



ST. JUDE CATHOLIC SCHOOL PARENT HANDBOOK

(Updated Spring 2019)

INTRODUCTION

This Handbook is an important means of communication between the home and the school. We hope you find it useful and applicable. Close cooperation between the home and school is essential to promote the best interests of the child. We ask your support of the policies in this handbook, remembering that they will be enforced for the good of the total student body.

St. Jude Catholic School does not limit its authority to the stated policies and regulations set forth in this handbook, but rather presents this book as a general guide by which responsible decisions can be made. Information that changes annually, or varies from grade to grade, such as classroom rules, tuition rates and the school calendar, is published in separate memoranda.

St. Jude Catholic School is a very special educational community that exists as an alternative educational system with a unique philosophy and purpose. Above all, St. Jude Catholic School strives to build a strong sense of Christian faith among its faculty, staff, students and their families, so that the educational process can yield a greater fullness of life.

We encourage all parents the opportunity to volunteer in your child's classroom. This will enable you to become better acquainted with our program, and to observe your child at work in our caring Christian community. With your cooperation and support, this partnership will be a rewarding education experience for your children. We look forward to working with you and your children at St. Jude Catholic School.

A BRIEF HISTORY OF ST. JUDE CATHOLIC SCHOOL

St. Jude Catholic School has been providing quality education for students of our parish since 1959. In 1961, a new wing was added to the school creating eight new classrooms. A facility for the school buses was erected in 1968. As St. Jude continued to grow, three classrooms were built in part of the cafeteria. One of these classrooms became home to the Kindergarten, which was begun in 1989. In 1996, a Capital Improvement Campaign was begun to expand and update the facilities. The major changes made included constructing a new church and multi-purpose building to be used as a gym, adding new classrooms and relocating and modernizing the cafeteria. Construction of these buildings was concluded in 1998.

In 1996, St. Jude Catholic School was one of 36 private schools nationwide selected as a Blue Ribbon School of Excellence by the United States Department of Education. In the year 2003 St. Jude Catholic School was once again awarded The No Child Left Behind Blue Ribbon Award by the United States Department of Education. These two awards underscore our commitment to develop each student individually within the framework of Christian community, emphasizing those skills which will enable our graduates to become contributing members of society, prepared to serve God and humankind, and eager to meet the challenges of the future.

St. Jude considers itself blessed with a true spirit of continuity. The school has been in existence long enough that we now have the opportunity to educate the children of earlier graduates. These alumni are pleased to assist in and contribute to the growth of their own elementary school.

GUIDELINE FOR CATHOLIC SCHOOLS ON RESPECTING PERSONS

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, students and parents are expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student or parents will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, IPAD or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

VISION STATEMENT

St. Jude School, in partnership with parents, envisions itself as a Catholic institution committed to the formation of Christ like individuals, who are challenged to achieve their potential through dedication to education and service to school, parish, and community.

MISSION STATEMENT

The Faculty and Staff of St. Jude Catholic School, in conjunction with the family and community are committed to maintaining the needs of all students by:

- Emphasizing spiritual values rooted in the Catholic faith;
- Providing a Christian environment which nurtures self-esteem, personal growth, and mutual respect.
- Maximizing each child's academic achievement through the presentation of a challenging academic curriculum which provides for students with varying levels of ability;
- Enabling each child to become proficient in the use of computer technology through cross-curricular experiences which support authentic learning;
- Preparing students to become contributing members of a society that is culturally, ethically, and economically diverse.

PHILOSOPHY

St. Jude Catholic School believes a program which stimulates the spirit as well as the intellect will lead to a life of personal satisfaction and social awareness. Our students are taught to recognize their ongoing roles as modern Disciples of Christ through their ever-evolving gifts and talents. They are challenged to live the Gospel message by believing in each other and dedicating themselves to a lifelong

pursuit of knowledge. Through a partnership with parent, teacher, administration and pastoral staff we share the responsibility in the total development of each child. We encourage the students to grow with us in an atmosphere of respect, discipline and love.

