

St. James Lutheran School
Parent Handbook
2017-2018 Academic Year

Dear Parents,

Welcome to the 2017-18 school year at St. James Lutheran Church and School. We are celebrating our 160th anniversary operating our Christian school in the city of Chicago. From its opening in 1857, to this current year, through changes in Lincoln Park, Chicago, and the world, St. James has never wavered from its goal: providing a high quality faith based education for all of God's children.

Whether you are new family to St. James or a returning family, we are excited to have you as part of the St. James Community. At St. James, we strive to spread the Gospel of our Lord and make Disciples of all people. We are blessed to have amazing faculty and staff that support this mission on a daily basis educating and interacting with your child/children in a Christ-centric manner.

The St. James Fellowship Council is looking forward to the school year ahead and to help create an environment that allows God's children to receive a high quality Christian education in the City of Chicago. We appreciate your support and if you have any questions please do not hesitate to reach out to a member of the council.

Go Mavericks

St. James Fellowship Council



1.0 Foundations and Basic Commitments

1.1 Legal Status

The constitution and by-laws of St. James Evangelical Lutheran Church UAC provides for the operation of a Christian day school. St. James is a 503(c) corporation registered in the State of Illinois.

1.2 Non-discrimination Policy

St. James Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. James does not discriminate on the basis of race, color, national or ethnic origin in administration of its' educational policies, admissions policies, scholarship programs, athletic programs or other school administered programs.

1.3 Philosophy Statement

At St. James Lutheran School our goal is to provide children with an intellectual and moral foundation that will last a lifetime. We provide an education that facilitates academic excellence, spiritual growth and moral integrity. We challenge students to stretch their abilities and glorify God with their efforts and accomplishments.

St. James provides a strong Christian support network through the family-school partnership. This enables parents to better fulfill their responsibilities and supports children in their efforts to maximize their God-given potential.

We believe that a compassionate and highly trained staff, coupled with engaged parents and a supportive congregation, are essential to delivering a first-rate educational opportunity. Students will thrive in such a learning environment that includes differentiated instruction, individualized goal setting and adult modeling of Christ-like behavior.

1.4 Vision Statement

Our students are exposed to a range of academic disciplines that require them to master and think critically about specific information, develop skills to solve real world problems, and creatively express themselves using the information.

The education process is founded in the truth of Jesus Christ as Savior as presented in the Holy Bible. We teach that the fullness of our humanity is expressed in baptism and nurtured by the Holy Spirit to develop each person's potential to live in vocation loving God and loving neighbor.

1.5 Mission Statement

Our mission is to provide inquiry-based learning with a Christian worldview to prepare students for success throughout life.

1.6 Guiding Principles & Values

Guiding Principles	Short Description of the Principle	Principle in Action
Sacrifice	Believers put the needs of others before our own trusting that God will care for our needs.	Giving of your time and treasures to serve students, families and others in the community.
Grace	Believers let grace define their view of others and learn to forgive and live forgiven on account of what God has done for them.	Creating an environment of forgiveness and tolerance that is taught and practiced.
Generosity	Believers knowing that everything belongs to God are generous with the resources God provides for their management.	Supporting the needs all of our students and families. Providing service to our world and community.
Mercy	Believers show mercy just as Christ was merciful to us and let God be the judge and dispense justice.	Tolerance and acceptance of everyone; socially, emotionally and culturally.
Values	Short Description of the Value	Value in Action
Love	St. James values an environment grounded in Christ's love and community support that nurtures life-long learners and leaders.	We practice Christ's love for everyone - teaching our students how to love all.
Learn	St. James values an environment grounded in Christ's love and community support that nurtures life-long learners and leaders.	We teach students and their families how to discover their God given talents and how to find their passions and follow them through their curiosity from God.
Lead	St. James values an environment grounded in Christ's love and community support that nurtures life-long learners and leaders.	We foster a community where all students can and should lead through their God given talents and gifts.

1.5 Parent Involvement

We encourage all parents to become involved in every aspect of the school. The Maverick Parent Squad is open to all parents and meets monthly at 7pm at the school:

Thursday, September 28
Thursday, October 19
Thursday, December 7
Thursday, January 18
Thursday, February 15
Thursday, April 26

Room Parents are selected by each teacher on the basis of that teacher's needs and expectations. The room parent is a support for the classroom and by working cooperatively with the teacher greatly helps the quality of the classroom and learning experience.

