



St. James
Lutheran School
Your first choice.

Parent Handbook
2020-2021

Dear Parents,

Welcome to the 2020-21 school year at St. James Lutheran Church and School. Things are different this year, but we remain committed to provide the highest quality, faith-based education and support to all of God's children and their families. This is especially important in these trying times in our city and world.

A few of our policies and many of our processes will be new this year as we commit as a community to keep our children in school, learning, and healthy. We will keep you updated as things change. What we are asking of you is to invest in our community and the education of all of our children. Together we can keep St. James a healthy and safe environment throughout the year. We acknowledge that there may be times that we have to return to remote learning. We have been working as a staff to improve our remote learning practices since last spring and continue to develop better technology access to students that may need to learn at home.

Whether you are a new or a returning family, we are excited to have you as part of the St. James community, which will continue to offer preschool through 8th grade students innovative and engaging coursework that shapes their intellectual, spiritual, and physical well-roundedness. We are blessed to have amazing faculty and staff who support this mission on a daily basis, educating and interacting with your child/children in a Christ-centric manner.

The St. James Lutheran School Board of Education is looking forward to the school year ahead. We will work 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 board.

St. James Lutheran School Board of Education

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

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 501(c)(3) 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 Vision Statement

Equipped with an intellectual and spiritual foundation, our students will excel in high school and throughout life as life-long learners and leaders who are committed to bringing Christ's love to their communities.

1.4 Mission Statement

St. James Lutheran School offers preschool through 8th grade students innovative and engaging coursework in a Christ-centered environment that shapes their intellectual, spiritual, and physical well-roundedness.

1.5 Values

St. James values an environment grounded in Christ's love and community support that nurtures life-long learners and leaders.

- **Love** - We practice Christ's love for everyone - teaching our students how to love all.
- **Learn** - 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** - We foster a community where all students can and are encouraged to lead through their God-given talents and gifts.

1.7 Parent Involvement

We value our partnership with the parents of our students. This year, involvement is going to look a little different. As we continue to encourage all parents to become involved in every aspect of the school, we are still determining what that will look like. The Maverick Parent Squad is open to all parents and meets quarterly at the school and will be the group that helps navigate us through this year. Parent Squad Leaders are Colette Walsh, Adrienne Regis and Wendy Labrum.

Room Parents are selected by each teacher on the basis of the teacher's needs and

expectations. The Room Parent is a support for the classroom, and by working cooperatively with the teacher, greatly enhances the quality of the classroom and learning experience. It is important that Room Parents (or a representative) attend the quarterly Parent Squad meetings.

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 St. James Council is elected by and accountable to the Voters' Assembly and has accountability for establishing policy and overseeing the management and operations of the church and school. The Council is comprised of the officers of the congregation, the chairs of the boards, and the Senior Pastor as a non-voting member. The Board of Education serves as the governing board for the school, including its early childhood program, and has the accountability to the St. James Council. The Board of Educations oversees the operation and management of the school as a mission of the Church. The Board has 7 members, of which there can be no more than three who are school parents – one of which may be a non-church member. All other members must be church members in good standing.

Current School Board Members:

- Sam Woodson, Chair samuel.a.woodson@gmail.com
- Becky Gorcyca bgorcyca@stjames-lutheran.org
- Meg Greve megreve.mg@gmail.com
- Jon Jurva jjurva@schiffhardin.com
- Natalie Richard nsrichard@sbcglobal.net
- Tyler Lowell tyler.lowell@cafortune.com
- Sara Welch sarajwelch4@gmail.com

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 Board of Finance, Board of Education and the Council, and is submitted to the church Voters' Assembly for approval at the annual meeting in the spring.

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 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 the responsibility causes hardship in our operations 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. There is also a \$400 deposit required for all Early Childhood returning students. Deposits are non-refundable and will hold your child's place in the class.

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, chromebooks for grades 3-8 and some of the field trips. There also may be charges for things such as lost or damaged books, damage to chromebooks and late or returned check charges. All fees are due upon billing and shall be paid promptly.

3.4 Tuition Assistance

Tuition assistance is available for families that meet the financial qualifications. To apply for assistance, families must complete the application on FACTS Management website.

The award of tuition assistance 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 assistance adhere to the conditions outlined in the offer.

4.0 Health and Safety

4.1 Student Illnesses

Due to the current COVID-19 pandemic, staff will be trained to recognize the symptoms of COVID-19 - if a student exhibits any of the symptoms they will be isolated in the conference room and parents are asked to pick up immediately. If a student or staff exhibits symptoms of COVID-19 they should NOT come to school. Temperatures will be taken for everyone entering the building. Anyone with a temperature above normal will not be allowed in the building. Staff will self-certify when they come into the building that they are symptom free. As a parent, we are assuming your child is symptom free when you bring them to school.