SCHOOL FAMILY STEWARDSHIP POLICY

A parish family shall be defined as "active" for purposes of school enrollment priority and subsidized parishioner tuition rates by the following criteria:

- 1) A Catholic family registered in the parish.
- 2) A Catholic family actively participating in Sunday liturgy. All active families are expected to worship at St. Jude Church. Attendance at weekend Mass will be verified by the use of parish giving envelopes placed in the collection an average of 50% or 2 Sundays per month. Envelopes may be empty. Those using Faith Direct must use attendance cards available through Faith Direct. The 50/50 envelopes are not tracked for attendance.
- 3) A Catholic family practicing stewardship of time and talent to the parish community. Areas of giving may include, but are not limited to, adult religious education programs, choir, sacramental preparation, commissions, committees, school volunteer opportunities, and other parish volunteer opportunities. Each year the Parish will conduct a Stewardship Campaign at which time families indicate how they will be involved with the Parish during the upcoming year. Both spouses should indicate how they will be involved.

Families with children in St. Jude School receiving subsidized parishioner tuition rates are required to meet the definition of active members throughout their child(ren)'s attendance at St. Jude School.

Families failing to sustain their status as active, registered members of the parish will be notified that they must meet their membership obligations or be considered non-active and not eligible for subsidized parishioner tuition rates for the following school year.

If a family returns to active, registered membership status, they will once again be considered eligible for subsidized parishioner tuition rates. The criteria for re-establishing themselves as "active" will require a renewed history of participation as outlined in this stewardship policy.

Families receiving the subsidized parishioner tuition rates but failing to meet the requirements set forth during a student's eighth and final year at St. Jude will not be eligible to have a letter sent to Roncalli verifying their active status to receive that school's subsidized tuition rate.

New families wishing to enroll children in the school for the first time must have an established record of being active, registered members of St. Jude Church to be eligible for subsidized parishioner tuition rates. If a family has recently registered with St. Jude and they wish to be eligible for subsidized parishioner tuition rates, they must provide evidence in the form of a letter from the pastor of their prior parish attesting to their active participation in that parish.

All families not meeting the criteria outlined above will be required to pay the non-parishioner tuition rate per student. Also, not meeting the criteria for subsidized parishioner tuition rates could change a family's enrollment priority.

SCHOOL ENROLLMENT

St. Jude School welcomes students who wish to apply for admission regardless of race, sex, or national origin. However, because requests for admission may exceed school capacity, and because the school is supported by the parishioners of St. Jude Catholic Church, priority for admission and continued enrollment at St. Jude School will be given to children of "active" members of St. Jude as outlined in the "School Family Stewardship Policy".

ENROLLMENT PRIORITIES

- Priority 1:** You are re-enrolling children presently attending St. Jude School and they are "in good standing".
- Priority 2:** active member of St. Jude Church enrolling siblings of children presently attending St. Jude School.
- Priority 3:** active member of St. Jude Church residing within the boundaries of the parish and enrolling children for the first time.
- Priority 4:** active member of St. Jude Church residing outside of the parish boundaries and enrolling children for the first time.
- Priority 5:** You are a non-parishioner or inactive member, have children attending St. Jude and are enrolling siblings. **Priority 6:** All other families, including non-parishioners and inactive members enrolling children for the first time.

*"In good standing" means that the student has a satisfactory disciplinary record (according to the standards established by the school), and the student's financial obligations to the school are current at the time of re-enrollment for the next school year. The Parish Finance Committee will have the final decision as to whether a student's financial obligations are current.

ENROLLMENT PROCESS

Families interested in St. Jude Catholic School are asked to schedule a tour of the school. Tours will be scheduled by appointment only. During the Second Semester tours will be scheduled for Fridays at 1:30pm. A maximum of three families may be scheduled for a Friday tour. After completing the tour, an online application will be made available to interested families. If the application is accepted, the family may begin the enrollment process. The enrollment process is outlined below:

SCHOOL ENROLLMENT PROCESS

Registration Fee - \$110.00

1. Complete Tour and Meeting with Principal

The principal will explain the enrollment process during this initial meeting. Schools records, transcripts, IEPs and grades may be requested by the principal. The enrollment packet will be provided if the student is accepted into the school.

