



900 S. 17th Street Quincy, IL 62301 217-222-8167

PARENT AND STUDENT HANDBOOK

2024-2025

WELCOME

Welcome to St. James Lutheran School. We are pleased that we are collaborating in the important job of educating your child.

We commend you as parents who take seriously the responsibility of educating your child. Christian education has far-reaching implications for the total family. God has given the primary responsibility of nurturing children to parents. The church has the privilege of assisting and supporting parents in that task. God promises in Proverbs 22:6, "Train up a child in the way he should go, and when he is old he will not turn from it."

St. James Lutheran School gives a thorough training in all subjects, for God desires His children to develop and use all of their God-given abilities. We are proud of the academic excellence achieved by our students. What a child learns academically, spiritually, emotionally, socially, and physically is important. The child's relationship with God, parents, teachers, administrators, and other students makes a significant impact on a child's mind, attitude, and lifestyle. It is the conviction of St. James Lutheran School that if God is to be in our living, then He must also be in our learning.

Christian Beliefs

Christian beliefs, as understood and taught in the Lutheran Church-Missouri Synod (LC-MS), influence everything that is done at St. James. Christian instruction is not only carried out formally, but is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, pastors, and staff members who strive to have their very presence be a testimony to the Christian faith and the distinctively Lutheran manner of expressing that faith.

We know that we are all sinners who are in need of repentance and reconciliation with God and one another. We acknowledge that Jesus died and rose to forgive all sins, and as a result, we must deal with sins in a Scriptural manner of repentance and forgiveness in order to preserve the Christian community.

At St. James Lutheran Church and School we expect that the families of our students will not act in a way that is contrary to, or disrupts the teachings of this school in matters of religious faith and personal conduct. Family members are not required to believe or confess the teachings or beliefs of the LC-MS. However, family members may not act in a way that may negatively affect the school, promote beliefs that are contrary to those of the LC-MS, or otherwise weaken or undermine the Christian atmosphere at the school.

Mission Statement

The mission of St. James Lutheran Church and School is to help individuals to **"See Jesus and cause Him to be seen in our lives, at home, at church, school and in the community."**

Vision Statement – "A visible Christ in our lives and in our world."

St. James Lutheran School strives to provide a Word-based, Christ-centered, and Grace-filled Lutheran education so that students and their families can grow in their relationship with Jesus Christ. Students will be educated in all dimensions of life: spiritual, academic, emotional, social, and physical.

Statement of Purpose

God has gathered His Church together for the purpose of proclaiming the gift of eternal life through faith in Jesus Christ. Every individual needs to come in contact with the Gospel's Good News not just once, but repeatedly. We, therefore, believe that every facet of the Church is to advance the kingdom of God through the proclamation of the Gospel.

St. James Lutheran School is maintained as an agency of the Church to educate children in God's Word and to train them in Christian living. St. James Congregation established a Christian day school in order to carry out the command of Christ: "Teaching them to observe all things whatsoever I have commanded you..."

We recognize that parents are to be the primary source of instilling the Christian faith and equipping individuals to function in society. Members of St. James Lutheran Church and School are committed to assisting parents in carrying out this God-given responsibility.

A child's relationship with God, parents, teachers, administrators, and other students makes a significant impact on his/her mind, attitude, and lifestyle. Therefore, St. James Lutheran School will be Christ-centered in all subject areas.

St. James Lutheran School is committed to academic excellence utilizing a comprehensive and thorough curriculum.

Students are taught to use the gifts and talents that God has given them so abundantly and are encouraged to reach their full potential. Our children are given the tools to become lifelong disciples of Christ.

General Educational Goals

Our children will be provided an environment where they are stimulated and encouraged to reach their full potential. Appropriate opportunities will be given daily to promote individual growth and learning. Students will be taught to use their gifts and talents that God has given so abundantly.

Our children will be given the tools to become lifelong learners. At St. James Lutheran School we believe that every child is capable of learning. Our goal is to identify and develop the learning styles that each child possesses.

ADMINISTERING CHRISTIAN EDUCATION

Flagging Records of Missing Children

Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information, as well as a description of any individual making the request in person.

Admissions

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. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, athletic and other school-administered programs. Appropriateness of educational programs, students in good standing, and/or the availability of space may be legitimate factors affecting admissions. A student's enrollment status may be changed or discontinued at any time during the year, as determined by the Principal and the School Board in consultation with the Pastor. It is a privilege, not a right, to attend St. James Lutheran

School. Transfer students must be in good standing as indicated on our records transfer form to continue enrollment. Furthermore, we do not discriminate against immigrant children lacking in legal status.

Enrollment Procedures

An Enrollment Application, Enrollment Information, Records Release Form (from previous school), Student Transfer Form (from previous school) and Enrollment Fee must be completed and signed for students applying for enrollment to our school. Request for records to be released from the previous school will be requested within 14 days of enrolling at St. James. Records requested for students transferring to another school from St. James will be sent within 10 days of receiving the Records Release Form from the new school.

Administration

The School Board is elected by the Voters Assembly to oversee the school program. The Principal's two main functions are administration and supervision. As the administrator, the Principal directs and manages all matters having to do with the school program. As the supervisor, the Principal oversees the faculty and support staff of the school program.

The Pastor of St. James Lutheran Church, being the shepherd of the congregation, serves as an advisor to the Principal. In this manner, a high degree of continuity exists in the total parish program.

Entrance Requirements

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| 3 year Preschool | A child whose third birthday occurs before September 1st of the year enrolled will be accepted for the 3 year old Preschool class. <u>Students are required to be potty trained before entering school!</u> |
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| 4 year Preschool | A child whose fourth birthday occurs before September 1st of the year enrolled will be accepted for the 4 year old Preschool class. |
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| Kindergarten | A child whose fifth birthday occurs before September 1st of the year enrolled will be accepted for the Kindergarten class. |
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| Grade 1 | A child whose sixth birthday falls on or before September 1 st of the year enrolled and have successfully completed Kindergarten, or has passed a basic skills assessment, will be accepted for the first grade class. |
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| Grades 2-8 | A child enrolling in the 2nd-8th grade classes must provide proof of having successfully completed the grade prior to the one in which s/he is to be enrolled. |
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All new students enrolling at St. James Lutheran School are required to meet all requirements established by the Illinois Department of Public Health. (See: HEALTH & SAFETY, pages 14-16)

CURRICULUM

Academics

Curriculum is the total of all courses, activities, programs, and experiences offered to the students in cooperation between home and school. The curriculum of the school has been developed to provide a well-rounded education.

The areas of learning are:

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| Religion | Worship, daily devotions, Bible study, memory work, doctrine, and Christian life and service. |
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| Mathematics | Use of numbers, arithmetic, algebraic & geometric concepts, and other modern approaches to mathematics. |
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| Language Arts | Reading, phonics, grammar, spelling, literature, creative writing, and handwriting. |
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| Science | General science, lab work, health & safety. |
| Social Studies | Home and community life, geography, history, map skills, civics, and current events. |
| Music | Fundamentals and appreciation of music, rhythm band, recorder instruction, vocal and instrumental instruction. |
| Art | Drawing, painting, crafts, applied arts, printing techniques, 3-D projects, etc. and exposure to master artists. |
| Physical Education | <p>Personal physical fitness and conditioning, group games, and recreation.</p> <p>All students are expected to participate in all P.E. activities unless a statement is presented from a physician excusing the student from participating.</p> <p>All students are required to wear tennis shoes during P.E. periods. These shoes may be worn to school.</p> <p>Students will use only the athletic equipment provided by the school. Athletic equipment should not be brought from home unless requested by the teacher.</p> |
| Computer | An online curriculum is used to teach computer skills. |

Computer Policy

Students wishing to use any computer located at St. James Lutheran School will need to read the Computer Policy Plan and sign a computer contract/acceptable use policy prior to using the computers annually. By signing the computer contract, students agree to follow all the rules outlined in this plan and understand that failure to abide by the rules stated will result in loss of computer privileges for a minimum of one week.