We hope that every family is involved in supporting the school through their volunteer efforts. We choose to encourage rather than mandate service hours.

2.0 School Governance and Operation

2.1 Governance and Structure

St. James Lutheran School is a ministry of St. James Evangelical Lutheran Church UAC, which is a member of the Lutheran Church-Missouri Synod. The Fellowship Council is the governing board elected annually by the Congregation for the school.

2.2 Administration

The Principal of the school serves as the Chief Educational Officer for the school. The principal oversees the instruction, assessment, curriculum, faculty and aides, third party educational professionals and educational resources as well as the daily life of the students.

3.0 Fiscal Management

3.1 Budget

The school's operating budget is prepared in conjunction with the Fellowship Council and submitted to the Fellowship Assembly for approval at the annual meeting in May.

3.2 Tuition

Tuition is reviewed annually for the next academic year. It is our intention to maintain a high value education at St. James. While we attempt to keep the tuition manageable for our families, we must also maintain high standards for staff and programming.

Tuition collection is managed by FACTS. In June each family must activate their account with FACTS in time for the billing cycle to begin in July. Account activation includes choosing the payment plan that best suits each family. These options will be outlined in the FACTS information.

It is the responsibility of each family to remain current in their payment of tuition. Falling behind or not completing your responsibility causes hardship in our operation and may jeopardize a family's attendance at St. James Lutheran School.

A deposit made with the application for a new student is non-refundable when St. James accepts that student into one of our programs. All deposits are applied to the total tuition. The deposit required for a new student is \$400 per student. The deposit amount for a returning student is waived if the family account is current and all enrollment paperwork is completed on time.

Enrollment contracts shall be signed and returned to the office by the date indicated on the contract to guarantee a student's place.

3.3 Fees

Fees are charged for services performed such as before and after-school programs. There also may be charges for things such as lost or damaged books and late or returned check charges. All fees are due upon billing and shall be paid promptly.

3.4 Tuition Aid

Tuition aid is available for families that meet the financial qualifications. To apply for assistance, families must complete the application online in the FACTS program.

The award of tuition aid does not reduce the quality of a student's education or the costs associated with the delivery of our services. It is important that families receiving tuition aid adhere to the conditions outlined in the offer.

4.0 Health and Safety

4.1 Medication

Students may not carry any medication nor keep it in their possession. Cough drops or throat lozenges are allowable and must be entrusted to the child's teacher with a note from the parent; teachers will be responsible for distribution. Students are allowed to carry inhalers or Epi-Pens when authorized by the filing of the proper forms.

All medicine must be administered by a designated administrative staff member. The school cannot dispense medication, prescription or over-the-counter, unless we have a signed permission form. Medicine should be brought to school in the original prescription bottle (pharmacies will give an extra one when asked), or in the container in which it was purchased. It should be clearly marked with the student's name and dosage to be given, logged in at the office and stored in the office.

4.2 Student Illnesses

Children should be kept at home when exhibiting the following symptoms:

1. If a rash is present that has not been evaluated by a physician.

2. If your child's oral temperature exceeds 100 degrees F. A child with such a fever should remain home for 24 hours after the temperature returns to normal without the use of fever reducing medicines.
3. If your child vomits and continues to experience nausea and/or vomiting.
4. If your child complains of severe, persistent pain. The symptom should be referred to a physician for evaluation.
5. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
6. If there are signs of conjunctivitis (pink eye) such as matter coming from one or both eyes, itching and/or crusts on eyelids. A child with these symptoms should be evaluated by a physician.
7. If there are open sores that have not been evaluated by a physician.
8. If there are signs of infestation with lice (nits in the hair, itchy scalp).

4.3 Required Medical Examinations

Illinois state law mandates the following medical examinations. Students failing to meet the listed deadlines may be dismissed from classes. All forms are due in the office by the first day of school of the current school year.

- Dental – required of students entering grades K, 2 or 6.
- Vision – required of new students and kindergartners.
- Health/Immunizations – required of new students and those entering grades K, 1 and 6.

St. James is required to report any failure to receive necessary health/dental/vision exams and immunization records to the Illinois State Board of Education. St. James is required to exclude students from school if they have not met such exam or immunization requirements by October 15.

4.4 Emergency Care

The **Emergency Information** form should be updated annually by all families and on file in the office by August 31. The **Authorization of Emergency Care for Students with Severe Allergies** should also be on file by August 31. All staff and faculty are CPR and first aid certified each year.