2. Complete School Enrollment Packet

Enrollment packets will contain all necessary forms needed by the school in order to enroll your child. A registration fee of \$110.00 will be due when the enrollment packet is returned to school. Once the enrollment packet is returned and completed and registration has been received, the child is officially enrolled into the school.

WAITING LIST

Students not selected for admission to the School may be placed on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the enrollment priorities mentioned above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

TRANSFER STUDENTS

Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. A conference/tour with the principal, parents and student has been held to discuss the goals, religious mission and expectations of the School.
2. The parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
3. Previous educational records have been supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP).
4. Applicants for admission to grades 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the School.
5. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and that the student is likely to be successful in the Catholic educational setting, and an opening exists; the student may be admitted either on a probationary basis or without restriction. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

ACADEMIC TESTING

NWEA, ISTEP+ and IREAD Testing

Students in grades 3, 4, 5, 6, 7, 8 will take the ISTEP+ (Indiana Statewide Testing for Educational Progress) standardized tests as required by the Indiana State Department of Education. All students K-8 will have benchmark testing (NWEA) throughout the school year.

By assessing students in grades K-8, we are tracking educational progress, determining student readiness, improving curriculum, and identifying student needs.

Assessment through ISTEP+ occurs in the spring as mandated by the State Department of Education.

IREAD Testing takes place in the third grade only and is a State requirement. If students do not receive a passing score they may be retained.

ACCREDITATION

St. Jude Catholic School is fully accredited by the Indiana State Department of Education. St. Jude School was the recipient of the National Blue Ribbon Award by the United States Department of Education in the year 1997. St. Jude School was the recipient of the "No Child Left Behind" Award by the United States Department of Education in the year 2003.

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL TIME

Students arriving at school between 7:00 and 7:30 are to report directly to the Library. Supervised care is provided until teachers arrive at 7:30. The fee for this service is \$1.00 per day. Students may also pay weekly or monthly. Teachers will notify the principal if any students are arriving early for academic or speech practice. Those students should report directly to the designated room. At no time may students be in the building unsupervised.

Students arriving after 7:30 should report directly to the classroom for study. Loitering around the school building, in the halls, or in church is not permitted.

The school day begins promptly at 8:00. Students arriving after this time should report to the school office for a tardy slip.

ARRIVAL:

All cars will enter the north entrance by the church; go around the gym and east side of the school to Door #2 the student entrance. Please do not use Prague Road to enter in the morning. Please follow the instructions above and enter at the North Gate. **NO STUDENTS MAY BE DROPPED OFF AT THE CIRCLE.** Only parents walking students in may park and enter Door #1.

The kindergarten teachers will discuss the kindergarten arrival and dismissal procedures directly with KG families.

DISMISSAL:

Cars that will be turning south (left) when they exit the parking lot will come in through the north gate, turn right, and line up in several rows facing south.

Cars that will be going north (right) when they leave the parking lot will go down Prague Road and enter through the entrance by the Parish Center. Those cars will line up in several lines facing west in the church parking lot. These cars will exit through the north gate.

We ask that you be here by 2:50pm. All car riders will be dismissed at 2:55pm. No car will be permitted to leave until ALL of the students are safely in their cars.

STUDENTS WHO WALK HOME OR TO RONCALLI:

Students walking to Roncalli will exit at 2:55 by the east doors of the gym annex and walk around the Parish Center and cross near the RHS Staff member directing traffic in the intersection. Students walking to Roncalli will be led by a St. Jude staff member and walk as a group.

GRADES K thru 2:

For the first week of school, please send a note with your child indicating what arrangements have been made for him/her when school is dismissed.

For example: John Marshall Car Rider (or Walker/After-School Care)

TO ALL PARENTS:

Any time your child's method of transportation changes, please send a note to his/her teacher. **A CHILD WILL NOT BE PERMITTED TO LEAVE SCHOOL IN A DIFFERENT WAY WITHOUT A NOTE.** This rule is strictly enforced to ensure the safety of the students.

