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Mission Statement

St. James School is a Catholic faith community, which nurtures the talents of God's children through the education of their minds, bodies, and spirits.

Vision Statement:

- * The vision of St. James School is to prepare life-long learners who, within a Gospel-centered environment, take responsibility for developing
 - *Critical thinking skills,
 - *A technological aptitude,
 - *An appreciation of the creative arts.
- Students will enhance their self-worth while developing harmony with their peers and community.
- Parents are encouraged to take an active role in this partnership.

Within this educational context each student will develop

- A compassionate heart,
- An open mind,
- And an imaginative spirit.

Welcome to St. James School!

This Handbook explains some of the policies of St. James School. The administration reserves the right to vary or change the policies to meet the needs of the school. The school will try to keep the parents and students informed of any changes made during the school year. However, some changes must be made immediately to meet the needs of the school and therefore would not be announced.

Keep this book handy for reference throughout the school year.

Non-Discrimination Policy for Admission:

“Whereas it has always been the teaching of the Catholic Church that every Catholic child shall have an equal right to education in the Catholic school: and

Whereas it has been the expressed policy of the Ordinary of the Diocese of Rockford that every qualified child should be entitled to admission to a Catholic school without regard to race; and

Whereas Federal agencies have requested a codification and promulgation of a racially non-discriminatory admission policy, therefore it

Resolved, all Catholic schools in the Rockford Diocese will not discriminate on the basis of race, color, national and ethnic origin in the administration of their educational admission policies, scholarships and loan programs, athletic and other programs.

In some situation at the principal’s discretion, a student may be refused admission when he/she has academic, social, or behavioral problems for which the school does not have adequate resources.”

ADMINISTRATION:

Pastor
Principal

Rev. Dean Russell
John Fitzsimmons

OFFICE:

Secretary/Bookkeeper

Tracy Battaglia
Bridgette Zuba

INSTRUCTIONAL:

Pre-School		Mrs. Maria Gilfillan
Kindergarten	Rm.#104	Mrs. Anne Herkert
1 st Grade	Rm.#102	Mrs. Mikki Yates
2 nd Grade	Rm.#105	Miss Carrie Welte
3 rd Grade	Rm.#106	Miss Tressa Appino
4 th Grade	Rm.#103	Mrs. Julie Olson
5 th Grade	Rm.#201	Mrs. Beth Hubner
6 th Grade	Rm.#203	Miss Angela Peters
7 th Grade	Rm.#207	Miss Marry Murphy
8 th Grade	Rm.#208	Miss Laura Brechon
Computer	Rm.#204	Mrs. Rose Beaman
Resource	Rm.#209	Mrs. Jackie Francik
Gifted (3 rd -6 th)	Rm.#209	Mrs. Jackie Francik
Gifted (7 th -8 th)	Rm.#200	Mrs. Patricia Valaisis
Art	Rm.#206	Mrs. Lisa Greco
Library		Mrs. Lisa Greco
Music		Mr. Jeremy Toledo
Physical Education (7 th -8 th)		Mrs. Andrea Weightman Mr. Matt Skorniak
Classroom Aide		Mrs. Lisa Doss
Esp Director/class aide		Ms. Cathy O'Hearn (Bell)
Parish DRE		Mrs. Sandra Highland

NON-INSTRUCTIONAL:

Maintenance	Mr. Harold Noble/Mr. Tyler Styles
Kitchen Manager	Mrs. Elsie Crosby
Kitchen Aide	Mrs. Robin Webb/Mrs. Dulce DeLaRosa
ESP Aide (extended school program)	Mrs. Beth Lowry

CALENDAR OF EVENTS (Handbook)

AUGUST

8-24-11	Wednesday	8:30-11:30	1 st day of school (pre-k thru 8 th) Pre-k parents attend w/students
8-25-11	Thursday	8:30-3:00	1 st full day Hot Lunch/ESP begin

SEPTEMBER

9-01-11	Thursday	6:00pm	Back to School Night (parents only)
9-05-11	Monday		NO SCHOOL: LABOR DAY
9-16-11	Friday	11:30	Early Dismissal 12:30 Teacher Collaboration Day at Boylan
9-19-11	Monday		Iowa Test of Basic Skills begins for Grade 3,5,7
9-23-11	Friday		Fall pictures
9-30-11	Friday		1 st Quarter Progress Reports

OCTOBER

10-07-11	Friday		Iowa Test of Basic Kills ends for grades 3,5,7
10-10-11	Monday		NO SCHOOL: COLUMBUS DAY
10-11-11	Tuesday		NO SCHOOL: TEACHER INSTITUTE
10-28-11	Friday		End of 1 st Quarter
10-29-11	Saturday	6:00pm	Halloween Party

NOVEMBER

11-4-11	Friday		1 st Quarter Report Cards issued
11-10-11	Thursday	11:30	Early Dismissal: PTS Conferences 12:30-8:00pm Parent-Teacher-Student Conferences
11-11-11	Friday		NO SCHOOL: VETERAN'S DAY
11-22-11	Tuesday	7:15am	Donuts with Dad (Parish Center)
11-23-11	Wednesday		NO SCHOOL
11-24-11	Thursday		NO SCHOOL: THANKSGIVING DAY
11-25-11	Friday		NO SCHOOL
11-29-11	Monday		Classes resume

DECEMBER

12-09-11	Friday	2 nd Quarter Progress reports
12-20-11	Tuesday	6:30pm Christmas Musical
12-21-11	Wednesday	3:00 Dismissal: Christmas Vacation begins

JANUARY

01-03-12	Tuesday	Classes resume
01-13-12	Friday	Ends 2 nd Quarter
01-16-12	Monday	NO SCHOOL: Martin Luther King Jr. Day
01-20-12	Friday	2 nd Quarter Report Cards issued
01-29-12	Sunday	Catholic Schools' Week Kick-off 8:30am Mass 9:30am Breakfast (Parish Hall) 10:00am Open House
01-29 to 02-03	Mon-Fri	Catholic Schools Week; "Faith, Academics, & Service"