Absolutely no food or drinks will be permitted in any computer area.

Computer usage must be approved by a classroom teacher prior to using any computer. Students wishing to use any computer after school hours must make prior arrangements with a classroom teacher.

Classroom teachers will schedule students on the computer and give permission for the software/program they will be using during that time. Students who need assistance with using the computer should seek help from their supervising instructor. Do not assume that you know how to fix a problem by yourself... ASK!

Using the computers at St. James Lutheran School should be considered a privilege. Please respect the equipment so everyone can enjoy it.

Damage to the equipment because of any misuse or neglect will be charged to the user.

Users are not allowed to bring in any diskette/flashdrive from outside the classroom without instructor or staff permission.

The unauthorized copying of any software licensed or protected by copyright is illegal.

Monitors are required to be in view of the teacher at all times.

Downloading any material from the internet is strictly prohibited. This includes downloading screen-savers and backgrounds. Students are not permitted to change the background on a school device.

SCHOOL DAY

Time Schedule

The school day begins at 8:30 am and ends at 2:45 pm. Students will NOT be permitted in the classrooms before 8:15 am. **All doors will be locked until 8:15am. Students who arrive at school earlier than 8:15 am will be sent to our Extended Care program. Students are not to be picked up “a few minutes early” (before 2:45 pm).**

The following hours of operation will be observed for St. James Lutheran School:

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| St. James Extended Care Program | 7:00am – 5:30pm |
| Morning Prekindergarten 3 & 4 year old (Monday - Friday) | 8:30am – 11:30am |
| Academic Hours – Kindergarten through 8 | 8:30am – 2:45pm |

Restrooms

Restrooms are to be used for their intended purpose and in conformance with a child’s biological sex. No food or drink should be taken into the restrooms.

Closing of School

In the event of school delays or closures, radio and TV stations (WGEM and KHQA) will broadcast the information. Notification will also be sent on FastDirect of school closures. For inclement weather, St. James Lutheran School will follow the announcements made by the Quincy Public Schools: If they are closed, we will also be closed, unless otherwise notified. Please be sure to listen to your local broadcast stations for information.

Lunch Periods

St. James Lutheran School operates an excellent hot lunch program for the convenience and health of students. This program is supervised by the U.S. Department of Agriculture. Students with sack lunches may purchase milk. In keeping with federal guidelines:

- Hands must be washed directly before lunch.
- Food may not be shared/traded.
- No soda at lunchtime (or before or after school).

In addition, students are to:

- remain in the cafeteria and seated during lunch.
- practice table manners.
- talk respectfully and at an appropriate volume.
- clean up after themselves.

All payments for student and staff lunch accounts must be made in the school office or on FastDirect.

At the beginning of the school year letters are distributed to each school family informing them of the free and/or reduced prices available for hot lunches. Eligibility guidelines are also included to indicate if families qualify for this benefit. If your financial situation changes during the school year, you may resubmit a free/reduced form.

Chapel Worship

Every Wednesday morning at 8:45 am students and teachers assemble in the church sanctuary for a special worship service.

The offerings brought to this service are used to help support mission projects chosen by the faculty.

Library

The library of St. James Lutheran School is located in the basement of the school building and contains over 7,000 titles that are chosen with care to maintain a variety of books that are acceptable for a Christian school library.

Library books should be treated with care. Once books are checked out, they become the responsibility of the student until they are returned. Students will be charged a fee for damages caused by the improper care of books. The library does not charge a late fine, but does charge a replacement cost (\$15) if a book is lost or damaged beyond repair.

The student who checks out a library book is responsible for returning that book.

Students have library period every other Thursday afternoon. Each student may check out a maximum of three books each library day. Library materials are checked out for 14 days

To renew a book, the student must bring the book to the library to be re-stamped.

On library day, books must be stamped and cards signed before taken out of the library. When no librarian is at school and someone needs a book, s/he may sign the card and leave it on the library desk. Encyclopedias should be used in the library or classrooms only. Please do not take them home because volumes cannot be replaced if lost.

If a student is absent from school on library day, he/she should return his/her library materials his/her first day back to school.

If all three books are not returned on due date, no additional books may be checked out on library day. If two books are late, one additional book may be checked out on library day. If one book is late, two additional books may be checked out on library day.

Please place all due books in the classroom library carton by 8:30 am on library days (unless you are renewing them). This will give the librarian time to card and shelve the books prior to the afternoon library periods.

Library Book Gift Program

To honor a student's birthday, baptism, confirmation, graduation, or "just because," the librarian of the school has a list of books that need to be replaced or one the school would like to have. Select a book, write a check, and the book will be ordered. The average cost of a book is between \$15.00- \$20.00. When the book arrives in the Library, a plate announcing whom the book honors will be placed on the inside cover for all that check out the book to see. This is a perfect remembrance for grandparents, friends, or anyone who wants to honor students by giving a gift that will be shared with many for many years.

Class Size

St. James Lutheran School has established the following maximum **GOALS** concerning class size.

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| Prekindergarten 3 | 15 students per session |
| Prekindergarten 4 | 25 students per session |
| Kindergarten - 8th | 25 students per session |

When it is evident that class sizes may exceed these goals, the School Board will be consulted for approval.

2024-2025 ATTENDANCE POLICY

Daily school attendance is critical for your child's success in school and furthermore, parents are required by Illinois State law, Illinois School Code and St. James Lutheran School's policy to make certain that your child attends school on a daily basis.

Absences

If your child(ren) will be absent from school, please inform the school office between 8:15am and 9:15am. Parents who have not notified the school will be called to verify the absence.

Students are responsible for assignments missed during an absence. Parents should enter the building through Extended Care between 3:00 – 4:00 pm to pick up daily assignments in the hallway outside the classroom or on top of the child's desk in the classroom. If you would like assignments sent home with a sibling, please notify the teacher.

All school absences are recorded as excused, unexcused/truant, or tardy.

Excused Absence

Parents must present a valid cause of the absence to excuse a child from school. Illinois law defines "valid cause" as absences caused due to:

- Personal illness, including the mental or behavioral health of the student
- Observation of a religious holiday
- Death in the immediate family or family emergency
- Other situations beyond the control of the student, (determined by the the principal)
- Other situations which cause reasonable concern for the health, safety and/or well-being of the student or the school body (Determined by the principal)

Unexcused/Truant Absence

All absences from school without "valid cause" are unexcused. The following list provides some examples of unexcused/truant absences: (This is not a comprehensive list.)