If a family and the student have been traveling to an area in the country that is a “hot spot” for COVID-19, students should quarantine for 14 days before returning to school. If a parent has been exposed, your child should quarantine for 14 days. They may participate in a remote learning option as they are able.

If a student or staff is sick with the following symptoms (COVID-19 is a possibility):

Fever of 100 degrees or higher, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting or diarrhea.

The student or staff should follow the following:

Please contact your physician and get a COVID-19 viral test as soon as possible. Parents should keep Ms. Minogue informed as to the status of the student in order to communicate with families that could be at risk of having been exposed to COVID-19.

If there is a positive COVID-19 test result:

72 hours must elapse from resolution of fever without fever reducing medication and 10 days must pass after symptoms first appear prior to returning to school - or a negative test result for COVID-19. If any member of the household has symptoms listed above, all students in the family must remain home and follow the same protocol. The student may participate in remote learning as they are able and can return to school as specified. All parents will be informed (following HIPAA guidelines) if there is a positive COVID-19 test, and a plan will be communicated to the community.

For all other illnesses (COVID-19 has been ruled out):

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

- 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.
- If your child vomits and continues to experience nausea, diarrhea and/or vomiting, they must stay home for one school day without incident.
- If a rash is present that has not been evaluated by a physician.

- If your child complains of severe, persistent pain. The symptoms should be referred to a physician for evaluation.
- If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
- 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.
- If there are open sores that have not been evaluated by a physician.
- If there are signs of infestation with lice (nits in the hair, itchy scalp). In order to return to school, please present proof of treatment in the office.

4.2 Medication

Students may not carry any medication nor keep it in their possession. 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 and stored in the office.

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 students entering kindergarten.
- Health/Immunizations – required of new students and those entering grades K, 1 and 6.
- Physical exam - required for all students in grades 3-8 that participate in athletics annually.

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 certified in CPR and first aid each year. This year there will also be training in COVID-19 prevention and reduction prior to the start of the school year.

4.5 Lunches and Snacks

Due to COVID-19, snack and lunch processes will look different in the classrooms. Classes will remain in their individual classrooms for both snack and lunch. Each teacher will provide detailed information about lunch and snacks to their classes.

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 or have lunches delivered. Besides the health factors (of fast food), this is very disruptive to the classroom. Students should bring their lunch to school in the morning.
- 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 every child's safety. Every class has an assigned evacuation path, which is reviewed at the beginning of the school year. The local fire department visits 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 in 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 Marshal.

4.7 Drop-Off and Pick-Up

The following process will be in place until we move into Phase 5 Restore Illinois.

- All students (except 7-8 graders) will enter the school through the entrance on Dickens.
- 7-8 graders will enter the church community center from the northeast corner.
- Students will have their temperature taken by an administrator at the door prior to entry - parents should wait in their car until the student is ok to enter. Early Childhood students will be taken to their room by the classroom aides.
- Families will be assigned a drop off/pick up window:
 - 7:30-8:00 am - before care drop off
 - 8:30-9:30 am - 15 minute windows assigned by family
 - 2:30-3:30 pm - 15 minute windows assigned by family
 - 3:30-6:00 pm - after care pick up
- Parents will pick up students on Fremont at their scheduled time - staff will bring students to the car.

Normal Process - Phase 5:

- 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 who are not picked up at the end of the day by 3:40 pm 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 crosswalk 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, etc.), 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

During Phase 4, please review the preventative procedural changes that are included in the reopening document. The following procedures will remain in place.

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

During Phase 4, limits will be placed on nonessential visitors, volunteers and activities involving external groups. All visitors will complete a symptoms screening log - including verified temperature upon arrival to facilities. Essential visitors to facilities will be restricted in their access to the building as a whole. All visitors will be required to enter and leave through the Fremont St. entrance.

Once we move to Phase 5 we will return to the following policies:

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. Students are not permitted to let anyone into the building.

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

4.10 School Closing

During Phase 4 - Quarantine Procedures:

- Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) do NOT require complete school closure due to a positive COVID-19 test.
- ISBE and IDPH have mandated that “any individual who has had close contact with someone testing positive for COVID-19 must self-quarantine for 14 days.” Close contact is defined as - any individual who has been closer than 6 feet for more than 15 minutes.
- If an individual student is required to quarantine, they will be provided the option to transition into remote learning, if physically able, and those days will not be counted as absences.
- If a classroom or multiple classrooms are required to quarantine due to a positive test, implicated students will transition into remote learning if able during the quarantine period. If physically able to participate, those days will not be counted as absence.
- Teachers and aides required to quarantine in this scenario will facilitate remote

learning with their classes without loss of days if they are physically able.

