teaching

- The competency of the teacher to work effectively with this number of children

### **Registration**

Students are required to pre-register for the following school year by April 1st, using the school pre-registration form. Registrations for new students are accepted at any time during the school year. New families are also invited to register in the parish. If the child was not baptized at St. James, a baptismal record must be presented. A birth certificate is also required. Records from the previous school(s) attended and all other pertinent information will be requested from the previous school. A report card is necessary for placement if time does not permit the processing and receiving of academic records from the previous school.

Students must be current with all physical, dental, and vision examinations required by the State of Illinois. In addition, all students must abide by the State of Illinois immunization laws.

### **Insurance**

Parents are responsible for providing accident and/or health insurance for their children. If parents do not have the above coverage, they will be required to purchase student accident insurance.

### **Emergency Forms**

An emergency form is kept on file for each child. The information on this form instructs the school regarding who should be notified in an emergency, as well as the doctor to be contacted in case the parents cannot be reached. It is important that all requested information be given in case it is needed in an emergency. If changes in this information are made during the year, please contact the school.

### **Communication Procedures and Line of Authority**

Communication is the key to understanding and handling problems that may arise at school. Parents are encouraged to communicate with the administration, teachers, and staff as required for the support of the child. Several avenues of communication are offered: school websites, written notes, email, phone, and visit to school. Parents who wish to observe in a classroom may do so by arranging a time with the principal and at the convenience of the teacher.

In order to resolve any issues, please follow the steps stated below:

1. Contact the teacher involved.
2. Contact the principal if results are not satisfactory.
3. Contact the pastor if results of previous steps are not satisfactory.

### **Student Records DP#5125**

The Family Educational Rights and Privacy Act gives parents and legal guardians the right to student records. St. James Catholic School will comply with all requests made in writing within a 48-hour period of regular work hours. Records must be viewed in the office, as they cannot leave the school. If parents wish to receive a copy, they may request one. The records must be picked up during regular work hours.



*This school complies with the provisions of the Buckley Amendment in regards to the rights of non-custodial parents or guardians. In the absence of a court order stating the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information in regards to the child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.*

### **Transfer to St. James Catholic School**

The school office will request records for any new students entering St. James Catholic School. At the time of registration, the parent will sign a release form in order for the records to be transferred.

Any new transfer student (other than those entering kindergarten) who registers to attend St. James Catholic School shall be considered probationary. This probationary status will remain effective until such time as the student's school records are received from the transferring school, and a sufficient period of time has passed to guarantee that the needs of the child can be met by existing school curriculum and resources.

St. James Catholic School reserves the right, at any time, to require that any student with needs that cannot be met by existing curriculum or staff (as decided by the pastor, principal, and teacher(s) involved) not be enrolled in our school. The Board of Education will be kept informed by the principal, on a consistent basis, of all problem situations existing and the resulting actions taken. All student transfers at the 7<sup>th</sup> and 8<sup>th</sup> grade level are to be accepted conditionally and students shall remain on probation for the entire academic year.

### **Transfer from St. James Catholic School DP#5119**

If transfers are made to another school, the student's records will be sent at the request of the receiving school as long as the financial agreement has been met with St. James Catholic School. Official records will not be sent until any financial obligation has been paid in full.

### **Tuition Information**

School Board Policy 532.1 states: *St. James Catholic School tuition payments are paid through the school office in 10 monthly payments, due either the 10<sup>th</sup> or 25<sup>th</sup> of each month.* Payment in full at the beginning of the school year is also an option.

Graduating Students: All 8<sup>th</sup> grade students must have all financial commitments fulfilled prior to graduation.

Parish Contribution: All families are asked to contribute at least \$350 in their church envelopes as part of their commitment to support parish and school. The Sunday collection subsidizes the education of every child at St. James. All church contributions are tax-deductible.

If tuition is in arrears and no other arrangements have been made, the student's enrollment for the next quarter will be jeopardized. Until tuition payments become current, families will not be allowed to register for the following year.

### **2019-2020 St. James Parishioner Tuition Rates**

One Child	\$4,185.00
Two Children	\$6,227.00
Three or More Children	\$6,445.00

**2019-2020 Holy Family Parishioner Tuition rates**

One Child	\$3,138.00
Two Children	\$4,707.00
Three or More Children	\$4,833.00

Holy Family Parish provides St. James a tuition subsidy to help offset the cost of educating a child. Holy Family parishioners are required to support the financial obligations of their church by making a set contribution.

**2019-2020 Non-Parishioner Tuition Rates**

One Child	\$5,106.00
Two Children	\$7,658.00
Three or More Children	\$7,913.00

**Early Childhood Scholarship**

A new family at St. James is eligible for 20% off of the first year’s tuition if the student is an ECC graduate.

**2017-2018 Fees for All Students**

The student fees include book bill, technology fee, and science lab fee. This is a per-student fee and can be paid at open house or any time before school starts.

Students in grades Kindergarten - Fourth grade:	\$275.00
Students in grades Five - Eight:	\$325.00
Athletic fee per family:	\$75.00 (k-3) \$125(4-8) <b>Separate Check</b>

Tuition refunds will be issued on a case-by-case basis. Refunds will not include the period the student was present at school.

**Transferring Student Tuition**

The following policy will be followed regarding any student(s) who transfer to St. James Catholic School after the first day of school:

The cost per day will be calculated determined by the total amount of tuition due per year divided by the total number of school days. The student(s) will then be charged according to the number of days left in the school year. The total due would be equal to the number of days remaining multiplied by the cost per day. The resulting amount will then be divided by the number of months in the annual payment schedule. This amount would then be divided by the number of months remaining in the annual payment schedule to arrive at the monthly tuition amount. Any tuition owed to a former Catholic school must be paid in full, or payment arrangements made with that school, before a student will be admitted to St. James.

**Tuition Assistance**

FACTS Grant & Aid Assessment conducts the financial need analysis for St. James School.

Each family must apply on the FACTS website to be considered for tuition assistance. Once all of the required documents are received by FACTS, St. James will receive a report indicating the recommended financial assistance determination for each family that applies. This determination report will then be presented to the St. James finance committee where your final tuition assistance amount will be approved.

The funding for tuition is limited and will be granted in the following order: St. James parishioners, Holy Family/Sacred Heart parishioners, non-parishioners, non-Catholics.

If a family has special circumstances that occur during the school year that affect tuition payments, that family must contact the school principal.

### ***SECTION III: SCHOOL ATTENDANCE***

#### **Absenteeism**

A written excuse stating the child's name, the date and the reason for his/her absence from school and signed by a parent/guardian is required the day the child returns. Parents are required to call the school office by 8:30 a.m. or leave a message on the secretary's email ([secretary@stjamesmillstadt.com](mailto:secretary@stjamesmillstadt.com)) if their child is absent. Parents arranging to pick up homework may do so at the office during the 3:15 dismissal.

Students who need to leave school early are to bring a note to their homeroom teacher. The teacher will initial the note and send it to the office. The student must be picked up and signed out by an adult in the school office.

When a student arrives at school and leaves to go to the doctor or other appointment and returns within one hour, the student will not be considered absent. If the student is gone for more than one hour, the student will be considered ½ day absent. If a student leaves school within one hour of normal dismissal, the student will not be considered absent. The student must present a doctor's note upon return to school.

When a student is absent 3 or more days in a row, a physician's note is required upon the student's return. Absences in excess of 15 days for the school year will jeopardize promotion to the next grade.

Students are to be given one day for each day missed, in order to make up work assigned during the excused absence. We strongly discourage removing students from school for family vacations. Teachers **MAY NOT** be able to prepare materials for a child whose family chooses to leave for vacation. When a student is absent, tardy or dismissed early from school, the student is responsible for any work missed and is expected to inquire as to what assignments have been given. Work must be made up upon return to school.