4.5 Lunches and Snacks

A productive day at school depends on many factors, including nutrition. Please make sure your child has breakfast before coming to school. Students who do not eat breakfast struggle in the morning simply because they are hungry. Snacks and lunch procedures will be addressed by each teacher, depending on the age of the students and any unique allergy situations. However, certain general rules apply:

- Soda pop is not allowed.
- Candy/cookies should be minimized in lunches and are inappropriate for morning snacks.
- Goodies for birthday celebrations must be cleared with classroom teachers at least 24 hours prior to celebration.

- Parents may not drop-off fast food lunches. Besides the health factor, this is very disruptive to the classroom.
- Parents may be required to adjust their child's lunch/snack for safety reasons regarding students with extreme allergies. For this reason, students are also discouraged from sharing lunch items.

4.6 Emergency Drills and Inspection

Emergency drills are practiced regularly for each child's safety. Every class has an assigned evacuation path, which is reviewed at the beginning of the school year. The local fire department comes at St. James School each month to supervise the practice of a drill. If you are in the school when the alarm sounds, follow a classroom on their path out of the building to aid the orderly evacuation.

Minimum Drills:

- 3 Evacuation Drills
- 1 Bus Evacuation Drill
- 1 Severe Weather Drill/Shelter in Place
- 1 Law Enforcement Drill

An emergency plan is maintained in the office for catastrophic events. This plan is filed with the local fire and safety agencies and is available for inspection in the office as well as the office of the State Fire Marshall.

4.7 Drop-Off and Pick-Up

The doors to the school open at 8:15 am each school day. Any student entering the building before that time will be asked to go to morning care and the family will be charged \$5.00. Students that are not picked up at the end of the day by 3:45pm will be sent to after care and the family will be charged \$10.00.

"No Parking" signs are posted on both Dickens Avenue and Fremont Street. These are posted for the safety of all our students and are enforced by the Chicago Police Department. Parents are allowed to temporarily park for morning and afternoon pick-up and drop-off in these spaces. They must put their car flashers on if they leave the vehicle otherwise they may be ticketed.

Ticketing is also strictly enforced if a cross walk is blocked. Please do not impede the safe crossing of pedestrians.

"Double parking" to escort children in or out of school is only allowed on Dickens Avenue. Fremont Street is only used for "stop and drop" or "pick-up", but the vehicle should never be left unattended. Double parking is not allowed on Fremont Street.

If parents are planning to spend some time in the school (classroom parties, volunteer in the school), they must park elsewhere on the street.

Early Childhood students must be signed in and out each day by a parent, guardian or someone designated to pick up the child on the Permission to Pick-Up a Student form.

4.8 Classroom Safety

Each teacher requires the use of proper safety equipment in connection with classroom activities. St. James complies with the requirements of the Eye Protection in School Act and the Toxic Art Supplies School Act.

Toxic art supplies are not used.

St. James complies with the applicable requirements of the Asbestos Abatement Act.

4.9 Visitors

Visitors other than family and designated caregivers must report to the office upon entering the building. A sign-in sheet records all visitors. Please do not let strangers into the building without accompanying them to the office.

Parents and visitors should not linger in the hallways during the school day. This is distracting to the teachers and children in the classroom. The front entrance is available for gathering.

4.10 School Closing

When conditions require St. James to be closed, each family will be notified by email to the eTempo contact. Broadcast notification will also be posted. This information can also be found on the Emergency Closing Center website, www.emergencyclosingcenter.com. St. James will be designated as St. James Lincoln Park. If the school must be closed during the course of a school day, parents will be called to pick-up their children.

5.0 Life Together

5.1 Before and After School Care

Before and after school care is available for families who need quality and safe childcare during work hours. We offer care to any St. James student on the days they are enrolled in school.

Parents are expected to pay for care prior to students attending. You can deposit money into your EDP account in the office. At the end of each month, you will receive a statement with your balance. If there is a negative balance at the end of the month, students will not be allowed to use the service.

Morning care is available beginning at 7:30 am. A flat fee of \$5.00/day will apply. Afternoon care is available until 6:00 pm, a flat fee of \$10.00/day will apply. Students that are not picked up promptly by 6:00 pm may lose the privilege of using the after-school program.