When conditions require the entire St. James School to be closed, each family will be notified by a school-wide email. Broadcast notification will also be posted if appropriate. This information can also be found on the Emergency Closing Center website, www.emergencyclosingcenter.com for weather closings. 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.

4.11 Concussion Information

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Confused about assignments
- Is unsure of game, score, or opponent
- Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events after hit
- Any change in typical behavior or personality
- Vacant facial expression
- Forgets plays
- Moves clumsily or displays incoordination
- Slurred speech
- Can’t recall events prior to hit
- Seizures or convulsions
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the

young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Youth Sports Concussion Safety Act requires athletes to complete the Return to Play (RTP) protocols for their school prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>Adapted from the CDC and the 3rd International Conference on Concussion in Sport Document created 7/1/2011 Reviewed 4/24/2013, 7/16/2015, July 2017

5.0 Life Together

5.1 Before and After-School Care

During Phase 4, students may only attend before and/or after care if they have signed up in advance. Before care drop off time 7:30-8:00 am and pick up no later than 6:00 pm. Students will be divided into small groups by age/family to adhere to social distancing.

Before and after-school care is available for families who need safe, quality childcare during work hours. We offer care to any St. James student on the days they are enrolled in school. There is no after care available on early dismissal days.

Parents are expected to pay for care prior to students attending. You can deposit money into your Extended Day Program (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, and a flat fee of \$10.00/day will apply. Students who 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, Maverick Message, is sent on Friday at 6:00 am. 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.

In Early Childhood through grade 2, teachers will communicate weekly via a class newsletter that is sent home electronically on Fridays. In grades 3-8, teachers will communicate via email and/or Google Classroom.

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

Room Parents will have a directory for classroom use. Please contact your Room Parent if you need a list of your student's classroom families. Any parent who does NOT wish to have their information published should contact the office and it will be removed.

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. Parent Squad Leaders for 2020-2021 are Colette Walsh, Adrienne Regis and Wendy Labrum.

Meeting Dates:

- Thursday, October 15 - Zoom meeting
- Thursday, December 10
- Thursday, February 25
- Thursday, April 22

6.0 Academics

6.1 Curricular Areas

We provide instruction in the following curricular areas:

- Christian Studies
- English Language Arts
- Mathematics
- Social Studies
- Science
- Health
- Physical Education
- Art
- Music & Band - will be limited due to COVID-19
- World Language - will be limited due to COVID-19

6.2 Curriculum and Instruction

Due to the COVID-19 pandemic, we are prepared to provide quality education to all of our students through modified in-person learning and remote learning. If possible, we will offer an individual option of remote learning if the technology is available in our classrooms.

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 are 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
- Cognia Accreditation (formerly AdvancED)
- Illinois State Board of Education Learning Standards
- Common Core Standards

St. James employs standards-based curriculum utilizing carefully researched materials; creative teaching strategies; varied learning opportunities and integrated technology.

All students have the opportunity to study a variety of world languages through our World Language Program; however, this program will be limited during Phase 4 as we seek to minimize visiting teachers' access to our facility.

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 recitation of 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. School staff will hold internal meetings with parents and service providers to discuss progress and will attend CPS meetings as invited.

6.4 Assessments

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.

Prior to graduation from eighth grade, each student must pass exams covering the Constitution of the United States and the Constitution of the State of Illinois.

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.

For grades 1-8, report cards will be distributed via email for quarters 1, 2, 3, and 4. They are also available through Alma. For grades 3-8 there is a final grade for the academic year for each subject which is a compilation of all 4 quarters. This final grade becomes part of the students permanent record.

For all Early Childhood classes, report cards will be distributed for quarters 1 and 3 to parents via email.

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 a 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 for reporting and the permanent record:

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

Middle School (Grades 5-8)

In grades 5-4, students receive numerical grades for reporting and the permanent record:

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

All students will receive a Pass or Fail for Religion, based on their participation in class. For elective classes which include: Art, Band, Choir, Computer Programming, Spanish – students will receive a grade based on participation and completion of work. Please refer to the class syllabus at the beginning of the year for the expectations for each of these classes.

Honor Roll - Grades 6-8

Students that receive no more than 1 B on their report card (final grades) will be named to the Honor Roll for the year.

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.