#### **Early Dismissal for a Doctor/Dentist Appointment**

Please send a message to school (phone or email) prior to the dismissal time. The adult who is picking up the student is required to pick up the child from the school office. They must sign the child out. This includes the child's name, date, time and the adult signature.

### **Tardies DP#5113**

The Diocesan Board of Education Policy 5113 states: *When a student arrives at school late but within 30 minutes of the beginning of the school day, the student will be considered tardy.*

Tardies are disruptive to the instructional program and may have an adverse effect on the educational progress of your child and others. Tardiness becomes a part of the student's permanent record.

Five tardies will result in a phone call to the parents and a detention either at lunch or before or after school.

When a student arrives at school late but within 30 minutes of the beginning of the school day, the student will be considered tardy. When a student arrives to school after 30 minutes of the beginning of the school day, the student will be considered a 1/2 day absent.

When a student arrives at school and leaves to go to the doctor or another appointment and returns within one hour, or arrives before the first hour of the school day or leaves school within 1 hour early of normal dismissal, the student will not be considered tardy and will not receive a demerit for being tardy if they present a doctor's note upon their return. If the student is gone more than one hour, the student will be considered a 1/2 day absent.

If a student arrives after classes have begun, the student should report to the office prior to going to his/her classroom.

### **Perfect Attendance**

Perfect attendance is defined as **NO** absence more than one half-day. Students who receive perfect attendance will receive an award at a school recognition ceremony in the spring.

### **Truancy**

The following forms of absences are classified as truanancies:

- Being absent without a parent calling in
- Absences from school without the knowledge and consent of the parents
- Leaving the school grounds during the school day without permission.
- Staying out of class without permission
- Absences exceeding 17 days for which a written excuse has not been received

Truancies will be a cause for expulsion.

### **Early Dismissals**

Please check the school calendar or weekly newsletter for any early dismissal information.

### **Emergency Dismissal and School Closings**

Information on school closing due to inclement weather will be broadcast on Channels 2, 4, and 5 on television. It will also be posted on the St. James facebook page. Parents may also choose to be notified through our parent communication system of emails, texts, or voicemails.

### **Lunch**

St. James Catholic School provides a hot lunch program. The price of lunch is \$3.00 per day for a regular lunch. Cost is \$3.50 for an adult size lunch per day. Lunch may be brought from home and milk may be purchased at a cost of \$0.25.

Parents who wish to do so can apply for free or reduced lunches. These forms are sent home the first day of class for each year. Records of those who apply are kept strictly confidential.

Free and reduced lunch applications can be obtained from the school office. Lunches may be paid on a daily, weekly, or monthly basis. **ALL LUNCHESES MUST BE PAID FOR IN ADVANCE.** Please contact the principal to make arrangements for special circumstances. The principal will be notified of outstanding balances at the end of the month. Students who have an outstanding lunch account will receive an alternative lunch.

### **Recess**

Recess periods are scheduled on a regular basis. During cooler and colder months, students need to come to school prepared for outside recess. Coats, gloves, and scarves are to be worn as needed. If the temperature is below 32 degrees, recess will be held indoors.

### **School Hours**

The regular school day begins at 8:10 a.m. and ends at 3:15 p.m. Any student arriving after the 8:10 bell will be marked tardy.

Students arriving between 7:15 a.m. and 8:00 a.m. are to enter the east door and report to the upstairs library. Students go to their homerooms at 8:00 a.m.

Teachers are available in their classrooms until 3:30 to answer a child's questions or to meet with a parent. If more time is needed for a conference, please contact the teacher and schedule one. Please do not disturb teachers during class hours.

## ***SECTION IV: ACADEMIC AND SPIRITUAL CURRICULUM***

The educational program at St. James is a program based on Gospel values and strives to meet the spiritual, intellectual, physical, social, moral and emotional needs of our students. Our academic program challenges our students to work to the best of their abilities.

**Common Core:** The superintendents of Catholic schools in the six dioceses of Illinois have issued a statement regarding Common Core State Standards in an effort to clarify that the standards are a set of educational goals students should seek to attain – they are not a curriculum. “Standards are not new to our instructional purpose,” the six superintendents wrote in the statement. “Curriculum in our schools previously focused on diocesan curriculum standards and the Illinois Learning Standards, which we adopted and aligned to core academic areas. Similarly, the Common Core standards are an outcomes-based vehicle that seeks the best instructional methods for educating our children.” The superintendents stress that hallmarks of a Catholic education – such as creativity, critical and analytical thinking, real-world application, academic rigor, and an authentic encounter with Jesus Christ – will not be

compromised by Common Core standards. “We will determine what to adapt from the Common Core standard according to what best fits our unique mission. We will never allow the faith and the education of our children to be compromised,” they wrote.

The following academic areas are a regular part of the St. James Curriculum:

- Religion and Family Life Education
- Science
- Physical Education
- Social Studies
- Reading
- Handwriting
- Mathematics
- Phonics
- English
- Art
- Computer
- Music
- Spelling/Vocabulary

### **Grading**

A+ 98-100	A 95-97	A- 93-94
B+ 91-92	B 89-90	B- 86-88
C+ 84-85	C 81-83	C- 78-80
D+ 76-77	D 73-75	D- 70-72
F below 70		

Effort and Conduct Grades:

G = Good Progress

S = Satisfactory Progress

N = Needs Improvement

In grades 4-8, the following subjects will be graded with the same letter code as Effort and Conduct: Music, Art, Physical Education and Computer.

Primary Grades: Students are graded with a “G” for Good Progress, “S” Satisfactory Progress, and “N” Needs Improvement in all their regular subjects. Beginning in Grade 2, students are also graded in Science and Social Studies.

In Grades 1 and 2, a “√” is placed where an improvement is needed in effort and conduct.

### **Graduation**

In order for eighth grade students to participate in graduation, they must have passed the Federal and State of Illinois Constitution exams with a grade of at least 75%. Health records

must be up-to-date. If there are any unpaid fees or tuition, the student may participate in the ceremony but will not receive a diploma until such fees are paid.

### **Homework DP#6154**

Diocesan Board of Education Policy 6154 states that the amount of time spent on homework outside of the classroom should follow these guidelines:

*Primary Grades: 30 minutes each school day*

*Intermediate Grades: 30 - 45 minutes each school day*

*Upper Grades: 90 minutes each school day*

Some homework will be graded; other assignments will be for practice work. It is the student's responsibility to ensure that they bring home the necessary books and assignments each night. Students may choose to use a planner to organize their work; all assignments are also online at the Option C school management site.

All homework must be completed; individual teachers will have a policy for late work. Students who have been absent will be allowed the same number of days to make up work they have missed.

### **Honor Roll**

Students in grades 5-8 are eligible for the Honor Roll each quarter.

**Level I - High Honors:** All A's in the content areas of Religion, Reading, English, Science, Social Studies, Math and Spelling.

There may be NO "needs Improvement" in the other areas.

**Level II - Honors:** All A's and B's in the content areas of Religion, Reading, English, Science, Social Studies, Math and Spelling.

There may be NO "Needs Improvement" in the other areas.

Students who achieve the High Honor/Honor Roll for two of the first three quarters will be recognized during a student recognition reception in the spring.

### **Library**

The library facility is available to all students. Each class has a scheduled weekly library time. Non-returned books must be paid for according to the price of a new book. Fines are assigned when students neglect to return books on time.

### **Promotion and Retention DP#5123**

**Promotion:** A student who has met the requirements of St. James School at his/her grade level will be promoted to the next grade level.