5.2 Parent Communication

Our weekly school newsletter, *eTempo*, is sent on Tuesday or the first day of the new school week. It includes current news of the school and church as well as notices and information important for school-home communication. ***Please read the weekly communication when it is sent out.***

The St. James website, (www.stjames-lutheran.org), maintains a current and comprehensive calendar of all church and school activities and contact information. This is a dynamic resource and changes with regularity.

An online directory of all parents with their emails and cell phone numbers will be available in October. The link will be sent through *eTempo*. Any parent that does NOT wish to have their information published should contact Sheri Meyer and it will be removed.

In pre-school through grade 2, teachers will communicate weekly with the parents through various formats. In grades 3-8, teachers will communicate via google classroom.

5.3 Maverick Parent Squad

The Maverick Parent Squad is open to all parents to provide support of the mission of St. James School. To accomplish this, the Parent Squad works cooperatively with the school leadership to support events, initiatives and programs that add value to the community. It is their objective to include as many parents as possible in volunteer opportunities including: providing hospitality for school events; planning and implementing family outings; supporting the funding objectives including the annual Traveler's Gala; and maintaining a positive and supportive environment in keeping with our biblical values.

6.0 Academics

6.1 Curricular Areas

We provide instruction in the following curricular areas:

- Christian Studies
- English Language Arts
- Social Studies
- Music & Band
- Science
- Health
- Physical Education
- Art
- Music & Band
- World Language

6.2 Curriculum and Instruction

St. James implements a comprehensive curriculum designed to foster the maximum growth of each child through developmentally appropriate activities adapted to grade level, interest and experience. Classroom areas, activities and routines are designed to promote each child's social; emotional; cognitive; physical and spiritual development. Students experience a variety of activities that develop skills in each curricular area. The selection of materials and activities is based on research and best practices.

The development of curricular goals and instructional objectives is an ongoing process. St. James annually reviews and implements standards from the following organizations:

- National Lutheran Schools Accreditation
- AdvancED Accreditation
- Northern Illinois District Curriculum Project
- Illinois State Board of Education Learning Standards

We employ standards-based curriculum utilizing carefully researched materials; creative teaching strategies; varied learning opportunities and integrated technology. Our early childhood and elementary curriculum overviews are available online.

All students have the opportunity to study a variety of world languages through our World Language Program.

St. James provides instruction in American patriotism; the principles of representative government as enunciated in the American Declaration of Independence; the Constitution of the state of Illinois; the proper use and display of the American Flag and we recite the Pledge of Allegiance daily. All eighth grade students are required to show evidence of comprehensive knowledge of the above subject matter.

6.3 Addressing Individual Needs

We work collaboratively on behalf of our students and families as it relates to the acquisition of materials and student services such as IEP and 504 plans as well as testing and working through services. We write service plans for our students which will enable us to provide outside support with CPS designated funds. We attend meetings as invited.

6.4 Assessment

6.4.1 Assessments

Students in grades 1-8 will be tested at the beginning of the school year, near the midpoint and in the spring to measure achievement and diagnose individual needs in terms of meeting and exceeding Illinois state benchmarks. Our assessment instrument is the Measures of Academic Progress (MAP) developed by the Northwest Evaluation Association.

Each student prior to graduation from eighth grade must pass exams covering the Constitution of the United States and the Constitution of the State of Illinois.

Additionally, a fall and spring writing assessment will be administered to monitor writing skills.

6.4.2 Report Cards and Progress Reports

Parents and teachers will meet at the end of the first and third quarters to discuss student progress and review report cards. Conferences may be scheduled throughout the school year by the teacher or the parent to monitor student progress.

Report cards for quarters 1, 2, 3, and 4 will be emailed home to the parents and are available through Alma once they are published.

6.4.3 Grading Policy

St. James uses the following grading system at each of the grade levels:

Early Childhood (Preschool-Kindergarten)

In the early childhood program, students will receive an anecdotal review and the following letter grade to best assess the areas of cognitive, spiritual, fine/large motor and social/emotional development:

P – Proficient
A – Approaching
E – Emerging
N – Not Yet
NA – Not Assessed

Elementary – Primary (Grades 1-2)

In grades 1-2, student progress is reported using developmental continuum representing the knowledge and skills appropriate for the age level of the student:

3= Proficient at grade level
2= Approaching grade level
1= Below grade level

Elementary – Intermediate (Grades 3-4)

In grades 3-4, students receive numerical grades:

A – Excellent (90-100)
B – Above Average (80-89)
C – Average (70-79)
D – Below Average (60-69)
F – Unsatisfactory (below 60)

Middle School (Grades 5-8)

The Middle School will use the following grading system:

A+	100
A	94
A-	92
B+	90
B	85
B-	83
C+	81
C	76
C-	72
D	65
F	0-64

6.5 Homework

Homework is designed to extend, enrich or reinforce classroom learning. Although homework requirements vary from elementary through middle school, all students may have homework. Parents should set aside time at home each night for homework.