- Family vacations, out of town trips
- Missed bus or failed transportation
- Being tired, oversleeping
- Hunting
- Sporting Events
- School not being notified of absence as per school policy
- General appointments scheduled during the school day
- Medical reasons not directly affecting the student's abilities at school
- Skipping school
- Continued lice infestation after the first day excused absence to address problem

Tardy Absence

Parents should plan on their child (ren) arriving at school no later than 8:25 am. A student is tardy if s/he is not in her/his seat at 8:30am. If your child arrives late for class, s/he is required to sign in at the school office. **It is important to be on time!** Late arrivals cause a disruption in the morning routine of the class and affects other students. The principal will have the final say regarding excused and unexcused tardiness.

Unexcused Tardy – Arriving at school and student not being in their seat at 8:30 am for no viable reason is considered an unexcused tardy. Being up too late the night before, oversleeping, arriving home late from an activity, etc. are considered unexcused tardiness.

Excused Tardy – On occasion, students may have appointments that would cause them to arrive at school after the 8:30 am bell rings. These appointments may be medical in nature and would be considered an excused tardy.

Other Attendance Considerations

Signing In and Out:

All children are required to sign in at the school office if they arrive to school late. Students who must leave school during the school day will be required to have a parent/guardian sign them out prior to leaving the building. If students return to the school the same day, they must sign in. K-8 students are not to leave before 3 pm except for a medical appointment. **Students are NOT to open the door for others to enter the school.**

Extended/Unexcused Absences:

Extended absences always disrupt the education of the student. **A full week's notice must be given to EACH teacher AND to the school office.** Homework may be provided to the child on his/her last attendance day and is due **IN FULL** the day they **RETURN** to school. Work not returned on that day will reflect a 10% grade reduction for each day the work is late. It is the responsibility of the student/parent to assure that missed homework is completed and given to the teacher when the child returns. Discretion will be left to the individual teacher as to what specific handouts or assignments are given ahead of the planned absence. Additional work may be assigned and made up following the student's return.

Appointments:

Routine trips to the doctor (or other appointments) should be made as often as possible outside of school hours. If an appointment is required during the school day, a full day's absence is not automatically assumed or given, but notice must be given to the office. Your child should sign out at the office prior to the appointment and, unless otherwise excused, return to the school office directly after the appointment.

Family Illness:

If a parent is ill or requiring a hospital stay, the law requires that plans be made for your child to attend school. If you cannot make arrangements with family or friends, please call the school office, as we may be able to assist you.

Excessive Absences

Excessive absences will be dealt with utilizing the following strategies:

1. Identify the causes of absences through interviews with the student, phone calls/letters/conferences with the family, a school meeting, and conversations with any school officials who may have information about the reasons for the student's attendance problem.
2. Identify interventions and supportive services for truant or chronically truant students. These services shall include, but are not limited to parent conferences, referral to counseling or community agencies that are available to truant and chronically truant students and relevant to their needs.

Parents of children who are chronically absent due to illness should seek medical care to address health concerns. Therefore, **after nine (9) excused absences, an absence will be excused only if the school receives a doctor's note confirming the illness.** All doctor's notes must be presented to the school within three (3) days of the student's return to school for the child to be adequately excused. Should your child have a health problem that interferes with regular attendance, please contact the school office so that we can assist you.

Reporting

St. James will collect and review its chronic absenteeism data to determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. Students who are at-risk of reaching or exceeding chronic absence levels will be identified and a system of support will be put in place.

Furthermore, unexcused/truant days will be reported to the Regional Office of Education and/or the Adams County Truancy Officer when a student reaches 6, 12, or 18 full unexcused/truant days. Legal ramifications regarding chronic truancy may follow.

Adopted September 17, 2024

ACADEMICS

Homework

The challenging program at St. James Lutheran School may require that additional studying be done at home. **The amount of homework depends upon the grade level and upon the ability and study habits of the student.** Parents can help by providing encouragement and a quiet place to study. Providing too much help for your child on his/her homework should be avoided. If assignments are consistently burdensome, the teacher would appreciate notification so any problems can be addressed.

Assignments

Assignments are important for developing independent study skills and for showing mastery of subject matter. Since skills are sequential and related to current classroom work, it is important that work be completed when assigned. Each child is responsible for completing and turning in all assignments at the time they are due. Credit may not be given for assignments turned in late. This will be primarily determined by the individual classroom teacher.

Field Trips

Each class will be planning field trips throughout the school year to get acquainted with community resources and provide educational experiences that will enhance classroom learning.

Attendance in these programs is considered the same as regular school attendance. The program is not a time out of school, but a continuation of learning experiences transferred to a different environment.

Permission slips will be sent home prior to the field trip in order to inform and gain proper consent from parents/guardians and collect fees when necessary. Permission slips **must** be returned to participate.

Parents may be asked to drive for school functions or serve as chaperones. All persons transporting children, other than their own, to any school-related activity, must meet the following criteria:

- Car seat/Booster seat usage for students as required under Illinois law.
- Photocopies of driver's license and insurance coverage must be kept on file in the office. These will be maintained for a one-year period and should be resubmitted annually.
- Be at least 21 years of age.
- Agree to require all passengers to use seat belts. Agree to comply with all traffic laws.
- Agree to receive no reimbursement of expenses from St. James Lutheran School for driving to or from a school-sponsored event.

STUDENT EVALUATION

Grading is based on the following percentages:

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| A | 95-100 % | B- | 81-84 % | D+ | 69-70 % |
| A- | 91-94 % | C+ | 79-80 % | D | 65-68 % |
| B+ | 89-90 % | C | 75-78 % | D- | 61-64 % |
| B | 85-88 % | C- | 71-74 % | F | 0-60 % |

The following marks will be used to indicate achievement in Art, Music, Computer and Physical Education:

E (exceeds requirements) **S** (meets requirements) **N** (Needs Improvement)

Reporting to Parents

Mid-Trimester Progress Reports will be available on the school communication system (FastDirect) three times a year for students in grades 2-8.

Formal Report Cards will be issued three times a year at the end of each trimester.

A formal Parent-Teacher Conference is scheduled after the first trimester to assess the progress of each student.

Frequent and informal contacts between parents and teachers are encouraged.

St. James Lutheran School will publish a weekly newsletter, *The Eagle*, to keep families informed of school/classroom events. It will be shared electronically on the FastDirect communication system. If you prefer a paper copy, please contact the school office. Please be sure to read it every week.

Promotion and Retention

St. James Lutheran School is dedicated to the best total and continuous development of each pupil. Pupils will normally progress annually from one grade to the next. An exception may be made when, in the judgment of the professional staff, it is in the best educational interest of the pupil to be retained. Parent(s), teacher(s), and the principal shall be included in the discussion leading to the decision of where to place a student.

Probationary Period

St. James Lutheran School reserves the right to reconsider the application of any student during his/her first sixty school days of attendance. If it becomes clear during this probationary period that we at St. James Lutheran School are not able to meet the needs of the new student for whatever reason, a meeting will be scheduled with the parents, the teacher, the principal, and a school board representative. Should another

grade level or school placement be recommended, the principal will work with the family to best meet the needs of the child.

FEES

Registration Fee

Each student enrolled in the school is charged an annual registration fee. This fee covers the cost of book rental, workbooks, the use of computer and library resources, and/or other curriculum supplies used by the student.

Tuition Fees

St. James Lutheran School is a supported ministry of St. James Lutheran Congregation. The cost of providing a Christian education exceeds \$6800 a year per child.