**Retention and Acceleration:** Diocesan policy states:

*When a teacher and/or parent believes that retaining or accelerating a student would be in the student's best interest, the following procedures must be adhered to:*

*1. The teacher shall inform the principal when he/she is considering retention or acceleration of a student. The teacher should give reasons for this consideration. If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request.*

2. *The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of the student's progress should take place every four weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings.*
3. *The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths and weaknesses.*
4. *The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.*
5. *The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention resting with the principal.*
6. *Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.*
7. *Parents must be informed at least 9 weeks before a final decision is made to retain a student.*

*The decision to retain a student can only be made if the school has an instructional program which ensures that the student will not simply be repeating the same material in the same manner for another year. This instructional program should be designed to meet the specific needs of the individual student and must be approved by the principal.*

*Generally, retaining a student in a grade for a second year or accelerating a student into an advanced grade is not advisable. However, in specific cases repetition of the grade or acceleration by a particular student may be beneficial because of the special circumstances that are clearly evident through the thorough evaluation process stated above*

### **Religious Formation**

To encourage growth in the faith formation of the child, St. James Catholic School provides religion classes as well as regular opportunities to celebrate the Eucharist and receive the sacraments of Reconciliation and Confirmation. In addition, students participate in other forms of prayer and worship. Service, which is a part of our Baptismal call, is a part of our school life.

Children preparing to receive the sacraments are involved in a special sacramental preparation program. A child usually celebrates the Sacraments of Reconciliation and Eucharist when in the second grade. The Sacrament of Confirmation is usually conferred on the eighth grade students.

Parents are expected to participate in their child's sacramental preparation. Parent meetings are held to educate the parent and to give the parent assistance in working with their child. Attendance at parent meetings is a responsibility that parents should not take lightly. It is expected that all parents attend these meetings.

### **Reporting to Parents DP#5124**

*Teachers' reports to parents shall consist of a printed Report of Pupil Progress and parent/teacher conferences. The Report of Pupil Progress shall be issued quarterly. Parent/teacher conferences shall be scheduled at the discretion of the principal, at least once a year and whenever parents, teachers, or principals deem necessary.*



**Report Cards:** In addition to the policy above, grades and quarterly reports can be seen on the Option C school management website. Each family has a password to access this information.

**Parent Conferences:** Parent conferences are scheduled once a year for the purpose of discussing a student's educational progress. If the need arises, additional conferences may be scheduled to discuss pertinent issues a student may be experiencing. Appointments with teachers are to be scheduled after school hours or during a teacher's planning period.

### **Special Education**

Special education services are available through Millstadt Consolidated School district for those who qualify. Support services such as counseling or social work are available through other certified resources. St. James provides basic counseling services at our school. Services will be recommended for students based on staff observations and consultation with parents and qualified professionals.

### **Student Records DP#5125**

*Each pupil has a Permanent Record folder in the local school file. These Permanent Record forms are obtained from the Office of Education. Information contained in the Permanent Record form shall be treated as confidential matter and shall be accessible only to the professional staff of the school or the parents of the child. The Permanent Record folder contains only:*

- 1. Student's name, birth date and place, parent's names and addresses;*
- 2. Academic record, intelligence, aptitude test scores, achievement test score labels, and grade level achieved;*
- 3. Attendance record;*
- 4. Social Security Number;*
- 5. Health records and accident reports;*
- 6. Record of release of permanent record information.*

**Release of Records:** *School records or information contained therein may not be released or disclosed to unauthorized persons. They may be released to the following:*

- 1. Parents, students, or representatives designated by a written consent of the parents*
- 2. Office of Education*
- 3. Any person as specifically required by law, provided the person presents appropriate identification and a copy of the statute authorizing such access*
- 4. Appropriate persons, in case of emergency, if the information is necessary to protect the health and/or the safety of the student or other persons provided that the parents are notified as soon as possible of such releases*
- 5. The courts, in response to a court order*
- 6. Official representatives of a school to which the student is transferring, on request of either the student or the parent. Parents may examine and challenge content prior to release*

### **Procedure for Compliance with the Missing Children Records Act**

*Upon notification by the Illinois State Police of a child's disappearance, the school in which the child is currently or was previously enrolled must flag the record of the child in such a manner that whenever a copy of information regarding the record is requested, the school is alerted that the record is that of a missing person. "Missing person" in this context means a person 17 years old or younger reported to any law enforcement authority as abducted or a runaway. The*

*school must immediately report to the State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the State Police the missing person has been recovered, the school must remove the flag from the student's record.*

St. James School follows the Diocesan Polices listed above.

### **Student Support Services**

A student in need of support services (counseling, social work, educational testing) will be evaluated by the school staff who teach the student, the school principal and parents. A plan will be created and appropriate steps will be outlined to enable the student to receive needed services.

### **Testing DP#6162.5**

#### **Admission Testing**

*Pupils entering kindergarten for the first time are usually given a reliable readiness test. All transfer students may be tested, if needed, to assure appropriate placement.*

#### **Annual Academic Testing Program**

*All students in grades two through eight shall participate in the Diocesan standardized testing program to be administered during the fall. This program is optional for grade one.*

#### **Yearly assessment of Catholic Religious Educational Testing**

In order to insure an effective evaluation of the religious education programs in this Diocesan school, St. James administers the Assessment of Catechesis/Religious Education to grades 5 in odd-numbered years and grade 8 in even-numbered years.

## **SECTION V: STUDENT CODE OF CONDUCT**

### **SUBSECTION A: EXPECTATIONS FOR EXCELLENCE**

#### **Code of Catholic Conduct DP#5131**

St. James School provides a challenging and safe learning environment. Responsible self-discipline in students is a key to continuing this tradition. Students are expected to practice Christian behavior and attitudes as they show respect for the school and all members of school community.

#### **Respect for Self**

- Be on time and prepared for class
- Come to school rested, fed, and clean.
- Follow school dress code
- Be honest and trustworthy
- Use respectful language
- Complete homework
- Know and follow rules and policies in this handbook

#### **Respect for Others**

- Cooperate with staff, students and others
- Play without hitting or fighting
- Speak respectfully with staff, students and others
- Be courteous to others

- Walk quietly inside school buildings
- Keep hands, feet and other objects to self
- Follow the requests of all staff
- Allow others to learn
- Demonstrate good manners towards others

### **Respect for Property**

- Use school property as intended and keep it clean and safe
- Ask permission when borrowing
- Respect the property and the belongings of self and others

### **Computers and Other Electronic Devices**

**Chromebooks:** Chromebooks will be used by faculty and students in grades 5-8. Students may have chromebooks to complete school assignments and research. These devices must not be used for illegal or unethical activities such as cheating on assignments or tests. The student and a parent/guardian must sign the Internet Authorization and Code of Conduct form (used throughout the Belleville Diocese) before a student is allowed to access the internet at St. James School. A complete policy regarding chromebooks and their use at St. James will be provided at the beginning of the academic year.

**Cell Phones:** Cell phones are permitted at St. James School. Once students arrive on school property, all cell phones must be turned off and out of sight. If a cell phone rings or is seen during school hours, the phone will be confiscated and turned in to the office. On the first occurrence the student will be allowed to pick up the device at the end of the day. For any subsequent occurrences, the parents or legal guardian of the student will have to come to the office to retrieve the device and meet with the principal.

**E-readers:** E-readers (i.e. Nook, Kindle) may be used at school with prior approval from the teacher and principal, as long as their use is not disruptive to the classroom and teacher. Internet service must be disconnected. Chromebooks issued by the school can be used in the classroom and at home.

### **Videotaping DP#5132\_**

It is unlawful for any person to knowingly make a video, record or transmit live video of another person in a locker room, restroom or changing room.

### **Dress Code: School Uniforms**

Education is a serious obligation, and it is important that we provide a school environment where learning can take place. A dress code contributes to an environment that supports a productive and educational atmosphere. Dressing modestly and in good taste contributes to the student's educational discipline. Students are expected to be in compliance with the dress code on all days that school is in session with the exception of scheduled non-uniform days.

### **General Dress Requirements**

Administration/Faculty has the final say regarding student compliance with the dress code.

**Makeup and fingernail polish** should not be worn during school. A light base may be used by junior high students but should not be noticeable.