ALL students that remain after dismissal with move to Door #2. Parents should drive through the drop off line in order to pick students up. Students that are not picked up by 3:20 will then be led to Aftercare.

Also, in an effort to keep dangerous vehicle fumes out of the school building, delivery and pickup and drop-off zones have been located away from building outdoor air intakes to ensure that exhaust fumes do not enter the facility. St. Jude prohibits all vehicles from idling while waiting to pick up or drop off students. Vehicles, including school buses and cars shall idle no longer than the time required to bring engines to proper operating temperature and to defrost all windows.

ASBESTOS

St. Jude Catholic School does not contain asbestos. The building is considered safe and is inspected on a regular basis. All maintenance personnel are trained to work safely around asbestos. The asbestos abatement plan is on file in the principal's office and may be reviewed upon request. Law requires this notice.

ATHLETIC PROGRAMS

Athletic programs for students at St. Jude School are part of the Catholic Youth Organization. Students participating in athletic programs are subject to all rules, regulations and restrictions established by the Catholic Youth Organization, St. Jude School, and the St. Jude Athletic Committee.

Any student receiving a half-day or greater absence shall not participate in or be a spectator at any extracurricular activity on the day of that absence.

Students may be considered ineligible for participation in extracurricular activities for academic or behavioral concerns as determined by the school Principal.

ATTENDANCE

Students who are absent miss valuable class instruction, discussion, and continuity of work. Regular attendance is important not only for success in school, but also because it builds habits and attitudes of responsible behavior important for life. Parents and students must accept full responsibility for regular attendance. Students who have **seven (7)** or more absences in a grading period will not receive a passing grade unless **all** the missed work has been completed. On the day a student is absent, parents should report the absence by phone to the school office before 8:30. This is a safety measure for your child and the school. Beginning at 9:00 the secretary will contact parents of children who have not arrived and who have not notified the school office. Upon returning to school, a written excuse signed by the parent/guardian stating the child's name, date, and reason for the absence should be given to the classroom teacher.

THE TELEPHONE CALL DOES NOT REPLACE THE NOTE

It is necessary that we keep these notes on file. If a child is absent five (5) or more consecutive days, a doctor's note must be presented to the homeroom teacher. Daily assignments may be picked up at the office at the END of the school day or sent home with a family member or friend, if you have notified the teacher and school office.

Students will have the opportunity to make up work. It is the student's responsibility to obtain, complete, and return any work assigned during the absence. The student is responsible for completing all tests given during his/her absence. If the work is not turned in when due, the student's grade will be zero. Generally speaking, the student is allowed the same number of days to make up work as the student was absent. After a prolonged absence, special arrangements may be made with the teachers to make up the work within a reasonable time.

Any students who are not in attendance for anytime during the school day are marked absent.

Any student absent for seven (7) or more days in any grading period may not receive a report card for that quarter. Violation of this rule for two (2) or more quarters in a school year may be grounds for the student's not being promoted to the next grade.

Any student receiving a half-day or greater absence shall not participate in or be a spectator at any extracurricular activity on the day of that absence.

In the event that a student has reached seven (7) days absence in a quarter, the Administrator will send official written notification to the parents (guardians) of the student to alert them that the absence rules for the quarter are in imminent danger of being violated

Half-day absences will be recorded when a student is in attendance for less than one half of the entire school day or one-half of the morning or one half of the afternoon session. A half day of attendance is defined as follows: 8:00-11:30 and 11:30-3:00.

YOUR CHILD MAY NOT PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITIES (SPORTS INCLUDED) ON A DAY WHEN THERE IS AN ABSENCE.

A record of attendance and tardiness is maintained for every student. State law requires that the student's attendance records be retained as part of the permanent record of the school.

BACK TO SCHOOL NIGHT

A back to school night is scheduled early in the school year. It is an opportunity for parents to visit school, meet with their children's teachers, and familiarize themselves with the operation and regulations of the school. Teachers may discuss classroom rules, homework procedures, and goals of your child's teacher. The Back-to School Night does not take the place of a conference, but hopefully enables you to dialogue more easily with any faculty member at a later date.