FEBRUARY

02-16-12	Thursday	2:00 Early Dismissal (3 rd quarter PTS optional conferences)
02-17-12	Friday	3 rd Quarter Progress reports
02-20-12	Monday	NO SCHOOL: President's Day
02-22-12	Wednesday	9:00am Mass for Ash Wednesday

MARCH

03-15-12	Thursday	Ends 3 rd quarter
03-16-12	Friday	NO SCHOOL: Staff Retreat
03-23-12	Friday	3 rd quarter report cards issued

APRIL

04-05-12	Thursday	11:30 Early Dismissal – Holy Thursday
04-06-12	Friday	NO SCHOOL: Good Friday (begin Easter break)
04-16-12	Monday	Classes resume

MAY

05-08-12	Tuesday	7:15am Muffins with Mom (Parish Hall)
05-16-12	Wednesday	7:15am Honor's Breakfast (Parish Hall)
05-23-12	Wednesday	6:30pm 8 th grade Graduation Mass & Reception
05-28-12	Monday	NO SCHOOL: Memorial Day
05-30-12	Wednesday	11:30 Early Dismissal (Last day of school) Report Cards issued
05-31-12 to 06-06-12		Emergency/Snow Days: if necessary

BUILDING PROCEDURES

The school office is open from 8:15a.m. to 3:30p.m.

Daily student schedule:

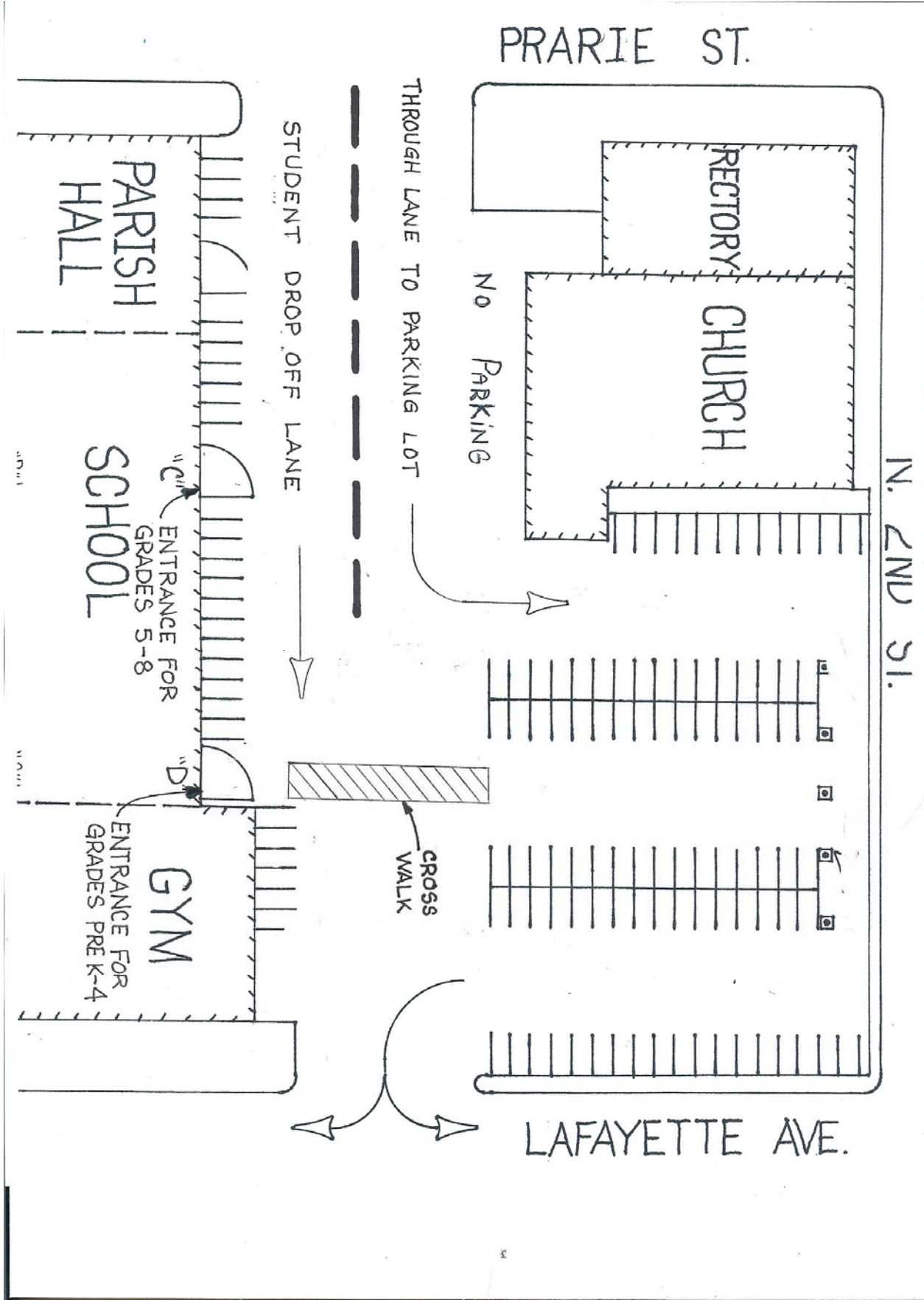
8:15	First Bell
8:30	Tardy Bell
11:30-12:10	First lunch/recess (pre-k-K-1 st -2 nd)
11:50-12:35	Second lunch/recess (3 rd -4 th -5 th)
12:15-12:55	Third lunch/recess (6 th -7 th -8 th)
3:00	Dismissal Bell

Students may arrive between 8:05 and 8:15a.m. No students should be waiting by the doors, in the park or be in the building before 8:05 without adult supervision. When the first bell rings, teachers will greet students at their respective entrance. Students who arrive after the 8:15a.m. bell must enter the “D” entrance (near Bachrodt gymnasium). No student will be admitted at the “A” entrance (on 1st St.). The tardy bell rings at 8:30a.m. and students not in their seats by this time must obtain a tardy slip from the school office.