Members of the three Quincy LCMS congregations who wish to send their Kindergarten through 8th grade child(ren) to the school are expected to support their congregation's budget through their church contributions and pay all established tuition fee(s) set forth by the congregation.

Families who are not members of one of the three Quincy LC-MS congregations are expected to support the cost of providing their child(ren) a Christian education by paying the established tuition fee(s). The tuition fee covers about 80% of the total cost of educating a child.

Tuition Assistance Fund

Applications for Tuition Assistance Grants for students attending St. James Lutheran School (K-8) are available in the school office. Applications and tuition assistance awards will be kept confidential. Assistance grants are limited and are based on a family's financial situation, the ability of a family to pay tuition, the number of applications received, and the amount available in the assistance fund.

Anyone wishing to make additional contributions to the assistance fund may do so by putting the donation in an envelope marked "School Assistance Fund" and turning it into the school office.

Extended Care and Hot Lunch Fees

Fees for Extended Care, Hot Lunch and snack milk will be billed to families through FastDirect according to the St. James Lutheran School Fee Schedule. In order to continue using these services, bills must be paid on time every month. Failure to do so will result in these services being unavailable and could affect a child's enrollment at St. James. Prekindergarten students must have a lunch (cold or school hot lunch) in order to be allowed to use our Extended Care program.

Billing

St. James Lutheran School will use FastDirect for the processing and collection of tuition and fees for the 2023-2024 school year. No paper billing will be sent home from the school for tuition, Extended Care or lunch. Tuition, Extended Care and lunch will be posted on the 5th of the month. Both are due by the 25th. **A \$40 late fee will be applied to your account if not paid in full by the 25th of the month.** Making all payments in full on time is expected and essential so we can meet our financial obligations. Failure to do so 30 days past the due date may affect your child's enrollment at St. James. If you have extenuating circumstances, please contact the school office immediately.

RECORDS

Master Records

The original master records are kept in the school office and are not to be removed from the school. When a child transfers, a copy of the record will be sent to the new school. The master records shall consist of:

- Health Records
- Grades
- Achievement Test Results
- Application Form
- Any Professional Referral Work

The principal shall be the custodian of St. James Lutheran School records. Persons wishing to view their child's records must contact the principal and make arrangements.

DRESS CODE POLICY

Kindergarten – 8th Grade

In keeping with the principle that God does set standards for Christian modesty and appearance in Holy Scripture, our school expects its students to avoid extremes in clothing that attract undue attention, with the emphasis being on neatness and good grooming. We trust that parents share our desire to foster high standards in every area of our school program, including dress and personal appearance. Furthermore, we believe there is a correlation between student dress/grooming and student behavior/learning. Consequently, we insist that each student be dressed in a way that will not hinder the educational process and will promote a healthy, positive image among our students. It is expected that students dress in conformance with their biological sex. The following dress code policy strives to establish a code for dress that maximizes learning potential while attending a Christian educational institution. Our faculty reserves the right to make judgments concerning what they consider proper or improper dress based upon the following guidelines: (NOTE: Teachers will refer to the code of conduct policy when dealing with these issues.). Dress code applies to all K-8 students attending class and both morning and afternoon Extended Care programs at St. James. Under **Miscellaneous** 5 and 6 apply to all Prekindergarten – 8th grade students.

In general:

- Clothes should be modest. Neatness and cleanliness are very important. Clothing must fit appropriately, and be properly mended, as needed. No clothing should be frayed.
- Clothes should not reveal underwear or other undergarments.
- Clothing should be properly sized. It should not be tight nor should it be so oversized that it is baggy. Room for growth is acceptable.
- No lettering, graphics, emblems, etc. are permitted (except for a small logo no larger than 2"x2" and original to the shirt).

| Girls | Boys |
|---|---|
| Official St. James logo shirts, sweatshirts, hoodies, polos. | Official St. James logo shirts, sweatshirts, hoodies, polos. |
| Collar shirts – short or long sleeve. | Collar shirts – short or long sleeve. |
| Collared blouses, polo shirts, turtlenecks, or cap sleeves. | Polo shirts, oxfords, or turtlenecks. |
| Solid color slacks "Dockers" style, Capri pants (below the knee in length), and skorts or walking | Slacks "Dockers" style or walking shorts in solid colors or plaid. Shorts: fingertip or longer. |

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| shorts in solid colors or plaid. Shorts: fingertip or longer. | |
| Dresses, skirts, or jumpers made of a “dress material” such as cotton twill, wool, corduroy, or polyester blend. Dresses should have a cap sleeve and may have a rounded or collared neck. | Shoes that are designed for laces must have them and must be tied at all times. |
| Tights or leggings <u>only</u> under shorts, skirts or dresses | Due to health code regulations, socks are required for all students (including Prekindergarten students). |
| Shoes that are designed for laces must have them and must be tied at all times. | |
| Due to health code regulations, socks are required for all students (including Prekindergarten students). | |

Prekindergarten students should wear tennis shoes to school every day.

Appearance

- Students are to avoid excess make-up. Make-up should not be brought to school.
- Because of allergic reactions, teachers may limit fragrances in their classrooms.
- Jewelry, including watches, necklaces, bracelets, and earrings should not be distracting to the student or others. Due to safety reasons, only small post-style earrings are allowed.
- Body piercing is not permitted.
- Hair must be well kept, neat, and clean.
- Unnatural hair color and/or streaks are not permitted.

INFRACTIONS OF DRESS CODE RULES

(Based on school year, not trimester)

First Infraction: The student will be informed privately by the teacher who will also notify the parent.

Second Infraction: The student will be informed privately by the teacher who will also notify the parent.

Third Infraction: The student will be informed by the teacher or the principal privately and sent to the school office. The parents will be notified with a phone call. Acceptable clothing or apparel must be brought to school before the child can return to class.

Fourth Infraction: The student will be informed by the teacher or the principal privately and sent to the school office. The principal will contact the parent/guardian to let them know of the student’s fourth infraction. Acceptable clothing or apparel must be brought to school before the child can return to class. An appointment will be made with the principal and the parents to resolve the problem.

NOTE: Deliberate defiance of the Dress Code Policy by a student will result in disciplinary notices.

HEALTH & SAFETY

A Healthy School

Colds, flu, sore throats, fevers, and other common ailments can plague a school greatly. Germs are easily passed from one child to another.

In order to keep our school as healthy as possible, parents are to use their **BEST** judgment when sending their child(ren) to school. Please follow these guidelines to help you in making a decision for not only your child but his/her teacher and classmates:

- **A child must be fever free without medication for a 24-hour period before returning to class.**
- Children taking antibiotics should have a 24-hour cycle of the medication in their system before returning to school. Students **who experience flu-like symptoms should be free of the symptoms for at least 24-hours before returning to school.** A note will be given to the child stating when they can return to school. Too often we see students who ask to go home an hour after coming to school, informing us that they were “throwing up last night.” Their brief stay at school threatens viral contamination of their teachers and classmates.
- Giving your child an extra day to regain strength and be well rested will help their return day to be more productive.

Head Lice – Students with head lice are not to be at school until they have been treated and no nits are found in their hair.

Birth Certificates

Within 30 days of enrollment, parents/guardians must submit a copy of a certified birth certificate for each of their children enrolled at St. James. If your child(ren) is/are from another country and you do not have birth certificates, a government-issued document indicating date and place of birth, such as a passport, will meet this requirement.