BEFORE CARE / AFTER CARE

Parents may choose to utilize either or both of our extended care programs. Registration forms for the After School Program are available in the school office. The Before Care Program opens at 7:00 A.M. and dismisses the students to their classrooms at 7:35 A.M. No registration form is needed for the Before Care Program. The cost per student per day is \$1.00.

The After Care Program begins at 3:15 P.M. and closes at 5:45 P.M. School rules apply for both programs. Students in After Care have the opportunity to do homework if they wish. We reserve the right to deny these programs to students who display significant or frequent misbehavior or who are not current in paying the fees. Any student who has not been picked up by 3:15 will be sent to the After Care Program and parents will be expected to pay the fee required.

Any student not picked up from the after school program by 5:45 will be charged a late fee of \$10.00.

BEHAVIOR IN CHURCH

The expectation is that students will behave reverently in church at all times. Students are to keep their hands, feet, and objects to themselves. They are to pay attention, not talk, or make gestures at others. As in school, hats, candy or chewing gum are not permissible. Students should be attentive and participate fully in the celebration of the Eucharist.

Students who are not Catholic may receive a blessing instead of the Eucharist at communion time.

BIRTHDAYS - Any party invitations should be mailed from home not distributed at school.

We happily acknowledge the birthdays of all students and staff on the announcements each morning. Summer birthdays are acknowledged during the spring months (June birthdays in March; July birthdays in April; August birthdays in May).

In an effort to improve our Wellness Program, we are asking parents to consider the following birthday celebration procedure as an alternative to celebrating with food items. If you would like to celebrate your child's birthday, we ask that you purchase a book to be donated to the classroom library. We ask that you wrap the book as a gift and send it in with your child. There will be a point in the day where the student and the teacher un-wrap the "gift" and the birthday boy/girl acknowledged. We also encourage the student to write an inscription on the inside cover of the book. As more birthdays are celebrated, the library will continue to grow. Those with summer birthdays can be included as well. This project will ultimately help our early literacy instruction by providing students with more books to select within the class and is within our Healthy Schools guidelines.

We ask that parents and relatives do not send balloons, flowers, or other special gifts to school for birthdays and special occasions. These items will not be delivered and held in the office until the end of the school day.

BURCHETT LIBRARY

We have an excellent school library with over 9,000 books located in the Junior High wing of the school. Our library contains up-to-date reference materials as well as a variety of reading materials for pleasure and enrichment.

All grades have a scheduled library period each week. Students work on listening skills, library skills, research and computer.

The librarian reserves the right to ask any student who is not following the library rules to leave. This includes respecting the quiet atmosphere, using the computers in a school-appropriate manner, and treating the books in the proper manner. **CHANGE OF ADDRESS**

OR PHONE NUMBER

Parents/guardians are asked to report the following changes to the school office immediately:

- Change in student home address

- Change in student home phone number
- Change in emergency phone number
- Change in parent/guardian work phone number
- It is vital that all school records be kept current and we ask for your cooperation in this matter. As always, the welfare of the student is our greatest concern.

CHILD PROTECTIVE SERVICES

By law, every adult in the State of Indiana has a legal obligation to report any suspicion of child abuse to the Indiana Department of Child Protective Services (DCS). Furthermore, if any member of our St. Jude Catholic School Staff has reason to believe that abuse of a child has occurred, the staff member will call DCS as required by law.

Information from the DCS website: Indiana law provides that any individual who has reason to believe a child is a victim of abuse or neglect has the duty to report the suspected abuse. Therefore, each citizen of Indiana is essentially a "mandated reporter." Indiana citizens who suspect that a child is a victim of abuse or neglect are required to notify child protective services or in the alternative to report the concerns to the police. In the case of "mandated reporters" who are professionals (those referenced above), their requirement is to make a report directly to child protective services and not to the police.