PARKING LOT PROCEDURES

Students, Parents, and Drivers of students are to follow these procedures when dropping of students before school and picking-up students after school. Remember that student safety is our #1 priority before and after school.

- All students are to enter and exit school (before and after school) on the east side of the building. Students Grade Pre-k thru 4 using the “D” door. Students grades 5-8 using the “C” door. **Students will not be permitted to enter the front door “A” (with the exception of ESP students).**
- The Principal and one teacher are on duty at each door between 8:05-8:15a.m. and between 3:00-3:10p.m.
- Drop-off lane is marked in the parking lot. Drivers may drop off students in the drop-off lane. After drop-off drivers will need to proceed with caution into the drive-thru lane and exit. Drivers are not permitted to park/exit their vehicle in the drop-off lane. Drivers wishing to park need to park in adjacent parking stalls.
- The school zone speed limit is 10miles per hour.
- Vehicles in the drive-thru lane need to proceed with caution.
- Drivers may wish to park vehicle in adjacent stalls. After vehicle is parked students are to walk to the assigned entrance location using the designated crosswalks.
- Markers will be posted indicating that drivers are to slow down.
- Parents that drop-off /pick-up at locations other than church parking lot east side of school building acknowledge by their signature of the Parent/Student Handbook that they release and discharge the Diocese of Rockford and its Bishop and St. James School, and the officers, directors, employees and volunteers of the same, from all claims for personal injuries or property damage that their child/children may suffer by not following these stated parking lot procedures



ATTENDANCE

There is a strong correlation between punctual and regular student attendance and academic achievement. In addition, there is a direct link between student attendance/tardiness and the Illinois State Board of Education's (I.S.B.E.) and federal educational grants. The school is awarded dollars in state and federal grants based on student attendance records.

- Parents are asked to call the school office (815)962-8515 between 8:30 – 9:00a.m. each day that a child is absent from school. Please give the child's name, grade, and reason for being absent. For the safety of the children, the school secretary will call if the absence has not been reported.
- A written note from the parent to the child's teacher is required following the absence. A release from a physician is required after a contagious illness or serious injury, stating that the student is well enough to return to school. The school discourages family vacations during the school year and asks that families, who do plan vacations during the school year, speak to the principal at least two weeks before the planned vacation. Teachers are not required to assign homework to students prior to a vacation that is scheduled during school hours. Homework can be completed after the student returns from vacation.
- Parents should make every effort to schedule medical and dental appointments outside school hours, except for emergencies. Parents who need to take their children out of school during the school day should send a note to the child's teacher. The parent must always sign out the child in the school office whenever the student leaves the building. Should a child become ill or injured during the school day, the school will call a parent or person authorized by the parent. Parents are asked to keep the emergency data in the office updated.
- Tardiness
A student is tardy if he or she is not seated in the classroom with their class and teacher at 8:30a.m.. A tardy slip must be obtained from the office before the tardy student will be admitted to class.
- The I.S.B.E. considers 5 or more absences or tardies per quarter to be excessive. When a student is absent or tardy 5 times within a quarter the following procedures will result:
 - *Parents of the tardy student will receive a letter from the Principal notifying the family of excessive student tardiness and offer possible solutions to resolve the matter.
 - *When absences or tardiness continues after the issuance of the said letter, a parent conference will be requested by the Principal. The purpose of the conference will be to discuss ways to improve attendance and punctual arrival at school.
 - *When absences and tardiness continues after the issuance of said letter and the parent conference, the Boone-Winnebago Regional Office of Education will be contacted. The Regional Superintendent is the Truant Officer for Boone/Winnebago Region, and office personnel work with the schools and other agencies to help the parents resolve issues related to truancy and tardiness in order to avoid having to appear in court. However, if that route is not successful, the Regional office represents the truant student/family in court to determine another plan to solve the truancy problem.

Contd...

- A note from your doctor is necessary if a student is to be excused from gym classes/recess.
- Students will not be permitted to be excused from recess. Recess is a scheduled school activity of which all students are to participate.

EMERGENCY SCHOOL CLOSING

If St. James School closes for inclement weather or any other emergency reason you will receive notification through our School Reach automated phone system. You may also check the primary Rockford TV stations (WREX, WTVO, WIFR) or listen on radio stations WROK 1440 AM and WZOK 97.5 FM. St. James follows the decision of the Rockford Catholic Schools and that decision made by Boylan H.S.. Please do not call to verify as no one is in the office to answer the call.

TORNADO WARNING

If there is a tornado warning in effect when school is scheduled to dismiss, students will **NOT** be dismissed until the warning has been lifted. Students will be secured in the building following the tornado drill procedure until the warning has been lifted.

EMERGENCY CARD INFORMATION

Each student is given a student emergency card with the first day package of information. Please be sure all the emergency information is included and up-to-date. If you change an address, phone number, or emergency contact, let us know immediately. We use these cards daily and in the event of an emergency time are precious.

SECURITY

To keep the building secure, all the doors are kept locked. To get into the school, at any time, please go to the entrance "D" (gym door) or entrance "A" (N. 1st St.) and ring the bell. You may be asked to identify yourself. Upon entering, please check in with the office so we are aware of anyone in the building. We do not wish to inadvertently let "others" in our building but try hard to keep the school secure and ask that you do not let anyone in either. A crisis plan is in place and is continually being updated. If you have any questions, please contact the principal at (815) 962-8515.