Physical Examinations/Immunizations

All new students, kindergarten, and sixth grade students are required to have a medical examination prior to entering school.

All students enrolled in the school must show proof of having had all immunizations as required by the Illinois Department of Public Health. **Students whose immunizations are not received by October 15th will not be allowed to attend school until this requirement is met and we receive the immunization/applicable information.**

A physical examination by a licensed physician is required for all students wishing to participate in our sports program.

Please have your physician fill out the school health form and return it to the school office.

All 6th grade students are required to provide proof of the Tdap (whooping cough) vaccination along with the school physical forms that are required.

Vision & Hearing Screenings

Vision and hearing screenings are no longer conducted by the Adams County Health Department.

Illinois law (effective January 1, 2008) requires comprehensive eye exams to take place within one year prior to kindergarteners starting school in the fall and for all students who are entering school for the first time in Illinois.

Children are required to have the eye exam performed only by a qualified eye doctor—such as optometrists and ophthalmologists.

The law states that “An eye examination shall at the minimum include history, visual acuity, subjective refractions to best visual acuity near and far, internal and external examination, and a glaucoma evaluation, as well as any other tests or observations that in the professional judgment of the doctor are necessary.”

Proof of the eye exam must be submitted to the school office by October 15th of each school year.

Dental Examinations

All Illinois children in **kindergarten, second and sixth grades** will be required to have an oral health examination.

The examination must be performed by a licensed dentist and he/she shall sign the report form

The report form will be uniform for statewide use.

Students enrolled in public, private, or parochial schools are included in this law.

Each child shall present proof of examination by a dentist prior to May 15th of the current school year.

If a child in second or sixth grade fails to present proof by May 15th, the school may hold the child’s report card until:

- The child presents proof of dental examination OR
- The child presents proof that a dental examination will take place within 60 days after May 15th.

Each school must give notice of the dental examination requirement to parents or guardians at least 60 days prior to May 15th of each school year.

The Illinois Department of Public Health (IDPH) shall establish, by rule, a waiver for children who show undue burden or lack of access to a dentist (rules for waivers and compliance requirements will be developed by IDPH).

Parents or legal guardians who object to the dental examinations on religious grounds shall present to the appropriate local school authority a signed detailed statement of the objection Exempting a child from a health or dental examination does not exempt the child from participation in physical education.

Every school shall report to the State Board of Education by June 30:

- The number of children who have received the required dental examination.
- Those who have not received the required dental examination.
- The number of children who are exempt based on religious grounds.
- The number of children who have received a waiver.

First Aid/Emergencies

First aid supplies are kept in the school office. Various staff members give first aid for minor cuts and bruises at the school.

Illnesses and serious or questionable injuries are referred to the parents immediately. If parents cannot be reached, teachers will refer to each child’s emergency information form for directions on medical care.

Teachers are trained and given the authority to administer epinephrine auto-injectors (Epi-Pen) to students when it is deemed necessary to do so. St. James Lutheran School personnel assume no liability for adverse reactions.

Medications

Teachers are not allowed to dispense any prescription or OTC (over-the-counter) medications in the classroom. It is the policy of the State of Illinois that the administration of medications during regular school hours and during school related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. The principal and school board will review and make a decision on every case regarding the administration of medical cannabis.

All medication (including aspirin, acetaminophen, cough drops, etc.) will be kept securely in the school office.

If a child must receive medication during school hours:

- A medication form **must** be completed and on file in the school office. Forms may be obtained from the school office.
- Medication must be brought to the school by an adult in a container, labeled appropriately by the pharmacist or licensed prescriber. Any medication sent to school in containers not following the guidelines as listed below will not be administered. The school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, of an opioid antagonist.

Prescription Medication

All medication should be clearly labeled with:

- Student's name
- Prescription number
- Medications name and dosage
- Administration route and other directions
- Date and refill
- Licensed prescriber's name
- Pharmacy name, address, and phone number
- Name or initials of pharmacist
- (Some pharmacies will provide an additional bottle and label if they know medication needs to be sent to school.)

Over the Counter Medication (OTC)

OTC (non-prescription) medication shall be brought in with the manufacturer's original label with the ingredients listed and the child's name affixed to the container. Directions for administration must accompany all OTC medications.

Students should be evaluated on an individual basis regarding the need to carry emergency medication. A written statement signed by the school administrator, student's physician and parent(s) or guardian verifying the necessity and student's ability to self-administer the medication appropriately should be on file in the school office.

Medication Request forms are valid for a period of one school year.

At the end of the school year or the end of the treatment, the student's parent(s) or guardian will be responsible for removing from the school any unused medication. If the parent(s) or guardian does not pick up the medication by the end of the school year, it will be discarded.

GODLY RELATIONSHIPS

Parental Responsibilities

Parents are expected to:

- Regularly attend worship services with their child(ren) in the church of their membership or choice (if not a member of a particular church).
- Help support the school financially by making prompt tuition, extended care and hot lunch payments and participating in fund-raising activities.

- cooperate in all school programs, including, but not limited to, child's attendance at worship services and programs when his/her class sings in church at St. James, St. John or Our Redeemer (total about 4 times a school year).
- Help offset the additional cost of tuition by providing regular contributions in the offering plate during worship services as members of St. James, St. John or Our Redeemer.

Code of Conduct 2024-2025

St. James Lutheran School is a Christian school engaged in the Christian education of the whole child. Students are expected to conduct themselves in a God-pleasing manner. We as faculty, staff, volunteers and administrators are a team working to develop self-discipline in each student.

Our discipline is based on the Biblical concept of reproof and correction. Proverbs 29: 15 – 18 states, "The rod of correction imparts wisdom, but a child left to himself disgraces his mother. When the wicked thrive, so does sin, but the righteous will see their downfall. Discipline your son, and he will give you peace; he will bring delight to your soul."

Students are to conduct themselves in a manner that is pleasing to parents, faculty, and God at all times and at all places as found in Holy Scripture.

Respect adults in word and deed. Addressing all adults with their proper title is expected. Students are not to address adults by their first name.

Teachers and staff will also follow the discipline policy as outlined in the "School Discipline Matrix" for the management of the school as a whole.

Discipline Policy

Behaviors have been divided into four levels of offenses.

Level One & Two Offenses will be primarily managed by the classroom teacher. These offenses are comparable to the pink slip given in past years. A student will be given several warnings before the first classroom consequence is given. If the student persists in disobedience, the teacher will contact the parents to discuss how they might work together to aid the student in making better choices. If the student progresses to Level 2 Offenses, he/she will receive an after school detention, participate in a parent-teacher-student conversation, and complete a written apology for their misbehavior.

Level Three & Four Offenses will be managed by the Principal's Office. These offenses are comparable to the blue slip given in past years. If a student commits a Level Three or Level Four Offense, they will receive the stated matrix consequences. Repeated offenses at this level will result in an individual school-wide behavior plan, in or out of school suspension, and a consequence activity.

Teachers will continue to use their own individual classroom behavior policies to determine offenses.

Any major infraction may result in immediate suspension and/or referral to the Board of Christian Education. The school has the right to discipline or ask a student to withdraw for any reason, but that failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion.

(Note: offenses listed below are examples and are not intended to be all-inclusive. Alternative/additional consequences may be given at the discretion of the teacher and principal.)