Another part of Indiana law requires all individuals to report directly to child protective services if the person committing the abuse or neglect is either a parent or guardian of the child. In all other cases, except for the "mandated professionals", a citizen can fulfill his or her legal requirement by reporting to the police. In Indiana, a person who "knowingly" fails to make a report of suspected child abuse or negligence commits a Class B Misdemeanor. If convicted, that person faces up to 180 days in jail and a \$1,000.00 fine.

If any member of our staff suspects abuse of a child, it is not their job to investigate the situation, but to report it directly to DCS and let their professionals investigate the situation. Parents are not notified by the school when DCS is called. If a parent has information about a child being abused they are required by law to call DCS directly. The reporting number for DCS is: 1-800-800-5556 The website for DCS is: <https://www.in.gov/dcs/2398.htm>

COMMUNICATION

Several forms of communication are used to keep parents informed about activities at St. Jude. The Raiders' Edge, with updates and other pertinent information is emailed directly to parents on Friday afternoons. Social media is also utilized as a means of communicating school information. Other important communications may be sent home with students.

All teachers may be reached by their voice mail at school at 784-6828 or via e-mail. Teachers will respond in a timely manner **when classes are not in session**. Please do not call teachers at home.

CURRICULUM

All students enrolled at St. Jude Catholic School are expected to participate in all of the educational programs that are part of the school curriculum.

Our curriculum is comprised of State Standards as well as the standards established by the Archdiocese of Indianapolis Office of Catholic Education.

The State of Indiana and Archdiocese of Indianapolis have approved all adopted textbooks.

Curriculum areas include: Religion, Reading, Spelling, Phonics, Literature, English, Math, Algebra, Science, Health, Social Studies, History, Spanish, Art, Computer, Music, Physical Education and Library.

DAMAGE TO SCHOOL PROPERTY

Any student who damages or destroys school property will be held responsible for replacing, fixing, or paying for the item(s). The student may be subject to other disciplinary action at the principal's discretion.

DISCIPLINE AND BULLYING POLICY:

The purpose of school rules is to create a Christian atmosphere and attitude of consideration and concern for others. All regulations of our school are formulated toward this end and are, therefore, either directly or indirectly related to attaining this goal. Our school considers a student's registration as a contract among parents, students, and faculty that the rules of the school will be observed.

Apart from serious discipline problems, there will inevitably arise minor difficulties between some pupils and their teachers. Misbehavior, misunderstandings, mistakes in judgment, and personality conflicts are certain to occur occasionally in any school having human pupils and human teachers. Parents can use these episodes intelligently and maturely to teach their children some important, practical truths or they can react in excitement and anger to make the incident painful and destructive for all involved. Nobody gains, and the child loses most of all.

The following considerations are suggested for you when your child is involved in some unhappy incident at school:

- The school is for your child, not against him. Even when we are wrong in judgment, our good will toward you and your children cannot be questioned.
- Children, even very good children, can and do misbehave.
- Teachers, even very dedicated and patient teachers, can and do have bad days, as do parents.
- Injustice is an unfortunate fact of life. No one likes injustice and everyone is entitled to protest when it occurs, but it is a big mistake to teach your children that they will never suffer injustice.
- Establish the facts from both the child's side and the teacher's side, and then decide whether parental intervention is desirable.
- First discussion should be with the teacher involved, not the principal or pastor. If satisfaction is not obtained, please follow the Parental Concern Protocol included in this handbook.

St. Jude School promotes a philosophy of guiding and nurturing students through the Christian values of love, peace, and charity. We, as a school, are here to help our children grow to become the best people they can be. Helping students grow means that we must correct behavior that is not acceptable not only in our school, but in society itself. The dean of students' responsibility is not only to encourage students, but also to direct them if they wander off the path of good behavior.

When a student does not display the values promoted by St. Jude School, we encourage him/her to do better, correct the mistake, and move forward. In some cases behavior calls for further consequences and a detention is assigned so that the student will realize the importance of behaving well in school and later in the community in which he or she lives. We ask the cooperation of parents and guardians to help us guide their children as they learn these valuable lessons.