REGISTRATION

Registration for the following school year will take place in February/March of current year. Registrations are valid if balances are current and registration fees are paid in full. A Baptismal Certificate and/or Birth Certificate (recorded copy) are required at the time of registration. When it becomes necessary to limit the number of students admitted to St. James School, the following order will be followed:

- Children of families already in the school
- Children of St. James Parishioners
- Children who belong to a neighboring parish without a school
- Children who belong to a neighboring parish with a school
- Children who do not belong to a parish

TUITION

Tuition can be paid annually, semi-annually, quarterly, monthly (10mos.) or monthly (12mos.). Bills are sent home the first day of each month with your student. PLEASE CHECK YOUR STUDENTS' HOME FOLDER. Payments are due by the 15th. Last payment for the school year is May 15th. If you have any questions please call the school office (815)962-8515. Access to Teacherease grades and/or report cards may be denied if tuition payments are not up to date. Students may be dismissed or excluded from the classroom until tuition is current or a payment plan has been approved by the principal. If a student withdraws from St. James, or graduates to High School, academic records will be held until all fees are paid.

All eighth grade tuition and fees must be paid in full in order for students to participate in the graduation ceremonies and diplomas conferred. A notification of outstanding balances will be sent to the respective High School for the withheld records.

TUITION AID

Established as policy by St. James School board 10/26/95

St. James Parish maintains scholarship and tuition assistance funds that are available to St. James School families. Private School Aid Services or PSAS application forms for tuition assistance are available each spring on the school website (www.sjsrocks.org) under academics/forms. The disbursement of awarded tuition aid will be split into two equal payments and given at the end of each semester **WHEN TUITION BALANCE IS CONSIDERED CURRENT**. If your fees are not current the aid will be forfeited.

NSF PAYMENTS

Any NSF (non sufficient funds) payments received must be reconciled with the office immediately. You will have 45 days to make good on the payment(s). If three NSF payments are given in any one school year we will require payments to be made via money order, certified check or cash in the main office.

DELINQUENT TUITION COLLECTION POLICY

Families failing to pay tuition in its entirety from the 2010-2011 school year will not be permitted to enroll for the 2011-12 school year. The delinquent tuition accounts will be turned over to a collection company.

GOVERNMENT PROGRAMS

St. James School is involved in the following federal programs:

TITLE I...is the largest federal education-funding program. It provides funding for high poverty schools to help students who are behind academically or at risk of falling behind.

TITLE II...provides federal education-funding to improve student achievement by preparing and training teachers and principals.

TITLE III...provides federal education-funding for training of teachers in schools with students of limited English proficiency.

NATIONAL SCHOOL LUNCH PROGRAM...a non-profit program that offers student lunches meeting federal requirements to all children in attendance. The federal government provides partial funds for the purchase of lunch. Families who meet certain guidelines are able to obtain free or reduced rate lunches. The NSLP also administers the Special Milk Program.

I.S.B.E. TEXTBOOK LOAN...is mandated by the state of Illinois to provide funds for all schools in Illinois to purchase textbooks. The current fiscal budget of the State of Illinois has NOT funded this mandate.

I.S.B.E. PARENT/GUARDIAN STATE PUPIL TRANSPORTATION PROGRAM...is for parents/guardians to whom free bussing is not provided. Participating Parents/Guardians are to receive a monetary reimbursement for costs of providing their student(s) transportation to and from school. This program is mandated by the State of Illinois. The current fiscal budget of the State of Illinois has NOT funded this mandate.

I.S.B.E. SCHOOL SAFETY BLOCK GRANT...is mandated by the State of Illinois to provide funds to be used to improve the level of safety of students from Kind-12th grade. The current fiscal budget of the State of Illinois has NOT funded this mandate.

FACULTY/STAFF ROOM

The faculty lounge is specifically for use by St. James Staff. Please respect the privacy of those individuals, as this is the designated place for their personal time (i.e. lunch, lesson planning, phone calls and camaraderie among co-workers). If you wish to speak with a teacher/staff person, please ask the office and the secretary will be happy to call them for you.

VISITORS

Visitors are welcome at St. James School. All visitors should stop in the office upon arrival so we are aware of them in the building.

TELEPHONE USE

Students may use the school office phone during school hours with the o.k. from the secretary. Cell phones may not be used on school grounds during the school day (this includes ESP time). If a student is found with a cell phone during the school day, it will be confiscated and given to the principal. A parent/guardian must get the phone in the office once taken. Second offenses will result in the student losing his/her right to have a cell phone on the school grounds for the remainder of the year.

The use of electronic educational devices such as electronic readers, Ipods, Ipads, and laptops must be approved by the Principal before use in school. Parents will need to agree to the school's hold harmless agreement before these devices can be used at school.

STAGE/GYMNASIUM

No students are allowed in the gym without adult supervision. Also students are not allowed on the stage without the supervision/authorization of an adult.

BICYCLES

At this time, students are not allowed to ride bicycles to school.

BIRTHDAY TREATS

Birthday treats are always welcome. Parents should check with individual teachers before sending the treat. Flowers sent to students will be kept in the office until the end of the school day.

CALENDAR, NEWSLETTERS, BROWN ENVELOPES

Twice per month each family will receive a brown envelope that contains the school newsletter and other important correspondence (including menus, calendars, volunteer opportunities etc...). Please make sure to read all the information carefully, sign and return the envelope the following Monday.

Teachers will send information home with your students on a regular basis. Please ask/check your child's home folder daily. It is expected at the middle school level for students to check their mailbox daily and give you any correspondence put there.

Communication between parents and the school is essential for continued development of each student. Some main methods of that communication are:

- Assignment notebooks
- Progress Reports/Report Cards
- Parent/Teacher/Student conferences (required after 1st qtr, optional after 3rd qtr.)
- Teacher ease (grades 3-8)

If a concern deals with a specific child, class, or teacher, the parent is advised to discuss the matter with the teacher first. Comments, suggestions etc... about the school as a whole and any of the programs should be directed to the principal.

We recommend making appointments or phone calls through the school office. When a teacher is with a class his/her attention is properly directed toward the class. Also, discussion of a child's behavior/progress is more appropriately handled in a private setting. The office will not give out teachers' home phone numbers. All teachers can be contacted via email addresses on-line.