St. James Lutheran School Discipline Matrix

| LEVEL ONE OFFENSES | 1 st OFFENSE | 2 nd OFFENSE | 3 rd OFFENSE |
|--|--|---|--|
| <p><i>Not limited to but include:</i></p> <ul style="list-style-type: none"> a. Off task b. Interrupting instruction c. Disrespectful d. Name calling e. Running in the halls f. Not following directions g. Misuse of materials | Classroom consequences | Teacher contacts parents Classroom consequences | Teacher contacts parents Classroom consequences Individual classroom behavior plan |
| LEVEL TWO OFFENSES | | | |
| <p><i>Not limited to but include:</i></p> <ul style="list-style-type: none"> a. Incessant minor offenses b. Direct swearing c. Targeted taunting, ridiculing, humiliating, threatening d. Pushing, shoving, grabbing, pinching, poking e. Lying | Discipline report Teacher contacts parents After School Detention Written apology | Discipline report Teacher contacts parents 2 nd After School Detention Written apology | Office referral Discipline report Principal contacts parents 3 rd After School Detention Individual school-wide behavior plan Written apology |
| LEVEL THREE OFFENSES | | | |
| <p><i>Not limited to but include:</i></p> <ul style="list-style-type: none"> a. Incessant level two offenses b. Stealing c. Property Damage d. Kicking, slapping, hitting, choking, fighting e. Spitting f. Any injuring behaviors g. Defiant/Willful disobedience h. Sexual, ethnic, religious, racial slurs | Office referral Discipline report Principal contacts parents ISS (up to 3 days) Individual school-wide behavior plan Consequence activity (written apology, restitution, community service) | Office referral Discipline report Principal contacts parents ISS (up to 3 days) Parent conference with principal and teacher Consequence activity (written apology, restitution, community service) | Office referral Discipline report Principal contacts parents OSS (up to 3 days) Parent conference with principal and teacher Individual Behavior Contract Consequence activity (written apology, restitution, community service) |
| LEVEL FOUR OFFENSES | | | |
| <p><i>Not limited to but include:</i></p> <ul style="list-style-type: none"> a. Incessant level three offenses b. Stealing c. Property Damage d. Kicking, slapping, hitting, choking, fighting e. Spitting f. Pre-meditated injuring behavior g. Defiant/Willful disobedience h. Sexual, ethnic, religious, racial slurs i. Engagement in an activity forbidden by the laws of the state of Illinois <p><i>St. James reserves the right to contact civil authorities at any time for class four offenses.</i></p> | Office referral Discipline report Principal contacts parents OSS (up to 3 days) Parent conference with principal and teacher Individual behavior contract Suggestion for referral to counseling services | Office referral Discipline report Principal contacts parents OSS (up to 5 days) Parent conference with principal and teacher Individual behavior contract Student will be put on disciplinary probation Suggestion for referral to counseling services | Office referral Discipline report Principal contacts parents OSS (up to 5 days) Parent conference with principal and teacher Possible expulsion Suggestion for referral to counseling services |

Bullying Policy

Bullying is an unwanted, intentional, repeated behavior that may be exhibited through physical, written, or verbal means. This may result in bodily harm, emotional distress, or damage to personal property, thus creating an intimidating and/or hostile learning environment. These behaviors are contrary to the mission of St. James Lutheran School in providing a well-rounded, Christian education.

As a Christian school and in accordance with Quincy Public School District, "Disciplinary action may be taken against any student guilty of aggressive behavior (e.g. bullying). The behavior prohibited means the use of any form or types of aggressive behavior that does physical or psychological harm to someone else and/or urging others students to engage in such conduct. Prohibited aggressive behavior includes without limitation the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. A student guilty of bullying may be expelled or subject to any lesser penalty."

Updated September 17, 2024

Outdoor Recess

Students should come to school dressed appropriately for outdoor play. **It is our goal to go out daily.** Failure to wear appropriate clothing does not excuse a student from going outside. Outdoor recess will be decided upon by the faculty and staff based on the following guidelines:

- Outside temperature and weather conditions (if the wind chill is 20 degrees or below, students will remain inside).
- Safety factors
- Playground conditions

Playground Rules

Playground equipment is to be returned to the ball cage at the end of each recess.

For the safety of all children, these rules apply at all times of the day (including Extended Care). Toys are not to be brought to recess. Shoes and socks must be worn at all times, whether indoors or outdoors!

DOME

- No pulling on legs
- Girls must wear shorts under dresses when climbing on the dome

GYM SET

- Slide down the slides feet first only
- No going up the slides
- Do not jump from the platform
- When using the poles, one person at a time
- No ball tag
- No climbing on the outside of tubes

SWINGS

- One person per swing
- Sit on swings, don't lie or stand
- Do not jump out of swings
- No climbing on the poles
- No slack in chain, twisting, or swinging side-to-side
- Students may not run through the swings while swings are in use

- Balls may not be thrown at students swinging (or used around the swing sets)
- Shoes may not be kicked off while swinging

FIELD/COURT

- Students must ask permission to retrieve ball when it goes over the fence
- The game is over when the ball goes over the fence three times.
- No hardballs or t-balls

SOCCER GOALS

- No hanging/sitting on crossbars or nets
- No pulling on nets

WINTER

- No snow throwing/kicking anytime or anywhere

Student behavior on the playground, field trips and school sponsored activities, models to each other and to the community who we are as loved and redeemed people of God. Behavior should always reflect our love for Jesus, for others and for ourselves.

Relationships and Resolutions

A cornerstone of successful education is the cooperation of home and school with parents and teachers working together as a team. We will only harm our children and the cause of Christian education if we criticize one another among friends and in the presence of children. We are to build up the body of Christ. If complaints or disagreements do arise, the following procedures will be followed: (based on Matthew 18:15-17a)

Step #1 If the parent is offended by the action of a teacher, the parent should first go to the teacher and discuss the problem and try to solve it.

Step #2 If the problem continues, the principal, the teacher, and the parent should meet to discuss the situation and arrive at a suitable answer.

Step #3 If the problem still continues, the principal, the teacher, and the parent should meet with the School Board to bring resolution.

The following Bible passages are also applicable to the above situation:

Colossians 3:13 "Be tolerant with one another whenever any of you has a complaint against someone else. You must forgive one another just as the Lord has forgiven you."

Ephesians 4:32 "Instead, be kind and tenderhearted to one another, and forgive one another just as the Lord has forgiven you through Christ Jesus."

PROGRAMS

Parent-Teacher League (P.T.L.)

All parents automatically belong to the school's **Parent-Teacher League**. Membership of P.T.L. consists of all parents and/or legal guardians of students enrolled in St. James Lutheran School, the principal and teachers, the pastors of St James and all members of the School Board.

Purpose

- To develop a closer relationship between the home, students, parents, and teachers
- To provide programs for parents concerning the education of their child(ren)
- To promote Parent-Teacher communication and cooperation.
- To improve the quality of education by supporting special projects.

- To encourage fellowship among teachers, parents, and families that upholds our Christian values.

P.T.L. Volunteers

In order to have an effective P.T.L., we need everyone to participate. Our Parent-Teacher League is an important group at helping the school in its mission of “providing a quality education” for our children. If everyone pitches in a little, we can reap big rewards! A P.T.L. commitment form will be passed out annually for parents to volunteer for various projects.