**Hair:** Hair should be kept back from the eyes. All hair should be of natural hair color, clean cut and not lower than eyebrows in front. Hair should not distract from the educational process. Girls cloth headbands should match uniform colors and no other decorations are allowed on headbands. Boys hair should not touch the collar.

**Accessories:** Belts must be worn if slacks have belt loops. Acceptable belt colors are navy, blue, brown or black. NO make-up may be worn. Post earrings only may be worn, by girls only. Necklaces and bracelets should be of religious significance or for a charitable cause and should not be distracting. Undershirts should not have any writing or graphics that are visible through the uniform shirt and should be white or black. Bras should be white, gray or neutral so they are not visible through the uniform shirt.

**Outerwear:** Sweaters and sweatshirts are optional. Must be solid in color, (Navy, red, yellow, gold, green, or white), V-neck or round-neck pullover, sweater vest, quarter zip style sweatshirt (blue, black, white, gold, red, navy), or a button-down the front. NO stripes, flowers, designs, etc. St. James logo sweatshirts can be purchased from the Logo sales. No other outerwear may be worn at school or in church.

**Shoes:** Tennis shoes or soft sided loafers are allowed. Shoes should be soft-soled and non-marking. Students are required to have tennis shoes for PE. Students wearing boots or other shoe types due to inclement weather should change out of them after they arrive in the classroom.

**Shorts:** Navy blue shorts may be worn. These are to be navy blue uniform walking shorts (twill). These must be mid-thigh to knee length. Anything shorter is inappropriate and may not be worn as a school uniform. No cargo shorts are allowed

**Socks:** Solid white, navy, or black socks must be worn and may be knee or ankle length. No designs on the socks. Navy or white tights may be worn. Nylons are not permitted.

### **Girls Uniform**

St. James Plaid Uniform jumper, regular or drop waist\*

St. James Plaid Uniform skirt\*

St. James Plaid Uniform or solid navy culottes/skorts may be worn year round \*

Shorts or tights **MUST** be worn under skirts/jumpers

\*These items **MUST** be the St. James Plaid. "Lands' End" and "Rising Stars" in Belleville carry our uniform. (Rising Stars no longer has items in stock – they must be ordered.)

- Length of jumpers, skirts, skorts, culottes: No shorter than 2 inches above the knee. Shorts/Slacks must be navy blue straight-legged uniform shorts/slacks. Twill or corduroy is acceptable.
- NO capris, skinny jeans, or yoga pants allowed with school uniforms. Leggings must be navy or black.
- All uniforms must fit appropriately and pants must fit at the waist.
- Blouses and shirts must be white, powder blue, cardinal red or hunter green, short-sleeved or long-sleeved, WITH a collar. A turtleneck or mock turtleneck may be worn in

cooler temperatures. Blouses may be cotton or knit. Collars must be visible. Blouses and shirts are to be tucked in at all times in the school building.

### **Boys Uniform**

Shorts/Slacks must be navy blue straight-legged uniform shorts/slacks. Twill or corduroy is acceptable. No denim, western jeans, cargo, flared legs allowed. All uniform shorts/slacks must fit at the waist.

Shirts must be white, powder blue, cardinal red or hunter green. Shirts may be short or long-sleeved with a collar or a turtleneck. Shirts may be cotton or knit. Collars must be visible. Shirts are to be tucked in at all times in the school building

### **P.E. Uniforms**

Uniform consists of navy blue or black athletic shorts, Gold St. James T-shirt, and tennis shoes. All gym uniforms are to be labeled with the student's name. All students are to have their own uniforms; they cannot be shared with siblings or friends.

Students in grades 4 keep their gym clothes in a bag that closes. These bags are stored in school.

Students in grades 5-8 will be assigned a gym locker with a combination lock to store their gym clothes. It is the STUDENT'S responsibility to keep their locker locked. If a student loses a lock, the school will replace it, but the student will be required to pay for the replacement.

If a student does not have the proper gym uniform, they will be warned. The second time a WIN slip with consequences will be given.

All students are expected to participate in P.E. activities and follow directions. Cooperation is a must. Students will be graded on participation and cooperation.

A note is required for students who are unable to participate in all or specific form of physical activity due to a health issue. For any long-term non-participation, a note from a doctor is required.

### **Non-Uniform Days/School Related Functions**

Appropriate length pants or shorts may be worn. There should be no words on the seat of the clothes. Appropriate tops are to be worn. Tank tops, spaghetti straps, halters, bare or almost bare midriff or muscle shirts are not allowed without a suitable jacket, sweater or cover-up. The suitable jacket, sweater, or cover-up must be worn during the entire time the student is attending the school related event. Shirts that advertise drugs are not allowed. Shirts that have inappropriate language or disrespectful comments are not allowed.

All pants must fit at the waistline--no baggy pants. In warm weather if shorts are worn, they MUST be the same length as uniform shorts, no shorter than 2 inches above the knee. Miniskirts or mini dresses may not be worn. Skirt or dress lengths may not be more than 2 inches above the knee.

Soft-leather shoes (boat shoes, Sperrys, loafers) may be worn on regular dress days. Tennis shoes must be worn for P.E.

Modesty in dress should be observed in such events as 1<sup>st</sup> Communion, Confirmation, graduation, extracurricular activities, and dances.

Administration/Faculty has the final say regarding student attire on non-uniform days and at school-related functions.

### **Non-Uniform Days**

Grandparent's Day

Halloween

Christmas party

Valentine's Day

St. Patrick's Day

Student's own birthday

School picture day in the fall and the spring

Other non-uniform days are determined by the Student Council and the principal.

Students are allowed to dress in costume for the Halloween parade and classroom parties. Costumes should follow the "non-uniform" guidelines and be school appropriate. Students should be able to dress themselves. Adults are not allowed in the classrooms until all the students are dressed. Administration has the final say regarding student attire on these non-uniform days.

### **Consequences for Dress Code Infractions (uniform and non-uniform days)**

1<sup>st</sup> Offense: Verbal warning by the teacher

2<sup>nd</sup> Offense: WIN Slip notification will be sent to parent. Student will be required to change into appropriate clothing. Every attempt will be made to secure clothing from the uniform closet in order to minimize inconvenience for the parents. This clothing must be returned to the office on the following school day. If clothing is not available in the uniform closet, the parent will be contacted to bring a change of clothing to the school.

### **Uniform Closet**

St. James maintains a free uniform closet for gently used items. This closet is available to all families. If you have gently-worn uniform items you would like to donate, please send them to the office.

### **Telephone**

The office phone is for the purpose of school business only and may be used by students only in emergencies, and with the permission of the principal, teacher or secretary. Neither teachers nor students may receive phone calls during class except in emergencies. Parents may call and leave messages for their children, but should not expect a student to be taken out of class.

### ***SUBSECTION B: DISCIPLINE***

Students who have difficulty following the guidelines stated in the Discipline Code above will be supported in the following manner, depending on the severity or nature of the infraction:

- Verbal warning
- Make necessary apologies
- Removal from behavior
- Loss of privilege
- Restitution of time or materials
- Send to another room
- W.I.N. slip notification to parents.

### **W.I.N. (Will Improve Now) Forms**

If behavior warrants parent notification, a staff member will issue a W.I.N. (Will Improve Now) form to the student. This form describes the student's inappropriate behavior and the consequences that have been incurred. It requires the signatures of the student, teacher and parent/guardian. Your signature indicates that the child's behavior has been discussed at home. After 3 W.I.N Slips have been served, the student's 4th infraction will result in a parent conference with the principal and/or teacher to correct actions. Excessive accumulation of Win Slips will result in loss of privileges such as field trips or other special events.

**The W.I.N slip should be returned to the teacher the following day.**

### **Appeal Process**

Appeals should be made according to the line of authority policy in Section II, Administrative Policies, in the order listed. Calling the principal, pastor, or a school board member first often makes it more difficult to find a solution.