6.6 Library

The school library offers our students a variety of books and other resources to enhance their education. Librarians and parent volunteers assist preschool through grade four students with book selections each week. Stories are read to the children in preschool – grade two. A Middle School Library is maintained on the third floor for grades five through eight. Students will access resources as supervised by teachers. Students are allowed to check out two books at a time for a period of one week. Books that are lost must be paid for by the parent to replace.

6.7 Field Trips

Field trips are scheduled according to individual classroom needs and interests. Field trips are an integral part of the school experience, planned in accordance with curriculum. All students are expected to participate in these experiences. However, some students may be excluded from field trips for disciplinary reasons.

Parent volunteers are often needed to assist with transportation. Parent drivers must complete a **Private Vehicle Registration Form**. In addition to this form, a photocopy of the driver's insurance card and driver's license is required to be kept on file. These forms are available on the website, school.stjames-lutheran.org/forms.

Parents who are chaperoning should not bring younger children on field trips. Each teacher is responsible for determining who will chaperone and how many are necessary.

Students in preschool and kindergarten are required to bring car seats/boosters when traveling on field trips. Parents of students in grades 1 and 2 are expected to comply with Illinois state law regarding the safe seating of their child depending on his/her age, weight and height. (see www.buckleupillinois.gov)

7.0 Student Life

7.1 School Year/School Day

Illinois state law requires St. James to schedule a minimum of 176 days or 880 hours of instructions. Our school year begins the week prior to Labor Day, includes four marking periods of approximately nine weeks each and meets or exceeds state requirements.

- Classroom doors open at 8:15 am each morning for K – grade 8 with classes beginning at 8:30 am. Preschool classrooms open at 8:30 am with classes beginning at 8:45 am.
- Half-day preschool classes end at 11:45 am. Full day preschool classes and kindergarten classes are dismissed at 3:20 pm. Elementary and middle school classes are dismissed at 3:30 pm. All students are released at 11:45 am on early dismissal days.

Each morning students begin their day with morning devotions, which includes reciting the pledge of Allegiance for K through 8th grade.

7.2 Attendance

It has been shown that there is a positive relationship between regular attendance, punctuality and school success. It is the parents' responsibility to make sure that their child is at school on time and ready to learn. Records of attendance are kept on file and included in the student record files.

- Tardiness is recorded for students in grades 1-8 following the 8:30 am start. This becomes part of the attendance record.
- Parent should report absences to the office before 8:45 am.
- Chronic tardiness/absence is disrespectful to teachers and students and will result in a conference with the principal. This may lead to a review of the student's admission status. Parents should note that attendance records are now a key component to admission procedures for high school.
- Even though we acknowledge the value of travel, we also recognize the importance of regular school attendance and ask you to schedule any family trips during school vacations.
- Students who are absent more than 25% of the school year will not be admitted the following year.

7.3 Student Conduct

At St. James, the virtues of respect for self and others, honesty and responsible stewardship are emphasized. Each student is expected to maintain a high standard of personal integrity and honor and to observe the regulations of the school. All school rules apply in the classroom and at school and church activities, whether on or off campus. Students of St. James Lutheran School will:

- Conduct themselves in Christian life with the help of God.
- Show honor, courtesy and respect toward all people.
- Use forgiveness and restoration as the appropriate means for resolving conflicts.
- Conduct themselves properly in chapel and devotions.
- Never knowingly, by word or deed, injure anyone's person, feelings or property in any manner.
- Be honest with themselves and with others.
- Practice cleanliness of mind and body at all times.
- Put forth an honest effort to do as well as they can in their school work.
- Do all to the glory of God through service to others.

Student conduct must not jeopardize others' health, safety or well-being. Therefore, there will be a zero-tolerance for: verbal abuse (threats, racial slurs, sexual harassment); physical abuse (bullying, fighting); or sexually graphic language, gestures or behaviors. The principal is required to notify the Illinois State Police within three days of written complaints from school personnel concerning incidents of battery committed against such personnel at the school.

