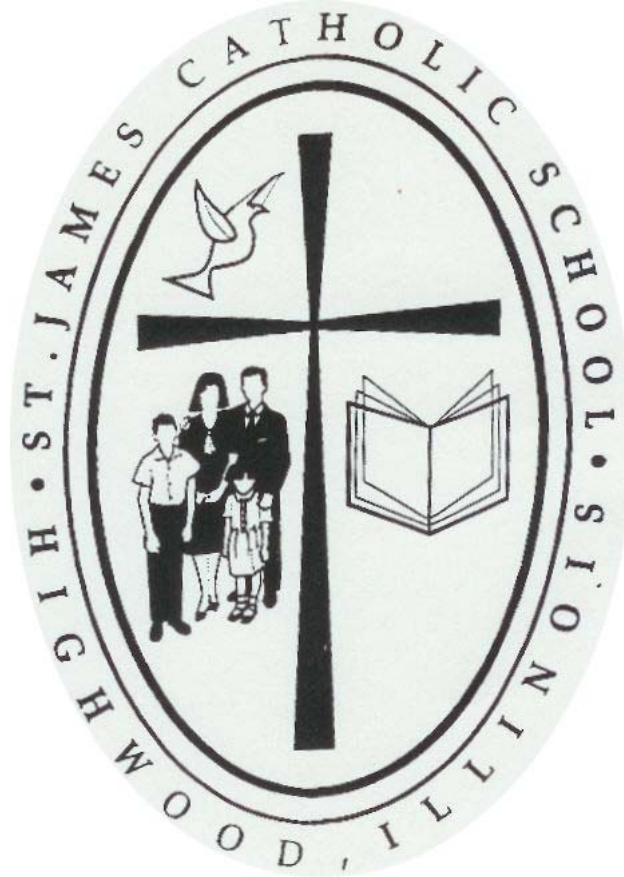


St. James School

Student Handbook 2011-2012



As a student of the St. James School community, we ask you to read and follow the policies and procedures found in this handbook . By doing so our school year should be a pleasant, enjoyable, and successful one for all!.

Student Name: _____

Grade: _____

Arrival and Dismissal:

- Students should arrive at school by 8:00 a.m. The first bell will ring at 8:05
- Students may enter the building between 8:05 and 8:15
- Students may go directly to their lockers to put away their belongings and get their morning materials. They then must go directly to their homeroom.
- All classes will go to prayer at 8:16 a.m.
- Anyone arriving after 8:15 will be marked tardy.

Tardy:

- Students are tardy at 8:16. If teacher and safety patrol are no longer in the parking lot, the student must enter through the Main Entrance and go directly to the office for a tardy slip.
- Leave belongings in the hall and enter the church immediately for prayer.
- If prayer has concluded, go directly to your homeroom to start your day.
- St. James frowns on too many tardy days. Please come to school on time!

Absences

- A classmate will be assigned the duty to write down all assignments if you are absent. You can also look on Option C
- Textbooks and assignments will be brought to the office upon request.
- You are expected to make up any homework missed during an absence.
- You are generally expected to turn in missing assignments within 24 hours of an absence, however, teachers will decide the amount of time based on the assignment and length of illness.

Church and Prayer:

- Always enter the church with reverence and respect. All talking ends.
- Come in and bless yourself with holy water.
- Proceed around to the center aisle. Come up the aisle and genuflect before entering the pew.
- Kneel down, reflecting and/or praying.
- When leaving church, all will stand and genuflect together and then sit down. We leave one row at a time. Remember reverence and quiet as we leave also.

Work Expectations

- Students are always expected to do their very best at all times.
- School work is expected to be neatly done showing pride in one's work.
- All assignments and projects are expected to be completed on time.
- All math school work must be done on graph paper using a pencil only.
- ALL work must have a **PROPER HEADING** on the top of the paper.

Name
Subject

Date
Assignment

Homework

- Homework is especially useful in math, grammar and vocabulary so there will often be daily homework.
- Any homework assignment, unless specifically given a due date, is due back the next day.
- If there is a valid reason for not completing a homework assignment, have a parent write a note or send an email explaining why you were unable to finish your assignment.
- Homework must be neatly done. Always put forth good effort on projects, research papers, etc...

Report Cards

Report cards are issued each trimester in 14 week intervals. The St. James Grading Scale for Grades 4-8 are:

93-100 A	70-77 D
85-92 B	69-below F
78-84 C	

Honor Roll

High Honors:

*93% average w/ no grade below 90%

Honors:

*90% average w/ no grade below an 85%

*No effort grade of Unsatisfactory

*No unsatisfactory marks in work habits or attitudes

*No negative comments regarding behavior, effort or
Work/study habits.

Safety Patrol:

- Every student in grades 4-8 will participate in Safety Patrol as a service to your school.
- When it is your week to serve, please arrive at school **NO LATER** than 8:00 a.m. Come to the North Funston door and wait for the teacher.
- Bring cones out immediately.
- There are three patrol persons: *first* goes to the parking lot, *second* remains at the door, and the *third* goes to the playground area.
- At the end of the day Safety Patrol persons must be outside by **3:00**

It is important to take Safety Patrol seriously. It is a service to your school.

- 1. Be on time.**
- 2. Get a substitute if you know you will miss certain days.**
- 3. Make sure if you are ill your parent informs Mrs. Leske
when they call her that you will absent on a safety patrol day.**
- 4. Always wear your patrol vest or slicker**

Weapons

- Weapons are prohibited on school grounds at all times. This includes Boy Scout knives, toy weapons, etc...

Medications

- All medications must be turned in to the homeroom teacher and / or Mrs. Leske. This includes prescription and over the counter drugs.
- No medications should be kept in a student's backpack and locker.
- If a student must keep an inhaler for asthma the student must supply a parent's note and a copy of the doctor's prescription order.

St. James School

"Where Hearts and Minds Grow"