### ***SUBSECTION C: SEVERE BEHAVIOR***

#### **Alcohol, Drugs, and Weapons DP#5142, 5142.1**

The possession, use and/or distribution of alcohol, cigarettes, any form of drugs or weapons (knives, guns, mace, etc.) is prohibited in school buildings, on school grounds, on school buses, and at all school functions including athletic functions. The principal (or the adult in charge) will notify the parents immediately of any such offense. Police will be notified if necessary.

Students found to be in violation of this policy will be disciplined by the principal with possible conversation with the pastor and, if needed, the School Board. Each violation will be evaluated on an individual basis. Disciplinary measures may include: professional family counseling, withholding of privileges, and/or suspension/expulsion. Notification to the juvenile authorities might be required.

#### **Bullying/Harassment DP#4116.2**

Bullying, by definition, is any kind of ongoing and/or severe physical, verbal, or mental mistreatment where there may be an imbalance in power of one person over another. Bullying is any behavior that may subject a student to insults, taunts, or challenges whether physical, verbal, or mental in nature, and includes any activities that could be considered hazing. A student who feels he/she has experienced harassment, intimidation, or intolerance by a

student or an employee should immediately report the incident to a teacher, administrator, or other employee he/she is confident will provide him/her with assistance.

The following consequences will be implemented for students in grade K-8:

**First incident:** The teacher will intervene and identify the behavior as bullying. The teacher will state expectations that the student will not engage in further bullying behavior. The teacher will give the student a WIN slip with consequences.

**Second incident:** The teacher will intervene and identify the behavior as bullying. A WIN slip will be given with appropriate consequences. The student will meet with the principal to discuss correcting the behavior.

**Third incident:** The teacher intervenes and the behavior is identified as bullying. A WIN slip is given with appropriate consequences and a conference will be held with the principal, parents and the student.

**Repeated incidences could result in school suspension, out of school suspension and expulsion.**

### **Search and Seizure DP#5115**

The principal or designated person has the authority to inspect all school and personal property that is brought on school property. Depending on the item found, the parents and/or police will be notified.

### **Police Questioning**

The principal will follow administrative procedure from the Diocese of Belleville.

### **Suspension/Expulsion DP#5114, 5114.1, 5131**

When misconduct is deemed serious, it may result in automatic in-school or out-of-school suspension. The principal may suspend a student for a period not to exceed ten days or may expel a student as the situation demands, according to the Diocesan Policy. During the period of suspension, the student may not participate in any extracurricular activities, including sports.

Parents will be notified either by note or by phone of the days reasons for the suspension. During suspension all work assignments and tests are to be completed during the day; additional work can be given. During the day or days of suspension, the student is not allowed to participate in any extracurricular activities, including sports. The student is not allowed to eat with his or her classmates, nor is the student allowed to participate in recess.

### **Off-Campus Misconduct DP#5131**

*The disciplinary code of the school and all penalties shall apply to conduct off-school grounds that is contrary to Christian principles and may endanger the health and safety of students enrolled in schools within the Diocese. This also includes engaging in behavior that may adversely affect the educative process. Students may be subject to the full range of disciplinary procedures for off-campus misconduct. These may include, but are not limited to, suspensions, expulsions, and removal from participation in extracurricular activities, as determined by the principal. Examples of off-campus misconduct subject to this policy are, but are not limited to, the following:*

- Alcohol use
- Arson



- *Drug possession/inappropriate sharing/sales*
- *Fighting*
- *Hazing*
- *Illegal activity*
- *Illegal firearm possession*
- *Illegal drug & substance use*
- *Inappropriate sharing of prescription medicine*
- *Inappropriate internet usage*
- *Physical or sexual harassment*
- *Psychological or emotional harassment*
- *Robbery*
- *Sexual assaults*
- *Threats of violence*
- *Violent offenses*

*The chief administrator of the school, or his/her designee, reports instances of drug violations to local law enforcement officials as required by the School Reporting of Drug Violations Act [105ILCS 127].*

*The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior record. Any conduct, on or off campus, that is considered detrimental to the reputation of the school is subject to disciplinary action.*

## **SECTION VI: PARENT RESPONSIBILITIES**

### **Parent Cooperation**

Cooperation between parents and school staff is essential to the emotional and academic development of children. It is in this spirit that St. James Catholic School has adopted the following policy: St. James School expects parental cooperation and support regarding all school policies and procedures as criteria for continued enrollment in St. James Catholic School.

The education of your child is a partnership between you and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the administration reserves the right to require you to withdraw your child from St. James School..

### **Care of Textbooks**

All students are expected to cover their textbooks and to replace book covers when necessary throughout the school year. It is the policy of the school that damage to a textbook must be paid by the student. The principal will impose the fine. Lost textbooks, workbooks, or library books must be paid for by the parents.

### **Extracurricular Activities**

Parents are reminded that extracurricular activities are EXTRA. If a child chooses to participate with parent's permission, it is the responsibility of the parents to support the activity and assume all costs and participation in projects pertaining to these activities.

Students who are absent for a full day are not permitted to participate in extracurricular activities on that day or evening. Students must be in school for at least a ½ day in order to be eligible to participate in a practice or extracurricular activity.

### **Parent Participation in School Activities**

The Catholic School is based on a spirit of service and generosity, both on the part of parents, teachers and students. Parental involvement is necessary to provide the students with a quality Catholic education.

Parents of students at St. James are encouraged and expected to donate their time and talents to the school in various ways. Membership and active involvement with the PSA is a major way to assist the school.

Parents are welcome to attend all student activities. Parents are welcome to visit school and to help in the classrooms in any way in which the teacher would need assistance. In order for parents to serve as volunteers at school activities when students are present, they must be in compliance with all Diocesan Child Protection policies.

### **Diocesan Child Protection Policy**

In order to be in compliance with the Diocesan Child Protection Policy, volunteers must participate in Child Protection training. Volunteers must complete a Volunteer Application, a Child Abuse and Neglect Tracking System form (CANTS), Initial Child Protection Training, and an annual refresher course. A criminal background check is required for those parent volunteers who are in leadership positions or parents volunteers who have lived outside of Illinois within the last five years. These documents will be kept on file at the Diocesan Child Protection Office. Some of the components will need to be updated periodically.

Any employee or volunteer of the Diocese of Belleville who suspects an incident of any child abuse, neglect, or sexual misconduct must report such an incident. Under Illinois law, alleged abuse or neglect must be reported to the State via the State Central Register Hotline (1-800-25-ABUSE or 1-800-252-2873). A listing of sexual offenders in Illinois is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)

## ***SECTION VII: TRANSPORTATION***

### **Bus Transportation**

Bus transportation is provided through the public school. Parents can call Millstadt Consolidated School at (618) 476-3007 to find out which bus their child will ride.

### **Vehicle Parking at Dismissal**

Parents who transport their children are to park their vehicles on the playground on Lafayette, or along Washington or Lafayette streets. Cars cannot be parked on the north side of Madison due to bus pick-up. Parents who are on the playground on Lafayette **must exit** the fenced-in playground through the alley in order to assist in providing a safe walking environment for students.

### **Walkers**

Students walking to school must cross at a designated safe crossing. When leaving school, walkers are to obey the instructions of the crossing guard and Safety Patrol members. Those crossing highway 158 (Washington Street) are to first cross at the crosswalk behind the church, walk along the fence by the playground to the crossing guard at Jackson Street and then follow the guard's directions.

## **SECTION VIII: SPECIAL ACTIVITIES**

### **Athletics**

St. James's primary goal is the academic development of each student; the sports program is an extension of this goal. To achieve the best balance for students, the athletic director, coaches, faculty, and parents work together to enhance the relationship between faith, religious practice, and the activities of daily living.