7.4 Classroom Management

The classroom is designed to create an environment that promotes learning. Classrooms are resourced in such a way as to be attractive, motivating and instructional. Homeroom teachers and visiting instructors share the responsibilities of maintaining order, safety, cleanliness and enthusiasm. In order to allow all students the opportunity to grow and learn, teachers will differentiate instruction. Thus, students are challenged to annually achieve a year's worth or more of progress in each of their subject areas. To achieve these rigorous, individual goals, student behavior is carefully managed.

Instructional Approach

Self-discipline is an objective of the school. Students are taught to be responsible for their own actions and behavior. The teacher will maintain regular communication with parents concerning student behavior, both appropriate and otherwise. Most disciplinary actions are handled at the classroom level and follow the listed procedures:

- The teacher will develop a brief set of broad classroom rules with input from the students.
- The teacher will compliment the demonstration of appropriate behavior as a means of positive reinforcement.
- The teacher will use verbal cues and/or approach the student exhibiting inappropriate behavior using proximity as a means of redirecting behavior.
- The teacher will employ a consistent, age-appropriate behavior modification technique.
- The teacher will escort the student to the hallway for a private conversation focusing on “I” statements.

7.5 Student Dress Code

St. James students are expected to be clean, well-groomed and in full uniform each day. Dress code at St. James contributes to a sense of unity and conveys an attitude of excellence. Please ensure that your child’s uniform and shoes comply with school regulations. Students’ names should be carefully marked on their uniform clothing tags. Approved clothing is available through Lands’ End:

www.landsend.com/school. Use the St. James school code #9001-1398-6.

Top: Approved St. James logo must always be visible. The approved St. James plaid is the only exterior layer that may be worn without an attached logo. Colors are limited to Navy, Burgundy and White.

Bottom: Solid color navy or tan bottoms, or the approved plain or plaid jumpers. Pants, shorts, jumpers and skirts must be purchased from Lands’ End.

Footwear: Footwear should be reasonable for safety and daily comfort. Shoes with non-marking soles are required to play in the gym.

Physical Education Uniform: Students in Middle School are required to change for PE classes each day. Uniforms must be purchased through Lands’ End. Students should wear short sleeve feminine fit basic t-shirt or boys’ essential t-shirt in gray heather and mesh athletic shorts in burgundy. Burgundy sweatpants are optional, but recommended for cool weather.

Accessories: Caps, hats, hoods, scarves and bandanas may not be worn in the building. Jewelry may be worn that is appropriate and in good taste. Earrings for boys are unacceptable. Tights and knee socks for girls should be a solid color white, navy, burgundy or brown for kindergarten – grade 8.

Winter Wear: Boots and snow pants are required for preschoolers and kindergartners to play outside in the snow.

Special Lunches: There may be special days when students are allowed to dress by standards other than the dress code. Students who elect not to participate in these special dress days must remain in compliance with the uniform dress code.

7.6 Electronics and Unacceptable Items

St. James is first and foremost, a learning environment. Objects that interfere with the learning environment are prohibited. This includes, but is not limited to, toys, trading cards, inappropriate literature, MP3 players, game systems and any other unapproved electronic devices.

Students in grades 3-8 and their parents/guardians must sign the technology usage agreement for use of the chromebooks and the google education suite of products that is used at the school.

Cell phones may not be turned on during the school day or at extracurricular activities without a teacher's permission.

There is zero tolerance for:

- Weapons
- Drugs
- Illegal substances

Students not in compliance with this shall be dismissed and law enforcement may be contacted. The principal shall report instances of drug violations or firearm incidents to local law enforcement officials as required by applicable law.

7.7 Student Records

St. James provides a variety of extracurricular programs for its students. These include athletics (cross country, basketball, track and volleyball), scouting and Wednesday activities.

It is a privilege to participate in any St. James after-school program. Each student's conduct and behavior toward others must be appropriate Christian behavior. Failure to honor this standard may result in student's immediate removal from the program.

7.8 Student Insurance

St. James provides excess accident insurance for all its students. This is designed to pay deductibles and co-payments not paid by a family's standard insurance. It is not designed to replace a standard health insurance policy. Parents should file a claim promptly if an accident occurs at school or any school activity. They should also contact the principal to confirm the date and circumstances regarding the accident.

The policies outlined in this handbook are subject to change at any time.