6.5 Library

Due to COVID-19, the students will not be visiting the library once a week. Teachers will be checking out books for classrooms. The library will be used as a 1st grade classroom until we move into Phase 5.

Once we are in Phase 5: 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 children in preschool through 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. Parents will be required to pay for books that are lost.

6.6 Field Trips

Due to COVID-19, all field trips will be cancelled until we enter into Phase 5.

Once we are in Phase 5: 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 in the office.

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 August 26 - September 1, 2020 (depending on grade), includes four marking periods of approximately nine weeks each, and meets or exceeds state requirements.

Daily Schedules during Phase 4:

- All classrooms are open at 8:30am. Families will be assigned drop off time windows 8:30-9:30am. Students are dismissed 2:30-3:30pm by their assigned windows of time. All classes begin at 9:30am with a morning devotion and reciting the Pledge of Allegiance for K-8.

Daily Schedules:

- Grades K - 8 - classroom doors open at 8:15 am each morning for K - grade 8 with classes beginning at 8:30 am. 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.
- 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.

7.2 Attendance

During Phase 4 we will work with families to provide the opportunity for every child to attend classes either in person or at home as long as the child is physically able to participate. Students that are attending from home will not be counted as absent. Tardiness will be based on the scheduled family drop off time (15 minute window).

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 in the student's permanent record.

- Tardiness is recorded for students in grades 1-8 following the 8:30 am start. This becomes part of the attendance record.
- Parents 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, if a student's behavior includes: verbal abuse (threats, racial slurs, sexual harassment); physical abuse (bullying, fighting); damaging personal property, or sexually graphic language, gestures or behaviors the student will be sent to the Principal's office immediately and the parent will be notified. A second offense will result in the student's parent being notified to come pick up their child immediately. The third offense will result in a mandatory behavior contract for the student to continue attending St. James. 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.

St. James provides a variety of extracurricular programs for its students. These include athletics (cross country, basketball, track and volleyball), after school programming and clubs.

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 a student's immediate removal from the program.

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 (Positive Discipline Model):

- The teacher will develop a brief set of broad classroom rules with input from the students.
- The teacher will complement 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.
- If the above strategies are ineffective, the student will be brought to the office and the parents will be called to consult on the best way to correct the behaviors.

7.5 Student Dress Code

St. James students are expected to be clean, well-groomed and in full uniform each day. Students’ names should be carefully marked on their uniform clothing tags. Approved clothing is available through Land’s End. Use the St. James school code #9001-1398-6.

- **Mask:** Anyone who enters into the school building must be wearing a mask. The office has masks available for anyone (adult & children sizes) that needs one.
- **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. Jumpers, dresses, and skirts must be purchased from Land’s End. Pants and shorts do not need to be purchased from Land’s End, but must be of the same material and quality.
- **Footwear:** Footwear should be reasonable for safety and daily comfort. Open-toed shoes, Crocs, and sling back shoes are a safety hazard and therefore should not be worn. Shoes with non-marking soles are required to play in the gym.
- **Physical Education Uniform:**
 - **During Phase 4, students will not be allowed to change clothes for PE except for their shoes.**
 - In Phase 5, students in grades 3-8 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. Students are required to wear closed toed shoes with a rubber bottom. Non-athletic shoes are not allowed in the gym.

- **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 black for all students. Students can wear leggings and tights with jumpers, dresses or skirts; leggings and tights should not be worn by themselves.
- **Winter Wear:** Boots and snow pants are required for preschoolers and kindergartners to play outside in the snow.
- **Spirit Wear:** May be worn on Fridays only
- **Special Occasions:** 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: laptops, iPads, 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 Google education suite of products that is used at the school.

Students who bring a cell phone to school will be asked to “store” the phone when they arrive at school in the designated place in their homeroom class. 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 Insurance

St. James provides excess accident insurance for all its students. This is designed to pay deductibles and copayments 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 at any school activity. Parents should also contact the principal to confirm the date and circumstances regarding the accident.



**St. James
Lutheran School**

Parent Handbook Signature Page

By signing this form, we acknowledge that we have received, read, had the opportunity to ask questions about, understand and agree to abide by the policies set forth in the St. James Lutheran School Parent Handbook, including concussion and guidelines for COVID-19 information.

Parent/Guardian Signature

Date

Video/Photo Release

I hereby give permission for images of my child, captured at St. James Lutheran School and Church through video, photo and digital camera, to be used solely for the purposes of St. James Lutheran School and Church promotional material and publication, and waive any rights to compensation or ownership thereto.

Child(ren)'s Name _____

Parent/Guardian Signature

Date