#### Activities per Week:

1. Students may participate in no more than four athletic/sports activities per week, including practices and games. Sunday to Saturday will constitute a week.
2. Practice times may vary depending on the availability of the areas that are needed.
3. When a student must participate in two games on a given day, it will be considered one activity.
4. No regular games or practices/open gyms are allowed on Sunday. The exception to this rule is Diocesan Tournaments.
5. When school is canceled due to inclement weather, no practices, games, or local tournaments are to be held.

#### Player Eligibility:

- All students participating in the sports program must have a physical exam each year and have a copy of the report on file.
- A player may be suspended or dropped from the team only for major violation of school or parish policy. This can include repeated violation of published policies set forth by the athletic program. These policies should include statements on student attitude and conduct.
- A student placed on probation or suspended from school is ineligible to participate in school sports activities until the probation or suspension is lifted.
- A student's classroom behavior and academic progress are best handled by the teacher and principal; and therefore, should remain a school and parental concern not usually connected with the athletic program.

### **Scholastic Achievement and Sports**

If a student is performing and achieving satisfactorily academically, sports can be an extra to aid growth and development. Should a problem develop, the administration, faculty, parent and athletic director will set up a program to help the student.

## **Role of the Athletic Director**

The role of the Athletic Director is to administer all athletic programs at St. James School. The Director will choose an assistant(s) to help with supervision of all activities. The Athletic Director will hold a parent meeting at the beginning of each sports season to distribute and discuss diocesan and school sports policies. Parent attendance at this meeting is mandatory. The athletic director and coaches of each sport have the right to restrict a student's participation in the activity for a just reason. Parents must be notified.

## **Birthdays**

Parents may send a simple, quick-to-eat treat to celebrate a student's birthday. Please notify the teacher before bringing treats. The student has an automatic non-uniform day on his/her birthday. Students who have summer birthdays may celebrate on their "half birthday" or a day of their choice. There will be a Birthday Mass each month honoring those who celebrated their birthday that month. Mass is followed by a donut treat for the birthday celebrants.

Invitations to parties outside of school may only be distributed at school or school functions, including athletics, if all children (or all same gender) in the classroom receive an invitation.

## **Field Trips**

Field trips are permitted for educational reasons. Permission for such trips must be received from the principal prior to finalizing any plans. Ordinarily field trips are to be by bus as directed by the Diocesan Office of Education. Exceptions may be made provided the driver holds a valid driver's license, has liability insurance and a seat belt for each occupant.

No student has an absolute right to a field trip. A student can be denied participation in a field trip due to academic or behavioral issues. Unless specifically stated otherwise, a student is required to wear the school uniform on field trips. Diocesan permission slips are sent home for a parent signature prior to the trip. This written permission is required. Phone calls are not permitted for forgotten slips. Faxes are acceptable. The cost of a field trip is determined in advance to cover needed transportation cost and entrance fees.

## **Parties**

Class parties are held to celebrate Halloween, Christmas and Valentine's Day. Room parents are asked to help with these parties. Room parents are asked to remain in the classroom to assist the teacher with the party activities.

## **Pictures**

School pictures are taken in the fall and spring. Sports pictures are taken during the year. First Communion, Confirmation and Graduation group pictures are taken at the time of the celebration. Information regarding picture purchase is sent home to the parents prior to the picture dates.

Yearbook orders are placed early in the second semester. All students are to have their pictures taken. Purchase of a yearbook is optional.

## **School Dances**

Educating the total child includes providing social events along with spiritual, educational and sports activities. Therefore, the St. James School Board allows one dance per semester for students in grades 6, 7 and 8, providing proper adult planning and supervision is available. These dances are planned and organized by the Student Council and its moderators. No alcoholic beverages are permitted on the premises at any school function.

### **Special Programs**

There are a variety of special programs intended to enhance the education of the students.

**Accelerated Reader Program:** All students in grades 2-8 participate in this program as part of their classwork.

#### **Advanced Algebra Program**

Eighth grade students who wish to enroll in this class must be recommended by their current math teacher. The math teacher and the principal will discuss each candidate's abilities. The standardized test scores, previous performance in math classes, and willingness to work will be considered in selecting students for this class.

**Altar servers:** Students in grades 4-8 are encouraged to be altar servers.

**Book Fair:** All students may purchase books at one or two book fairs through the course of the year.

**Creation Crusaders:** Students in grades 5-8 may participate in the planning of Earth Week and other activities.

**D.A.R.E.:** Students in grades 5-8 participate in this drug abuse resistance program as part of their class work.

**IXL Math:** All students in grades 4-8 participate in this program as part of their classwork.

**Junior Achievement:** Students in grades 2-8 may participate in this program as part of their classwork, depending on the availability of volunteer teachers.

**Liturgical choir:** All students may sing in the children's liturgical choir.

**Math Contests:** Students in grades 6-8 are eligible to participate in these intermural competitions.

**MCS Band:** Students in grades 5-8 may choose to participate in this cooperative program with Millstadt School.

**National Geography Bee:** All students in grades 5-8 are eligible to participate in the school geography bee; the winner of the bee progresses to higher levels of competition.

**National Spelling Bee:** All students in grades 5-8 are eligible to participate in the school spelling bee; the winner of the bee progresses to the next level of competition.

**Reading Club:** Students in grades 3-8 are eligible to participate in this after school program.

**Safety Patrol:** Students in grade 8, and occasionally grade 7, are eligible.

**Scholar Bowl:** Students in grade 6-8 are eligible to participate in these intermural academic competitions.

**Science Adventurers:** Students in grades 3-8 are eligible to participate in this after school program.

**Speech Meets:** Students in grade 6-8 are eligible to participate in this intramural academic competition.

**Student Council:** Students in grades 4-8 elect two students to represent their class on the council. Any student in grades 7 and 8 may choose to run for student council office as president, vice-president, secretary, or treasurer.

**Writing and Art contests:** Various grade-specific art and writing contests are available to all students at different times throughout the school year.

**Yearbook:** Students in grades 5-8 may choose to assist in writing the school's yearbook.

## **SECTION IX: HEALTH AND SAFETY**

### **Allergy Policy**

Keeping classrooms and schools safe for students with allergies is of high importance at St. James. Allergies can be life threatening. Parents need to notify the school at enrollment if their child has an allergy. The principal will educate each teacher and staff member who works with a student who has an allergy about the specific preventions and procedures needed to maintain a safe environment for the child.

Here are the guidelines that the teachers and staff will follow for students with identified allergies:

- 1. Parents will be involved in the development of the classroom and school plan.** The principal will meet with the parents of the student and involve them in developing a plan. The parents will complete the diocesan allergy plan (regulation 5141.5). An action plan will be individualized for each student with an allergy. This will be kept on file in the school office, with the classroom teacher, cafeteria manager, and in the student's permanent record. For food allergies, the parents will be responsible for providing a list of foods that the student should avoid and provide guidance with identifying allergens on food labels. The parents will also be asked to send in some nonperishable "safe snacks" so the student will always have something enjoyable to eat during an unplanned special event.
- 2. St. James School will limit the student's exposure to allergy producers.** All efforts will be made to limit exposure. For students with food allergies, those foods will not be eaten in the classroom. For class celebrations all parents will be notified of what foods to avoid. A sign will be hung on the classroom door to indicate what allergy producer that is prohibited in that classroom. All parents will be informed and educated of the situation when we have a student with an allergy so that every effort can be made to minimize exposure to the allergen.
- 3. All students should wash their hands.** To minimize cross contamination, all students will cleanse their hands before and after eating snacks and lunches.
- 4. Students will not be permitted to share snacks or lunches.** Students are not permitted to share lunches or snacks at any time.
- 5. Information about students with an allergy plan will be retained on the class roster.** A notation will be made in the class roster and substitute plan book so that substitute teachers are aware of the need for special care.
- 6. In compliance with Illinois School Code for students who self-administer allergy medications:**

For Asthma Medication: For students with self-administered medication, parents must provide written authorization and a prescription label with the name of the medication, the prescribed dosage and the time or circumstances under which the medication is to be administered.