SCHOOL PROGRAMS:

STUDENT BEHAVIOR

School Rules:

- Respect yourself and others
- Follow classroom and school procedures
- Contribute to the learning environment

Reason for Disciplinary Action:

- Disrespect for others (teachers, students, staff)
- Disruption and disturbance in class
- Disregard of school rules anywhere on school grounds (including parking lot, playground, Church, fire/tornado drills)
- Violation of the Dress code
- Use of foul language (including any school event ie..field trips, athletic events)
- Endangering the physical well being of students
- Excessive Absence/Tardiness

Reason for immediate suspension/expulsion:

- Leaving school premises without permission/supervision
- Possession of weapons (any object to be used as a weapon)
- Possession of any illicit drug/alcohol
- Possession of matches, fireworks
- Any behavior that seriously endangers students/staff or results in property damage
- Gross misconduct

GENERAL BEHAVIOR GUIDELINES

1. Students should be ready to enter the building at 8:15a.m., dressed in uniform and with appropriate materials for the day.
2. Students are expected to show respect to all staff members, one another and others both in language and behavior.
3. No running in hallways.
4. In the lunch room students may not run, throw food, or make unnecessary noise (yelling).
5. No gum allowed anywhere on the grounds at any time. Punishment for chewing gum/candy during school time is a \$10 fine (1st offense) and \$15 after with the possible inclusion of detention and/or cleaning school property.
6. Students attending ESP must do so by 3:10p.m. and follow same general rules of the day.

Compliance with the general guidelines for behavior in transition areas as well as classrooms will be reflected in a general conduct grade to be given each quarter.

ACADEMICS

GRADES:

Students in grades 3-8 receive letter grades which appear on the quarterly report cards. Letter grades (“A”-“F”) are based on student class participation, homework, projects, tests, and written work. Teachers in grades 3-8 keep parents and students informed about student grades via weekly updates of Teacherease and quarterly progress reports. Parents wishing to discuss grades with a teacher may do so by contacting the school office to make an appointment with the teacher. Students wishing to discuss grades with a teacher may do so by requesting an appropriate time to meet with the teacher.

Please note that cheating on homework; projects, tests, and written work will result in a zero grade for that work. Talking during a test will be interpreted as cheating (requesting another student’s input for a correct answer). Cheating on a test will also result in a zero grade.

HOMEWORK:

All students need to set aside time each day of the school week for homework, study, and reading. It is important for students to become self-disciplined learners. It is essential that students begin establishing consistent study habits which will develop as life-long learning skills and habits. The amount of time will vary by grade level, see below:

- Students in grades K-2nd a minimum of 15-20 minutes
- Students in grades 3rd-5th a minimum of 20-25 minutes
- Students in grades 6th-8th a minimum of 30-45 minutes

Parents can assist by providing the student a quiet place to study with minimal distractions (electronics, telephone, television). Students should be aware that homework is their responsibility and should be completed with accuracy and neatness. Missing assignment for students in grades 3rd-8th will be listed on Teacherease. Teachers in grades K-2nd will notify parents if assignments are not completed.

HOMEWORK JR. HIGH:

Students will be penalized for late and missing work in grades 6th-8th. See below:

- 1st day late – grade lowered 10%
- 2 days late – grade lowered 20%
- 3 days late – grade lowered 50%
- 4 days late - grade lowered to zero credit

Exceptions to this rule would include absences, illness, or family emergencies.

HONOR ROLL:

Honor Roll recognizes student achievement for students in grades 5th – 8th. Students are eligible for the Honor Roll if they obtain A's and B's in all core subjects (C's or above in specials) and no 1's in conduct.

CHEATING/PLAGIARISM:

Cheating and plagiarism are not permitted and will result in a zero grade. This zero grade will not be allowed to be made up. Repeat offenders may possibly be suspended and expelled. Parents are to use caution when helping their student with homework by not violating the definitions of cheating and plagiarism as listed below.

Cheating may be defined as using someone else's work as your own, violating the conditions of an assignment, giving another student questions or answers from a test already taken or speaking during a test or quiz.

Plagiarism shall be defined as the presentation of another's work- the ideas, facts or phraseology as one's own. Unacknowledged quotation of another's sentences, phrases, or keywords is plagiarism. Using papers (in whole or parts) from the internet as a student's own work is plagiarism.

PROGRESS REPORTS:

Kindergarten through 2nd grade student progress reports are issued four times per year (once per quarter). For grades 3rd – 8th, those families who have access to a computer will view progress reports via the Teacher Ease program.

Parent/Teacher/Student conferences are held after the first grading period. Students in grades 4th – 8th are required to attend. Optional 3rd quarter conferences are offered at the end of 3rd quarter. Parents are encouraged to call for conference whenever they feel it is necessary.

MATERIALS:

Each student is responsible for having all materials and other items necessary for class each day. Students usually begin the year with all their supplies; but as the supplies are used, they may need replacement. Make sure all items are marked with your student's name. This includes all uniform pieces. Books are supplied by the school, but it is the responsibility of the student to take care of the books. They are intended for use for several years. If a book is lost or misplaced or misused, the student will be asked to replace it. Fines will be imposed if need be. All books are to be covered. These costs range from \$25-\$60 for replacement and \$15-\$20 for binding repair all books are to be covered.

COMBINATION LOCKS:

Students in the 5th – 8th grades use hallway lockers. Each student is required to purchase a Master Lock from the school office at the start of their 5th grade year. Locks may be used through graduation or new locks may be purchased at any time in the school office. These locks are combination locks with a master key entry. The principal retains the master Key. Cost is \$8.

MONEY AND VALUABLES:

Valuables should not be brought to school. The school is not responsible for things that are misplaced or broken if brought from home. If it is not on the school supply list, it is not recommended in the classroom. If a teacher confiscates an item during the day, a parent will need to meet with the teacher to retain the item.

Students should not carry money to school. If money needs to be sent to school for any reason, please place in a sealed envelope with the student's name, grade and reason for the money being sent. Tuition paid in cash should always be brought to the office by an adult for a written receipt. This is for your protection as well as ours.

