

Student Handbook

DRESS CODE

Girls' Uniform:

- Uniform plaid jumper (K-4), Uniform plaid skirt (4-8) with blue vest
- White collared blouse or white turtleneck
- **St. James** sweatshirt
- Solid white or navy knee socks
- **NO Leggings or Sweatpants permitted** (except on the playground)

Boys' Uniform:

- Navy blue trousers – No patch pockets
- White long or short sleeve shirt with collar or white turtleneck to be tucked in at all times.
- **St. James** sweatshirt
- **Belts are REQUIRED**
- Navy blue or solid white ankle socks at all times

Boys' and Girls' Uniform Shoes:

- Uniform shoes are required. Uniform shoes must be solid black leather with a solid back.
- Shoes must be low heel and toe (less than 1 inch) with rubber or leather soles.
- No stripes, trademarks, pumps, colored laces, lights or platforms.
- No winter boots or combat boots allowed in the classroom.

Summer Uniforms:

- Summer uniform for boys and girls consists of navy blue walking shorts (no jeans, cargo pants, or patch pockets.)
- White shirts are listed above. Shorts may NOT be worn on days we attend Mass.
- Dates for summer uniforms are Aug. – Sept. 30 and May 1 – June.

Hairstyles and Jewelry:

- Hair must remain natural, God-given color
- Any hairstyle which calls attention to the student is unacceptable.
- Girls' hair must be neatly groomed
- Boys' hair must be trimmed neatly across the back of neck and around the ears.
- In general, the wearing of jewelry should be avoided by both boys and girls.
- Girls with pierced ears may wear simple studs only. Boys' uniform does not include earrings.
- Use of make-up is not allowed.

ARRIVAL & DISMISSAL:

Arrival:

- Grades K-8, arrival time is 8:10-8:20 A.M. through the North Funston door (Door 4).
- Prayer begins promptly in the church at 8:23 A.M.
- Students arriving after 8:20 A.M. are considered tardy and must report to the office before going to homeroom.
- Students arriving on District 112 busses will not be considered tardy.

Dismissal:

- Grades K-8 are dismissed at 3:05 P.M. through the North Funston door (Door 4).
- Bus students are dismissed at 3:05 P.M. through the South Funston door (Door 5).
- Train students are to report to Room 201 until their 3:20 dismissal time for the train.

- After-Care students are to wait in the primary hallway until the teacher arrives to walk them to the After-Care room.

ATTENDANCE:

- Regular attendance and punctuality are essential.
- Symptoms of a contagious illness means you should stay home.
- Students must be fever free for **24 HOURS** before returning to school.

TARDINESS:

- Students must report to their homeroom before attending any other activities such as Altar Serving.
- Students not in their homeroom by 8:20 are considered tardy AND must report to the office.

SAFETY PATROL:

- All upper level students (5-8) serve on safety patrol.
- Students must arrive by 8:05 A.M. and will finish patrol by 3:15 P.M.
- If students are sick or unable to do their assigned duty, **THEY must find a substitute.**

ALTAR SERVERS:

- Catholic students in grades 5-8 can be trained as altar servers to serve at school liturgies, funerals, and parish Masses.
- Participation in this aspect of the spiritual life of the school and parish is highly encouraged.

CELL PHONE POLICY:

- All phones must be turned off during school hours.
- All phones must be kept in a closed compartment of the student's backpack.
- Phones are NOT to be used during school hours – if violated the phone will taken to the office and a parent must pick it up.
- If a phone call must be made, it is to be made in the school office with the teacher's permission.

BASIC RULES and REGULATIONS:

- *LEAVING THE SCHOOL PREMISES* during school hours is prohibited.
- *PERSONAL ITEMS* of any value must be left at home.
- *DAMAGE to SCHOOL PROPERTY* must be reimbursed by the student.
- *ELECTRONIC EQUIPMENT* is prohibited on school grounds or field trips.
- *GUM CHEWING* is not allowed on school grounds at any time.
- *SNOW* is not to be thrown or kicked.
- *GANG ACTIVITY* of any kind, including dress, jewelry or printed signs is strictly prohibited.
- *WEAPONS* of any kind are strictly prohibited.