For Epinephrine Auto-Injectors: Students who keep an epinephrine auto-injector need parent-provided written authorization from the student's physician and a written statement from the physician containing the name and purpose of the epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the epinephrine auto-injector is to be administered. Permissions must be renewed each school year.

## **Asbestos Management**

The U.S. Environmental Protection Agency requires schools to conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary. While St. James School building does have asbestos-containing building materials (ACBM), the results of a formal inspection showed that St. James was in compliance with the EPA regulations. Furthermore, a site-specific asbestos management plan has been developed and is implemented by the designated person and the staff of St. James School. All parents, guardians, staff and others engaged in work in the building are invited to review this plan, which is in the school office.

## **Safety Drills**

St. James Catholic School shall comply with prevailing state and local fire safety practices. Earthquake, fire, tornado, and intruder drills will be held periodically during the school year. Students will be instructed as to appropriate behavior and evacuation procedures.

In case of an actual emergency, students will be released to a parent or designated adult when it is safe to do so. A student release form is to be updated by parents on an annual basis. This release form gives written permission for a designated party to take a child with them in the event of such a disaster. In addition, parents are asked to include the phone number of a person who lives outside of the immediate area on the release form so that a message could be left for them in the event of such an emergency.

## **Medical DP#5141.1**

*The school requires parents to complete an Emergency Form at the beginning of each school year. In case of sudden illness or injury of a serious nature, parents/guardians are notified as soon as possible, using the information on this form. Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists. Students may not have drugs (prescription, over-the-counter, or other) of any kind in their possession on the school grounds or at any school related functions. With the exceptions listed below, medications will not be administered at school.*

## **Prescription Medication DP#5141.1**

*Special conditions may arise that can be expected to last for several days. To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness, the school will follow this policy:*

- 1. Written orders from a physician detailing the name of the drug, the dosage, and the time interval the medication is to be administered.*
- 2. Written request from the parent or guardian of the student that the school comply with the physician's orders, and a statement of permission that the school will allow the student to receive the medication.*
- 3. A parent must bring medication to school in a container appropriately labeled by the pharmacy or physician.*
- 4. A staff member in the office will maintain a medication log to record information concerning every medication brought to school, including the date, time, dosage and signature of the staff member who gives the student the prescribed dose of medication.*
- 5. Only the principal or designated person shall be allowed to supervise a student taking prescription medication. **At no time shall the principal or designated person***

***administer medicine to a student. The student will consume or administer the medication provided by the staff member in the presence of the staff member.***

*The use of intramuscular or intravenous medication must be prescribed by a physician and administered by a registered nurse (not provided by the school), with the exception of #6 below.*

### **B. Non-Prescription Medication DP#5141.1**

- 1. All medications, including non-prescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. This excludes standing orders. Non-prescription medication includes Tylenol, antacids, antihistamines, and any other medications.*
- 2. Cough drops are permitted with written permission of parents.*
- 3. No topical application of alcohol, peroxide, calamine lotion, or any other medication will be used.*
- 4. If injury to a student occurs, a staff member will use soap and water to cleanse the injured area. If the child requires additional treatment or must be sent home, a staff member will inform the parent.*
- 5. If your child requires a non-prescription medication not listed above while at school, a staff member will call you and ask that you bring the medication to the school office or take your child home.*
- 6. The State of Illinois has approved a law that provides for the administration of undesignated epinephrine auto-injectors (undesignated = owned by the school) by a pupil, school nurse, and trained personnel. The school nurse or other trained personnel can administer the undesignated epi-pens to students with plans or prescriptions on file or to any student the nurse or trained personnel believes in good faith is having an anaphylactic reaction. The school is required to permit the self-administration and self-carry of asthma medication or epinephrine auto-injectors as recommended in a written letter from the student's licensed physician. State Law does not mandate that a school carry undesignated epinephrine auto injectors or train school personnel. State Law simply allows for it. If undertaken, the Law stipulates designated personnel must submit to the school's administration proof of completion of a training curriculum to recognize and respond to anaphylaxis. The State Law ensures the liability protections for staff. The Law allows for (but does not mandate) quicker application of needed medicine and provides strong liability protections for school personnel that assist the student. The use of intramuscular or intravenous medication must be cleared with the physician and administered by a registered nurse.*

### **C. Medical Examinations and Immunizations DP#5141.3**

Illinois law requires schools to enforce physical examination, dental examination, and immunizations laws. St. James Catholic School abides by these laws. It is MANDATED that every student have a physical examination and be properly immunized. All school physical examinations, dental examinations, proof of all state-mandated immunizations, and vision examinations are required to be on file in our office on or before October 15<sup>th</sup> or 30 days from your child's enrollment. Your child will be excluded from school if these requirements are not met by the appropriate date.



*All students attending a Catholic school in the Diocese of Belleville are required to be in compliance with the law of the State of Illinois (105 ILCS 5/27-8.1) in regard to health examinations and immunizations. Exemptions from the immunizations and health examinations on religious grounds are not accepted for students in a Catholic school in the diocese because the Catholic Church holds no position in opposition to immunizations. Therefore, all students who attend the Catholic school must be immunized regardless of religious affiliation. An exemption may be granted on the basis of medical reasons if verified by a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) in written documentation. This is to be sent to the Office of Education for approval prior to the full acceptance of the student in the school.*

A child must have a physical examination within one year prior to the date of entering Pre-K, Kindergarten, and again prior to entering sixth grade. Students transferring into Illinois from out of state must have a new physical regardless of grade level unless they have had one within one year of their enrollment. It must be recorded on an Illinois physical form. The health history must be completed, signed, and dated by the parent/guardian.

All students participating in sports must present a certificate of health. The past medical history must be completed and signed by the parent/guardian.

Students must be current on Illinois immunization requirements and a record of the immunizations should be on file at St. James Catholic School. If your physician disagrees with any of the immunization requirements he/she must do so in writing.

A dental examination is required for students entering Kindergarten, second grade, and sixth grade. The exam must have taken place within eighteen months of the school year for which your child is entering.

All Illinois children in kindergarten or upon first entry into an Illinois school beyond kindergarten are required to have an eye examination by a licensed optometrist or medical doctor who performs eye examinations.

Students entering Kindergarten and Grade 6, and any student involved in sports, must present a certificate of health as required by the School Code in Illinois and the Diocese of Belleville.

### **Hearing and Vision**

The Hearing and Vision Test Act requires children in K-3 be screened for hearing. Students in grades K, 1 and 5 must be screened for vision. These screenings are offered at school by a Hearing and Vision testing organization. A fee is charged for this service. Parents are notified of the screening date and permission forms are sent home.

### **HIV/AIDS**

St. James School follows procedures established by the Diocese of Belleville, the Illinois Department of Public Health, U.S. Catholic Conference, American Red Cross and the U.S. Centers for Disease Control concerning students infected with HIV or having AIDS.

- Students with HIV who are enrolled or seeking enrollment are permitted to attend St. James unless exceptional conditions are present; students will not be excluded.

- When a student is infected with HIV/AIDS, the principal and pastor must be informed.
- The type of education and care setting for the student will be determined with the student's physician, the public health personnel, and the office of education.
- Those persons with immediate contact with the student where potential transmission might occur will be informed of the student's infection.
- Students transferring from another school in order to avoid contact with a student with HIV/AIDS will not be accepted at St. James.

### **Illness Guidelines**

**Chicken Pox:** A student is not to attend school until six days following the eruption of the first crop of vesicles.

**Measles:** (German or Three Day) A student may not attend school until the rash completely disappears.

**Mumps:** A student may not attend school until all swelling has disappeared - usually about 12 days from the onset of Mumps.

**Scarlet Fever and Strep Throat:** A student must be excluded from school until all abnormal discharges and strep throat have ceased. Temperature must have been normal for a full 24 hours.