FIELD TRIPS:

Periodically throughout the school year teachers will schedule field trips which supplement an area of study in the classroom curriculum. All field trips are to have an educational purpose. Field trips are a privilege initially offered to all students. The school assumes a significant responsibility in taking these trips. A student's school behavior prior to the trip must be cooperative and positive in order to be eligible for the field trip. Students not attending field trips are expected to be at school.

A permission slip will be distributed by the teacher a week prior to the field trip that describes the activity, fees, and guidelines. Participating students need to return the parent signed permission slip and required fees prior to the trip. Students not returning a parent signed parent slip with fee will not be permitted to attend the field trip. Verbal permission by parent is not sufficient for students to attend the field trip.

Parents chaperoning field trips must complete the Chaperone Policy form and agree with the guidelines. Parents must have completed *Protecting God's Children* training in order to chaperone. Parent chaperones on field trips requiring parent driven vehicles must submit evidence of an up-to-date automobile insurance policy as well as current driver's license. Only parents designated by the teacher are to accompany the class on the field trip.

REWARDS:

Besides the teachers observing problems and initiating corrective steps, they will also be acknowledging good behavior or habits of students. We will formally recognize some of these accomplishments regularly with some types of awards. These students will also be listed periodically in the school newsletter. Be sure to congratulate these children on their accomplishments.

PROBLEM SOLVING

Solving conflicts can be a constant problem with children. No one should expect children to gather without some conflicts. It is very important how we teach children to handle these problems. They will need these skills their entire lives.

- Talk it over with the other person-often things happen accidentally, but people never find out unless time is taken for questions or listening.
- Share your problem with a teacher/staff member-maybe a mediator is needed to aid with step #1
- Share your problem with the principal, especially if the teacher cannot give the attention to a problem, or the student having a conflict at that time.

Eighth grade students are trained as peer mediators to help resolve problems that arise on the playground and in the classroom. The mediators are supervised at all times by the school counselor provided to us by the Diocese of Rockford and Catholic Charities. They also serve us in leadership committees for school programs.

STUDENT COUNCIL

St. James will begin a start up Student council program this school year. More details will be forthcoming via the school newsletters.

HARASSMENT POLICY

Harassment of any type-verbal, physical, visual, sexual, cyberspace-is opposed to the mission of the school and will not be tolerated. Harassment of any person on school grounds, on a school sponsored activity, or by an employee while acting as representative of this institution is not acceptable. Any individual judged to harass another will be subject to appropriate disciplinary action which includes suspension and/or expulsion.

A student who feels that he or she has been subjected to harassment must notify a parent and a St. James School staff member. The matter must also be reported to the Principal and an investigation of the incident will take place. In case of substantiated incident or harassment, the appropriate course of disciplinary action will be dictated by the particular circumstances.

CORPORAL PUNISHMENT

Corporal punishment is not used in St. James School. Good discipline should not be a matter of physical force. Staff members may restrain students from injuring him/herself or others.

EXPULSION

In the case of a decision regarding expulsion, the student will be given a hearing and the opportunity to state his/her side of the story. The hearing will include the student, parents, principal, teachers and the pastor if possible

BULLYING POLICY

Diocese of Rockford Office of Catholic Education Policy 5170 “Bullying”

Any action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. The prohibited conduct also extends to the use of technology (“Cyber bullying”) as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity: while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or through transmission or information from a school compute, a school computer network, or other similar electronic school equipment. However, this policy is not limited to conduct that occurs on the premises o the Diocese school.

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing electronically (“cyber bullying”) directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- 1) Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
- 2) Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- 3) Substantially interfering with the student’s or students’ academic performance; or
- 4) Substantially interfering with student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act or bullying. Examples or “cyber bullying” include but are not limited to the use of e-mail, web sites, text messaging, electronic photos or videos and social media)i.e. Face Book, Twitter, My Space etc...) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Students who violate this policy will be subject to the discipline policy or the student’s school.

BOOK CLUBS

St. James School sends home forms for various book clubs. These programs are completely optional. Checks for the books should be made out to the book club(s). Please do not make them payable to St. James or the individual teacher.

LITURGIES

School Masses and prayer services (including Chapel), will be held throughout the year. All students are required to attend and to participate. Liturgies are an important part of a student's spiritual formation. Students are an important part of the preparation and participation. Parents/guardians are always welcome to attend. Masses are scheduled on Thursday at 9a.m.

LIBRARY POLICY

Each class meets for Library once per week. Students are able to check out library books at that time. Students who fail to return a library book after three weeks will receive a note home and will be required to pay for the book. This is a non-refundable charge and if book I found later will be yours to keep. Students will not get to check out books or receive report cards if item is not paid for.

RULES AND REGULATIONS

Uniforms

Uniforms play an important part in the philosophy of our Catholic School. They minimize the importance of competition or preoccupation with what we wear, and help us reduce the financial burden on parents.

It is expected that parents see that their student(s) are in proper uniform before they reach school each day. Student dress should look appropriately sized and neat. All uniform apparel may be purchased through Dennis Uniform Co. by phone, mail, or on-line. DENNIS UNIFORM CO. is located at 1400 E. Business Center Dr. Mount Prospect, IL. 60056. The phone number is 1-800-854-6951 or visit www.dennisuniform.com. Our school code is: GAXRGR.

Any student who is out of uniform will be sent to the office. The principal will be the final interpreter of the uniform policy. If students are found to be out of uniform, they will call home for someone to bring the proper uniform. Teachers will determine field trip attire.

GIRLS UNIFORMS

- Uniform plaid jumper (grades K-3)
- Uniform plaid skort (grades K-5)
- Uniform plaid skirt (grades 5-8 only)

Length is to be no shorter than 2in. above the knee.