Behavior:

- Students are not to be involved in unnecessary roughness or fighting.
- Students are not to cause physical harm to others.
- Students are not to make threats of any kind to other students.
- Students are expected to treat others as they wish to be treated.
- Students are not to use inappropriate language at any time, during any school function.

- Students are expected to always be respectful of others; principal, teachers, parents, volunteers, aides, and other students.
- Students are expected to behave in a manner consistent with St. James School policies whether at school, on the train, on the District 112 busses, on field trips and when visiting other schools.

The following is a list of possible consequences, based upon the situation. See *Parent/Student Handbook* page 22 for further details.

Verbal warnings, removal from situation, loss of recess, detention,
in-school suspension, out-of-school suspension, expulsion

The principal and/or teachers reserve the right to choose an appropriate consequence based on the situation.

TECHNOLOGY RESOURCES:

- All students must submit the ***St. James School Acceptable Use Consent Form*** annually.
- Students may use technology resources only when school personnel are present and have given permission.
- Students may NOT download, install, or store software on a school computer without approval of appropriate school personnel.
- Students may NOT change or attempt to alter any configuration, program, password on any computer system.
- Students may NOT use inappropriate language, pictures, gestures, in any form on the Internet.
- Students may NOT use the Internet for unauthorized entertainment, purchases or illegal activities.
- There is to be a general respect of the computer lab. and all technology resources throughout the school.

ACADEMICS:

Report Cards:

- Report Cards are issued every 10 weeks.
- Mid-Quarter Reports are issued every 5 weeks in grades 4-8.
- Grading Scale for Grades 4-8
 - 93-100 A
 - 85-92 B
 - 78-84 C
 - 70-77 D
 - 69-below F
 - Incomplete I

(Work must be completed within 5 days to remove the incomplete. Incomplete assignments revert to zero.)

Honor Roll:

- High Honors
 - 93% average with no grade below 90%
 - No effort grade of U (Unsatisfactory)
 - No unsatisfactory marks in work habits or attitudes
 - No negative comments regarding behavior, effort, work/study habits.

Honors

- 90% average with nor grade below an 85%
- No effort grade of U (Unsatisfactory)
- No unsatisfactory marks in work habits or attitudes
- No negative comments regarding behavior, effort, work/study habits.

Homework:

- Students are expected to do some homework daily. Assignments may be given over the weekend.
- The amount of time spent on homework will depend on the age and grade of each child.
- Students are expected to and responsible for completing homework neatly and on time.
- Students (3-8) are expected to keep an assignment notebook where they will write down all daily assignments and long term projects.
- St. James Student Council will provide an assignment notebook for each student.

LUNCHROOM CODE OF CONDUCT

1. **I WILL practice proper conduct and eating habits in the lunchroom.**
2. **I WILL be courteous, respectful, and obedient toward any teacher, parent, or lunch monitor on duty.**
3. **I WILL talk at the lunch table at an acceptable conversational level.**
4. **I WILL remain seated at all times. Permission is needed to use the bathroom.**
5. **I WILL leave my lunch table and floor area neat and clean; I will put my garbage in the drums provided. Garbage drums will be circulated by adults.**
6. **I WILL eat only in the lunchroom and not on the playground. This includes candy, chips, cookies, etc.**
7. **I WILL drink only milk, juice, or water. Soda is not allowed.**
8. **I UNDERSTAND that gum chewing is never allowed at school.**

PLAYGROUND CODE OF CONDUCT

1. **I WILL remain in the designated play areas and will not leave the school grounds without permission.**
2. **I WILL not take food or drinks onto the playground.**
3. **I PROMISE and UNDERSTAND to use the playground equipment in the proper way to insure everyone's safety. I will also be willing to take turns on this equipment.**
4. **I PROMISE not to throw or kick snow or ice under any circumstances.**
5. **I PROMISE to respect the teacher or staff member on duty.**
6. **I PROMISE to use acceptable language on the playground. I understand that crude or obscene remarks or actions will be the cause of severe disciplinary action.**
7. **I PROMISE not to become involved in any unnecessary roughness and/or fighting. I understand the rule which states that there will be absolutely NO tackling, shoving, or rough play. I understand fighting is cause for suspension.**
8. **I WILL respect the school's playground equipment.
I KNOW that I am responsible to return it to the location determined by my teacher.**
9. **I PROMISE to obey the whistle signal to line up at the end of recess.**