Room Parents

These parents assist the teacher in organizing various social activities for the class during the year. Room parents are in charge of purchasing refreshments, contacting other parent-assistants, and working cooperatively with the teacher in assisting on field trips.

Sports Program

A variety of sports and athletic activities are available throughout the school year for our students and active members of LCMS Quincy. St. James Lutheran School participates in the Quincy Catholic Youth Organization (C.Y.O.). The athletic program is designed to allow students an avenue by which they can foster self-confidence, develop greater skills in the area of competitive sports, learn sportsmanship and have fun. Sports teams will be coached either by St. James staff or a volunteer parent, as need dictates.

Participation in sports is viewed as a privilege. We encourage students to participate. In order to participate in the sports programs, the following regulations must be met:

- A physical examination by a licensed physician is required for all students wishing to participate in our sports program. The physical examination form, proof of proper medical insurance and parental consent form must be submitted prior to the first practice. The student will not be allowed to practice, play, or participate until all forms and fees are submitted.
- Each student who wishes to participate in sports will be required to pay an athletic fee per sport payable to C.Y.O (Catholic Youth Organization). This fee is established by the administrators of the C.Y.O. program and helps to support the expenses of running the C.Y.O. programs.
- All athletic fees must be paid prior to the first practice. Students who have not paid their fees prior to the first game will not be allowed to participate until it is paid. Fees are non-refundable.
- All students who participate in our sports program must agree to follow all the rules of the C.Y.O. organization. Players will get a copy of these rules at their first sports practice.

Music

Instrumentals – Students in grades 5-8 can join band and/or choir through the Parochial Music Organization (PMO). There is also an additional fee for this service.

Extended Care Program

St. James Lutheran School offers Extended Care Program for all students who need care before or after their normal class period. The Extended Care Program operates from 7:00 a.m. to 5:30 p.m. every day that school is in session. Extended Care is not offered when school is not in session, but is offered on early dismissal days (PreK-8).

When St. James Lutheran School is closed due to weather, Extended Care will also be closed.

Contact the school office for more information or to obtain the Extended Care registration form.

MISCELLANEOUS TOPICS

Asbestos

In accordance with Federal regulations concerning asbestos, an accredited inspection of our facility was done and it was found to contain asbestos-containing materials (ACBM). All ACBM in this building has been addressed in a management plan written according to Federal and State requirements. The purpose of this management plan is to safeguard the health and safety of all building occupants. This plan is available, without cost or restriction, for inspection by representatives of the EPA and the State of Illinois, the public, including teachers, other school personnel and their representatives, and parents. Individuals wishing to review the management plan should contact the school office or a member of the Board of Trustees so arrangements can be made.

Water Test

On December 21, 2017 St. James Lutheran School had all sources of potable water located in the school buildings tested for lead as required by Public Act 099-0922. Results of the testing indicated three potable water sources located in the school building contained a concentration of lead greater than 5 parts per billion (ppb). Steps to mitigate the source are currently being taken.

Dogs/Pets

Pets are not to be brought to the campus of St. James. Many people are allergic to animals and bringing them onto our campus puts you and the school at greater liability. Thank you for your cooperation.

Bicycles

Pupils may ride bicycles to and from school. Parents assume full responsibility for bicycles and for students' conduct while bicycles are in use. All bicycles must be parked in the school bicycle rack on the school grounds. We encourage students to lock bicycles during the school day to insure security.

Care of Property

The school personnel and officers of the church are constantly striving to keep the school and church property in good repair and offer the best facilities for our various activities. It is then the responsibility of all who use the facility to use it with care. Any abuse of property will result in an assessment to cover the repairs and replacement cost of the property.

Contacting Teachers

Frequent and informal contacts between parents and teachers are encouraged. Parents who wish to meet with their child's teacher are encouraged to send a note, e-mail or call to set up an appointment for a consultation. Parents may leave a message for the teacher with the school secretary or on their voice mail.

Teachers are not allowed to take phone calls during the school day unless it is an emergency.

Directory Information

Student directory information is designated to be used internally within the school. The directory will be published on-line. Information will include the student's name, address, phone number, grade, and parents' names. Parents should notify the administration immediately if they do not want specific directory information released.

Beginning and End of the School Day Procedures

All K-8 students will be dismissed at the 2:45 p.m. bell. Students are expected to proceed directly to their designated exit areas immediately after the bell rings.

Drop-Off 1st-8th grade students should be dropped off at the north door off the school parking lot.

Car Line ***There is no eating in carline!***

To avoid congestion in the hallways after school and to aid in an efficient dismissal process, parents are strongly discouraged from coming into the school building to pick up their children at the end of the day. **Utilizing the car line is our most efficient means of dismissing students in an orderly and safe manner.**

Be courteous and always get in line at the back of car line. Cutting in line causes others to wait longer and is never appropriate. Never drive in the "out" driveway. Remember, you are the most influential model your child has.

DO NOT park in the lot to retrieve your child during Car Line. It is dangerous to cross between cars in line waiting for their children!!!

Parents should enter the car line by going down Madison Street and proceeding right on 16th Street. Once on 16th Street, they will travel through the south gates of the 16th street parking lot, heading "up the hill". Teachers/adults will be stationed to assist students into their cars.

As teachers are helping children into vehicles and often helping buckle them into safety seats, it is imperative that the car line moves in an organized manner. Do not attempt to pass a vehicle ahead of you unless directed by a teacher. Once loaded, cars can then complete the circle drive and exit, turning right onto 16th street.

Students must be alert to the car line process and be ready to load when their names are called. If the student is not ready, the parent will be instructed to go around the block and wait at the end of the car line.

Cell phones are not to be used by students without direct permission from a teacher.

Students not picked up in car line by 3:00 pm will be sent to the Extended Care program. Parents will be assessed the Extended Care fee.

Gym Dismissal All K-8 students must be picked up in car line (if not attending Extended Care). Students will not be allowed to Exit other doors in order for their pick up to avoid the car line.

Walkers Students who are walking home will be dismissed at 2:45 pm. A note must be sent to the School Office prior to the student being allowed to walk home. Students must be walking home and not a block or two for pick-up.

Lost And Found

School materials as well as articles of clothing are frequently misplaced. Please mark all personal items clearly with the child's name. A "Lost and Found" container is located in the Extended Care Room (next to the cafeteria). Items left for an extended period of time will be donated to mission agencies.

Messages/School Phones

We ask parents to assist us by limiting message deliveries to emergencies only; it can become an overwhelming task to deliver messages to over 120 students/staff, especially at the end of the school day.

Reminders about being picked up after school or appointment times should be given at home whenever possible. School phones are not to be used by students in making plans for after school activities. These plans and/or arrangements must be made before the school day begins. Phones are for emergencies only.

Transportation

Pupils attending St. James Lutheran School may be eligible to ride public school busses to and from school if they live 2 miles from school and are within the transportation boundaries of the Quincy Public School system. For information concerning bus routes contact the Quincy Transportation Office of the Public Schools at 224-5019.

School Visits

We love having guests in our school at St. James. All parents and visitors are to report to the school office and sign-in when visiting during the school day. If you need to speak with your child or give them something, your child's teacher will be contacted from the school office. Following these procedures will keep better order in our school and lessen classroom distractions. If you wish to visit a classroom, please notify the teacher(s) in advance of your visit. This courtesy is very much appreciated.