- Navy blue uniform slacks (all grades)
 - Navy blue uniform walking shorts (all grades) – May and September only
 - Belts (navy or black) are required.
-
- White blouses, white polo shirts, white turtle necks must be tucked in.
 - Navy polo shirts (long or short sleeve) must be tucked in.
 - Gold polo shirts (must be ordered from Dennis) must be tucked in.
 - Undershirts must be plain white and tucked in.
-
- Navy blue cardigans or v-neck sweaters are to be plain flat knit (no cable knit or designs).
 - St. James School sweatshirts only will be allowed. (Must be ordered from Dennis)
-
- Navy or white (plain) socks in knee-hi, crew, short (must cover ankle) lengths are required at all times. Plain navy or white tights with feet are acceptable.
-
- Flat dress shoe w/strap or athletic shoe with ties are acceptable (must be tied). **No sandals, clogs, open toe/heel, flip-flops, slippers, ballet flat or boots are acceptable.** The Principal will have final decisions on acceptability of all shoes.
-
- One pair, non-dangling earrings (in ear lobe only).
 - One necklace
 - No erratic hairstyles, hair colors, or bangs below the eyebrows allowed.

Boys Uniforms

- Navy blue uniform slacks (no cargo style) must be worn at hips or above.
- Navy blue uniform walking shorts (all grades) May and September only.
- Belts navy or black are required.

- White dress, oxford, turtleneck or polo shirts must be tucked in at all times.
- Navy polo shirts (long or short sleeve) must be tucked in at all times.
- Gold polo shirts (must be ordered from Dennis) must be tucked in at all times.
- Undershirts must be plain white and tucked in.

- Navy blue cardigan or v-neck sweaters are to be solid navy only.
- St. James school sweatshirts only are acceptable (order from Dennis)
- Sweaters and sweatshirts are to be worn over appropriate uniform shirt.

- Socks must be worn at all times. Navy, black, or white and must cover ankle.
- Non-marking athletic shoe or dress shoe must be tied at all times. No slip on canvas shoe, open toe/heel, sandal, boot or any other slipper type is acceptable.

- Hair is to be neat, no lower than the tops of ears, shirt collar or bottoms of eyebrows. No erratic hairstyles or hair colors are allowed. Male ponytails are not allowed. No facial hair is allowed.
- No male earrings are allowed.
- No male facial hair is allowed.
- One small neck chain is allowed but no chain wallets or key rings are allowed.

Non-compliance with any uniform policy above will result in disciplinary action.

OUT OF UNIFORM (O.O.U.) DRESS CODE

Several days throughout the school year will be designated as O.O.U. Days. Students and parents will be notified of the O.O.U. via the school newsletter/calendar. Often a small fee is required for students to dress out of uniform. The money collected will always be designated to a charity, Student Council, or the Home & School Association.

The O.O.U. dress code is as follows:

- Tops: T-shirts and Sweatshirts, including spirit wear.
- Bottoms: Blue jeans (without holes), khaki or uniform pants.
Walking shorts may be worn (September and May);
Short-shorts are not acceptable and may not be worn.
- Shoes: Gym shoes, tennis shoes or uniform code shoes may be worn.
Socks must be worn and sandals and/or flip-flops are not allowed.

HEALTH AND SAFETY

All necessary records of immunization and physicals must be received by the school before the child may attend.

- Kindergarten, 6th, new students must have full physical w/immunization records
- Kindergarten, 2nd, 6th need dental exam prior to end of 1st semester
- Kindergarten, new students must present a vision exam (by optometrist or physician)

Vision and hearing tests will be given by the Winnebago County Health Dept. to the younger grades during the school year at a minimal cost to the parent.

At the request of the Winnebago County Health Dept. we are not able to dispense any aspirin at school. Parents are asked to keep children home if they are too sick to participate in school activities, including gym and recess. Good health is necessary for successful learning. Children need 8 to 10 hours of sleep and a substantial breakfast.

- Students go outside everyday unless we have severe weather (rain or below 0 degrees) Students will not be permitted to stay in from recess for health reasons while other students go out for recess.

contd.

- Students with a temp above 98.6 degrees will be sent home and may not return for 24 hours of fever free temperature without medication. Please do not send any child to school if they have had a fever within 24 hours.
- Over the counter medications will not be dispensed for any reason.
- All medication brought to school must remain in the school office.
- Any medication needing to be dispensed during the school day must be brought to the office with an authorization from the doctor to do so and an appropriate directive on the bottle.

We ask that if your child is on medication needing 3 doses per day that you do not send it to school. It can be given in morning, after school, and at bedtime. Please remember, St. James School is not a doctor's office.

- An informational sheet on head lice is sent home to the class if a child has head lice .
- Pink eye cases are very contagious and children suspected of it will be sent home to see a doctor and receive an appropriate prescription. Over the counter drops do not rid pink eye.

ASBESTOS

The U.S. Environmental Protection Agency (EPA) promulgated in October, 1987 the Asbestos Hazard Emergency Response Act (AHERA), 40 C.F.R. Part 763, a new law governing asbestos containing building materials in schools.

In Compliance with this law, the Rockford Diocese retained Cape Environmental Management to inspect and write management plans for the parish schools. These plans give guidelines for each school's Operations and Maintenance. At the present time, the Rockford Diocese is far ahead of other public, private and parochial schools in the State in complying with AHERA.

A copy of the *Asbestos Management Plan* is on file at the school office. If you have any questions about this plan, please contact the Principal.

A Management plan is on file at the school office for your inspection.

TECHNOLOGY ACCESS DISCLAIMER

St. James School makes no warranties of any kind, neither expressed nor implied, for the Internet or technology access it is providing. The school will not be responsible for any damages users suffer, including-but not limited to – loss data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information stored on school diskettes, hard drives, or servers: not the accuracy, nature, or quality of information gathered through school-provided Internet access. The school will not be responsible for personal property used to access school computers or networks or for school-provided Internet access. The school will not be responsible for unauthorized financial obligation resulting from school-provided access to the Internet.