**Whooping Cough:** A student must be excluded from school three weeks from the onset of the paroxysmal cough.

**Impetigo:** A student must be excluded from school until all sores are completely healed.

**Lice:** If a child is found to have lice, the parents will be contacted. The child must be picked up from school and the proper hair treatment must be completed before the child is able to return to class.

### **Illness and Injury**

Students will not be dismissed from school because of illness unless a contact is made with a parent or a person designated by the parents. Anyone picking up a sick child MUST come to the office and sign out the student. In the case of severe emergency and the inability to contact a parent or designated adult, the student will be transported to the nearest hospital emergency room.

### **Pest Control**

St James School believes the best way to control pest infestations involves the cooperation of school staff and pest control personnel to combine preventative techniques, non-chemical pest control methods, and the appropriate use of pesticides with preference for products that are less harmful to human health and the environment. St James School will keep records of all past pest control measures, pesticides used, and amounts and locations of treatments. These records shall be made available upon request.

### **Pregnant Students DP#5138**

The principal and pastor, in consultation with the Diocesan Office of Education, shall make a final judgement whether or not a pregnant student should be enrolled or retained in school. They shall take every precaution to avert abortion as an option by the pregnant student. In the light of compassion, mercy, and justice, they shall consider each person's case individually, consult with the parents, recommend appropriate counseling, and insure confidentiality.

If the boy is enrolled in the school, consultation shall take place with his parents, recommending appropriate counseling resources as confidentiality is insured. Pregnancy shall not be a reason for expulsion

**Right to Amend and Suspend**

The principal and pastor reserve the right to amend the student/parent handbook as needed. The principal reserves the right to suspend any provision in this handbook for just cause at his or her discretion.

**SECTION X: FORMS**

**SAMPLE FIELD TRIP PERMISSION SLIP**

Dear Parent or Legal Guardian:

Your son/daughter/guardianship is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from St James School. A brief description of the activity follows:

Curriculum Goal: \_\_\_\_\_  
Destination: \_\_\_\_\_  
Designated Supervisor of Activity: \_\_\_\_\_  
Date and Time of Departure: \_\_\_\_\_  
Date and Anticipated Time of Return: \_\_\_\_\_  
Method of Transportation: \_\_\_\_\_  
Student Cost: \_\_\_\_\_

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility, which may result from any personal actions taken by the named student.

I hereby request participation by my child, \_\_\_\_\_. In the event described above, I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation. I further understand and agree that I assume full responsibility for any loss or damage to property or for bodily injury to others, caused by the above child, whether by accident or intent. In the event that my child requires medical care while participating in the activity, I assume responsibility for payment of all expenses associated with such care. I further understand that all students and chaperones will accompany the class to and from the field trip destination. No students will be dismissed from the field trip destination. All participants return to school.

I have read the above form; I fully understand and consent to its terms.

\_\_\_\_\_ Parent/Guardian Signature Address

\_\_\_\_\_ Emergency Phone Number

## **Internet Access Policy Agreement DP#1341**

### Authorization for Internet Access

In order to access and use the school's Internet and other related technologies (the "Network"), each person ("User") must sign this Authorization and the Internet Code of Conduct. If the User is a student, both the student and his or her parent(s)/guardian(s) must sign this Authorization. Please read this document carefully before signing.

All use of the Network shall be consistent with the school/parish/diocesan goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or prescribed behavior by Users. However, some specific examples are provided.

The failure of any User to follow the terms of this Authorization for Internet Access or the Internet Code of Conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The signature(s) at the end of this document is(are) legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### **Terms and Conditions**

1. **Acceptable Use.** Access to the school/parish/diocesan Network must be for the purpose of education or research, and be consistent with the Internet Code of Conduct and the educational objectives of the Diocese of Belleville (the "Diocese").

2. **Unacceptable Use.** You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are, but not limited to, the following:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or clean of viruses;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space, printing supplies, etc.;
- f. Gaining unauthorized access to resources or entities;
- g. Invading the privacy of individuals;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

3. **Privilege.** The use of the school/parish/diocesan Network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. User will participate in a discussion with an assigned staff person(s) concerning the proper use of the Network. A faculty member, staff person or parent/guardian may request the System Administrator to deny, revoke, or suspend a student User's access to the network due to unacceptable use. The System Administrator will make all decisions regarding whether or not a User has violated this Authorization and may deny, revoke or suspend access at any time.

4. Network Etiquette. Users of the network and of any e-mail services are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
  - d. Do not use the Network in any way that would disrupt its use by other Users.
  - e. Consider all communications and information accessible via the Network to be private property.
5. E-Mail. All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the Network are the property of the Diocese and as such are to be used solely for educational purposes. The use of any software and/or the Network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Further, Users are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the System Administrator. All pass codes are the property of the Diocese. No User may use a pass code that has not been issued to that User or that is unknown to the Diocese. To ensure that the use of the Network is consistent with the educational objectives of the Diocese, authorized representatives of the Diocese may monitor the use of the Network from time to time. Such monitoring may include printing up and reading all E-mail entering, leaving, or stored in these systems. Messages relating to, or in support of, illegal activities may be reported to the authorities. **Therefore, anything you say, receive, or use on the Internet is not private, and you should not have any expectation that any messages to or by you or activities by you are private or confidential.**
6. No Warranties. The Diocese makes no warranties of any kind, whether expressed or implied, for the Network service it is providing and will not be responsible for any damages Users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Network is at the User's own risk. The Diocese specifically denies any responsibility for the accuracy or quality of information obtained through the system.
7. Financial Obligations. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Network that is not previously approved by the school. Unauthorized charges or fees include, but are not limited to telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.
8. Indemnification. The User shall indemnify the school/parish/diocese for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to or arising out of, any breach of this Authorization.
9. Security. Network security is a high priority. When you identify a security problem on the Network, you must notify the System Administrator or principal immediately. Do not demonstrate the problem to other Users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a System Administrator will result in cancellation of User privileges. Any User identified as a security risk may be denied access to the Network.
10. Vandalism. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another User, the Network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Students, adult students, parent(s)/guardian(s), and teachers need only sign this Authorization for Network Access once while enrolled or employed by the school/parish.

**Acknowledgment and Agreement**

I understand, agree to, and will abide by the above Authorization for Internet Access and I warrant that I have signed, understand and will abide by the Internet Code of Conduct. I further understand and agree that should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken, and I will be responsible (and promise to pay) for any costs or damages associated with or resulting from any such breach or violation. In consideration for using the school's Network connection and having access to other networks, I hereby release the school/parish/diocese and its board members, employees, and agents from any claims and damages arising from my use, or inability to use, the Network.

\_\_\_\_\_ (Date)

\_\_\_\_\_ (User Signature)

\_\_\_\_\_ (Parent/Guardian Signature)

Adopted: April 11, 1997 Revised: March 28, 2002 Diocesan Board of Education, Diocese of Belleville

PLEASE RETURN TO SCHOOL OFFICE BY AUGUST 31.

Dear Students and Parents,

Welcome to St. James Catholic School! The staff is looking forward to your friendship and contributions as a member of our school family.

In order that you might better understand the philosophy and requirements of St. James Catholic School, it is important that you thoroughly read the handbook. The handbook is available on the school's website at [www.stjamesmillstadt.com](http://www.stjamesmillstadt.com). If you need a hard copy of the handbook, please notify the office.

Teachers and parents should discuss the rules contained within this handbook with the children. Some interpretations will need to be made and related to the lives of each age level in the light of their understanding.

We hope this handbook will serve as a source of information concerning our school. Please read it carefully and keep it for future reference.

Principal

I have read the entire Parent-Student Handbook. I understand all of the information presented in the Handbook. I will follow each of the rules and regulations, and I will see that my child/children, as students, will also follow the rules and regulations contained in the Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

PLEASE RETURN TO SCHOOL OFFICE.