STUDENT USE OF SOCIAL MEDIA/CELL PHONES

We are a society that is reliant on our cell phones, the Internet, and the need to be in constant contact with our family and friends. Students are no different. More and more of our students have a cell phone and belong to one or more social media websites. It is our hope that the St. James Family is using these avenues of communication in positive ways.

Because of these communication tools, a major issue across the country that schools are dealing with is Cyber Bullying. It is defined as a student using the Internet, cell phone, or other technology to harass, embarrass, or threaten another student. We pray that this and other inappropriate texts/posts don't happen here at St. James. If they do, we will address these incidents.

"Let the words of my mouth (my text messages and Facebook posts) and the meditation of my heart be acceptable in your sight. O Lord, my Rock and my Redeemer." Psalm 19:14

Portions of that verse are not in the original translation! However, it is a reminder that what we say or do should always be done to the glory of God. We are responsible for our words and actions no matter where we are, who we are, even if we type those words instead of saying them aloud for people to hear.

SOCIAL MEDIA

Facebook and other social media sites are not to be accessed by students at any time using computers owned by St. James.

Keep in mind that you are representing yourself, your family, your school and most importantly, your Lord when you are posting messages online.

No inappropriate comments should ever be made about teachers/school personal, parents, or other students.

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and, the school may require the student to share content in the course of such an investigation.

CELL PHONES

Cell phones must be stored in backpacks and turned off during the entire school day. The school will assume no responsibility for lost or damaged phones. They are not to be used or taken out of the backpack during the school day. This includes, but is not limited to, Extended Care, carline, bus line, before and after school, etc.

If a teacher or supervising adult sees a student using their cell phone, they will take it and give it to the principal. Confiscated cell phones will only be returned to parents.

INAPPROPRIATE TEXTS/POSTS

Inappropriate texts/posts are determined the same way words are treated that come out of our mouths. Three simple questions are asked: Is it true? Is it Necessary? Is it Kind? If you cannot answer yes to all three, then someone has done something wrong.

A NOTE FOR PARENTS

Be nosey! Know what is going on in your child's life. Even if they cry and scream, students don't have a right to privacy when it comes to the parent/child relationship. You should know their Facebook password so you can monitor their account. Take their cell phone occasionally and check to see if you approve of their text messages. Cell phones and Facebook are a license to sin. It is incredibly easy to text or post something you know you would never say to someone face to face. For a child, this is a temptation that is often times extremely difficult to overcome. Children will mess-up. But it is our job as parents to use those incidents as teachable moments to talk about what it means to live for Christ and, most importantly, to be forgiven by Christ.

ST. JAMES LUTHERAN SCHOOL "EAGLE VISION" PROGRAM



The mission of St. James is: "To See Jesus and Cause Him to Be Seen." We want our school to be a place where Jesus is seen clearly, and we want our students to be children who cause others to see Jesus in and through them.

In order to help cultivate a life of discipleship in the students of St. James we have set in place our Eagle Vision program as a way to intentionally develop Christian character and values in our students. The program consists of five aspects that work together to make a positive difference:

- 1) **WEEKLY CHAPEL** – each Wednesday our students spend part of their morning in chapel as an opportunity to worship in praise to our God and hear God’s Word proclaimed. Weekly chapel is an integral part of the spiritual formation of our students.
- 2) **RELIGIOUS INSTRUCTION** – each grade level has age-appropriate religious instruction built into our curriculum. Not only will your student learn Bible stories, and Christian teachings, but they will always be challenged to apply this learning to their lives to continue to grow as a disciple of Jesus.
- 3) **DAILY PRAYER AND DEVOTIONS** – Throughout the school year, each day includes a short devotion and prayer led by the teacher. A short Bible verse is read, we talk about how it informs our living as Christians, and then we close with Luther’s Morning Prayer to start the school day:
"I thank You, my heavenly Father, through Jesus Christ, Your dear Son, that You have kept me this night from all harm and danger; and I pray that You would keep me this day also from sin and every evil, that all my doings and life may please You. For into Your hands I commend myself, my body and soul, and all things. Let Your holy angel be with me, that the evil foe may have no power over me. Amen."
- 4) **SCHOOL CREED** – Every Monday morning we begin our week with an all-school assembly in the gymnasium. There we recite the words of our School Creed. The Creed is learned by the students as a way to shape their hearts concerning how Christians are called to believe and live, and is referenced often in our school to reinforce behavior.

- 5) **EAGLE VISION VALUES** – We have outlined six values, in the acrostic of the word "E-A-G-L-E-S" that are displayed in our gym and in our classrooms and talked about often. They are the characteristics we strive to instill in the hearts and minds of all of our staff and students to create a distinctively Christian culture.

These aspects help ensure we are a school where Jesus is seen regularly and clearly. Our mascot is the Eagle. The eagle eye is among the strongest in the animal kingdom, with sight up to 8 times stronger than humans. An eagle can spot a rabbit from 2 miles away! Eagles have astounding vision. We want our St. James "Eagles" to have astounding vision for Jesus as well. We want our students to develop "eagle vision" for seeing Jesus at work in their lives.

The Eagle Vision program is only successful with the support of parents. So, we encourage you to talk about these values from time-to-time and occasionally recite the school creed together in the home. Your active participation in the Eagle Vision program will serve to enhance how your child is formed and shaped as a Christian for service to our Lord.

When students graduate from St. James, we’d like people to see the way they conduct themselves and say something like: "you can see those kids are Christians from a mile away!" Now that’s eagle vision! Each and every day at St. James Lutheran School is a great day to... "soar like an eagle!"

**ST. JAMES
SCHOOL CREED**

I am a Christian.
This is a Christian school.
I am called to live differently than the rest of the world.
I will respect authority.
I will care for my friends.
My speech will be kind.
I will not lie.
I will not steal.
I will not cheat.
My trust is in Jesus.
I will follow Jesus.
I will love others.
I am a Christian.

**EAGLE VISION
VALUES**

EVERYONE
Deserves Our Respect

ACT
With Kindness

GOD’S LOVE
Is Our Greatest Strength

LOVE
One Another

EVERY DAY
Live for Jesus

SHOW OTHERS
We Are Christians

**TO SEE JESUS AND
CAUSE HIM TO BE SEEN**

2024/2025 PARENT HANDBOOK AGREEMENT

Parents/Guardians: Please read the following statements carefully and sign below to indicate your agreement. If you choose to complete this form, **please return to the school office within 30 days of school beginning or enrollment.**

*I hereby affirm that I have read the Parent/Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Parent/Student Handbook.

*I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

*I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind St. James Lutheran School and is subject to change without notice by decision of St. James Lutheran School's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

*I understand that St. James Lutheran School unashamedly believes, teaches, and practices the lordship of Jesus Christ and acknowledges the authority of God's Word, the Holy Scriptures, *without reservation*. I also understand that if questions arise regarding biblical truths and teachings (ex. lifestyles, sexuality, the sanctity of human life) the teacher will answer from a biblical viewpoint consistent with our mission and belief statement, which may create conflict in my child's heart and mind if my beliefs and lifestyle choices are not in agreement with the beliefs of the school. I agree to support and abide by the policies and procedures of St. James Lutheran School as found in the Parent/Student Handbook, even if my conviction differs.

Print Parent(s) Name

Signature of Mother

Date

Signature of Father

Date