- Access to the Internet enables students to explore libraries, databases, bulletin boards etc...while exchanging messages with the world.
- Staff expected to blend thoughtful use throughout the curriculum with guidance and instruction to students and list resources suited to learning objectives.
- Students must always have permission to use school Internet and be supervised.
- Students/Staff are responsible for Christian behavior on-line here and outside the school. as noted in the *Diocese of Rockford Code for Pastoral Use of Technology/Social Media*.
- Administrators/faculty may review files/messages to maintain system integrity and insure users are acting responsibly.
- Parents bear same responsibility for the same guidance of home Internet use as well as television, telephone, radio, movies and other possibly offensive media.

FORBIDDEN TECHNOLOGY USES

- To access, upload, download, scan, copy, or distribute pornographic, obscene, sexually explicit materials, or hate materials fostering racial, sexual, or ethnic prejudice.
- To transmit obscene, abusive, sexually explicit, or threatening language gestures, or images.
- To violate any diocesan policy, or local, state, or federal statute.
- To vandalize, steal, damage, or disable the property of another individual or organization.
- To access another individual's materials, information, or files without permission.
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of school policy and rules may result in loss or school-provided access to the Internet. Additional disciplinary action may be determined by the school staff. When and where applicable, law enforcement agencies may be involved.

CATHOLIC DIOCESE OF ROCKFORD CODE FOR THE PASTORAL USE OF TECHNOLOGY AND SOCIAL MEDIA

This Code for the Pastoral Use of Technology and Social Media is designed to aid all employees and volunteers of the Diocese of Rockford, And all Diocesan parishes, schools, agencies and other Diocesan entities in understanding appropriate usage, boundaries and best practices in technology and social media

Personal sites established by employees or volunteers should reflect Catholic values, and should not offend the faith and morals and/or teachings of the Catholic Church. One's personal social networking, blog, websites, and other online activities and communications are public in nature, and employees and volunteers give up any expectation of privacy when they engage in online activity and young people of the Church. The Diocese expects employees and volunteers to conduct themselves accordingly both while on duty and off duty from an employed or volunteer position.

This document indirectly pertains to St. James Catholic School students as well. A student's personal social networking, blog websites, and other online activities and communication are public in nature. A student's online activity and communication should reflect Catholic values, and should not offend the faith and morals and/or teaching of the Catholic Church. In addition a student's online activity and communication should not harass, demean, or libel a fellow St. James Catholic School student, staff member, volunteer, or parent.

Violations of this Code for the Pastoral Use of Technology and Social Media will be addressed by the Pastor and Principal.

This document may be updated and modified at any time. This document and any future modifications will be made available at www.rockforddiocese.org and www.ceorockford.org where it will be available in its entirety.

GROUPS AND ACTIVITIES

ATHLETICS

Athletic programs are offered after school for boys and girls grades 5th – 8th at St. James School. St. James competes in the Rockford Area Catholic Grade School League. Sports offered are: co-ed Soccer, Girls and Boys Basketball, 8th grade girls Cheerleading and co-ed Volleyball. We are guided by the Diocesan Athletic Policy. Susie Cichock is the current Athletic Director.

- Compliance with Extra Curricular Eligibility Policy, 4004.2
- Participation fee (payable to St. James Athletic fund)
- Sports Physical Form submitted (each year)
- Medical Release Form signed by parent (each year)
- Proof of insurance for the student
- Participation by parents with concessions, door, and clock/book work during events

All coaches must have a background check and complete *Protecting God's Children* training.

Please remember that our coaches are volunteers and have plenty to do. It is your responsibility to get your child to and from all practices and games. Parents as well as coaches are role models and as such are expected to act in an appropriate and dignified manner at all times during athletic practices and events. Any failure to do so will result in you being removed from the event and possible suspension from further events as well as your athlete being suspended from games.

PARTICIPATION POLICY

To insure and provide the highest quality education for all St. James students each family will be expected to actively participate in school events. The family participation program will require parental/guardian involvement in a variety of activities intended to enhance a support the mission of St. James School. The amount of participation expected of each family shall b determined by dividing the need (in hours) by the number of families enrolled during the current school year. The alternative to giving time will be an activity fee determined by the St. James School Commission and approved by the pastor and the administrator. The fee is currently \$10 per hour not completed. **A service hours record is provided in the back of this handbook and must be completed and initialed and turned into the office by May 1st billing.** All hours worked after May 1st will be applied to the next year's record.

ST. JAMES HOME & SCHOOL ASSOCIATION

St. James Home & School Association exists to support the many programs of St. James. All parents are urged to attend meetings and give active support to the H&S projects that provide many extras for our students.

St. James Home & School Officers

2011-2012

PRESIDENT:	Heather Deming
VICE-PRESIDENT:	Michael Stiles
SECRETARY:	Kristen Perry

St. James Education Commission Officers

2011-2012

PRESIDENT:	Peter Smith
VICE-PRESIDENT:	Jim Doss
SECRETARY:	Tim Horning

Other Commission Members

2011-2012

Kris Hudak, Vince Kelly, Joe Massari, John McNamara

PARENT/GUARDIAN HANDBOOK ACKNOWLEDGEMENT

Dear Parent/Guardian:

Please complete the following form and return to the office by August 31, 2011.

From: The Parent/Guardian of:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____

To: St. James Catholic School

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of St. James Catholic School rules and expectations. My signature below acknowledges receipt of the Student/Parent Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, when possible, of any changes to the handbook.

Signature of Parent/Guardian

Date

ST. JAMES SCHOOL
SERVICE HOURS RECORD

Family Billing Name: _____

Service hours must be recorded and initialed by School Personnel/Event Chairperson. Service hours are to be turned in by May 1st for current billing year.

	<u>EVENT</u>	<u>#Hours/Initials</u>
1.	_____	/_____
2.	_____	/_____
3.	_____	/_____
4.	_____	/_____
5.	_____	/_____
6.	_____	/_____
7.	_____	/_____
8.	_____	/_____
9.	_____	/_____
10.	_____	/_____
11.	_____	/_____
12.	_____	/_____
13.	_____	/_____
14.	_____	/_____
15.	_____	/_____

Please Note: For every unworked service hour, the family school account will be charged \$10.00 per hour. Payment is due in full before final report card will be released.