All teachers are required to document student behavior using the Jupiter Grades referral system. If the classroom behavior is not corrected as a result of the consequences issued, a conference with the principal will be scheduled.

Parents/guardians will be notified in writing when a student is required to serve a detention. Detentions are held Friday afternoons from the end of the school day until 4:15 p.m. Detentions will be held in the Library. Parents/guardians are asked to pick up their children promptly at 4:15. The child must be signed out. No one will be allowed to leave without a parent/guardian present unless other arrangements have been made in writing with the Principal. A \$10.00 fee is charged for any student who is picked up late. No excuses for missing a detention will be allowed and students are expected to serve the detention in a silent, cooperative manner.

In the interest of all the students, teachers must take measures to safeguard the rights of others to develop as real Christians and wholesome American citizens. Consequently, students who refuse to apply themselves to work and repeatedly show disregard for education and the rights of others will be suspended from class for whatever period of time it is deemed necessary. While serving a suspension, the student must complete all class work, including quizzes and tests. On any day a suspension is served, the student will not be allowed to represent St. Jude in any activities, including sport or academic practices, games, or competitions. After serving suspension, certain recommendations may be made before a student re-enters the classroom. These stipulations might include professional counseling or private tutoring and proof of compliance must be provided before a student is granted re-admission.

In severe cases a child may be excluded from St. Jude School. A student may be expelled for a single offense, depending on the gravity of the circumstances, or for cumulative or habitual acts that are contrary to the spirit of the school. Should the attitude of the student deteriorate to the point where other students' opportunities are jeopardized, that student may be denied the privilege of continuing at St. Jude.

BEHAVIOR WARRANTING A DETENTION:

- Inappropriate language, Fighting, Stealing, Cheating
- Damage or destruction of school or church property
- Leaving the school grounds without permission from administration
- Bringing to school any implement that could cause harm or danger to the student or other students
- Disruptive or disrespectful behavior in the classroom or-any other incident deemed to be serious in nature by the administration
(Behavior of a very serious manner that may result in immediate expulsion)

DRUGS / ALCOHOL / WEAPONS POLICY

In order to provide a safe and morally healthy environment for our students, we have developed the following code regarding drugs, alcohol, and weapons. The intent of any procedure in dealing with the issues of drugs, alcohol, and weapons is two-fold. First, we must

have the good of the whole as a basis for all decisions and actions. Secondly, we should keep the good of the individual in mind in making such decisions and implementing such actions. This applies to any child attending St. Jude Catholic School while he/she is on SJS property or attending any event affiliated with St. Jude School or Parish.

Offenses

In order to clarify and distinguish the seriousness of a violation and the type of sanctions imposed, we have identified three levels of offenses under the drug, alcohol, and weapons code.

Category A Offenses

1. Threatening or menacing behavior involving a weapon.
2. Selling, distributing, or attempting to distribute drugs, alcohol or weapons.
3. Chronic disregard for the drug/alcohol code.

Category B Offenses

1. Possession of a weapon.
2. Possession of drugs or alcohol.
3. Being under the influence of drugs or alcohol.

Category C Offenses

1. Possession of tobacco products.
2. Use of tobacco products.
3. Erratic or questionable behavior (If drugs or alcohol are shown to be involved, then this becomes a Category B Offense.)

Category A Consequences

These are violations of the most serious nature warranting maximum consequences, including immediate exclusion, confiscation of contraband, drug testing, treatment programs, contacting proper authorities, administrative hearing, long term suspension and expulsion.

Category B Consequences

These are violations of a serious nature warranting serious consequences, including immediate exclusion, confiscation of contraband, drug testing, suspension, administrative hearing, treatment programs and possible expulsion.

Category C Consequences

These are violations of a less serious nature warranting less stringent consequences, including temporary exclusion from school, and/or confiscation of contraband possible drug testing and treatment programs.

Terms and Definitions related to Discipline:

1. Suspension is a prescribed time that a student is required to spend inside or outside of school under adult supervision. The student will be responsible for all schoolwork missed during the term of suspension. At the discretion of the principal, tests and quizzes may or may not be rescheduled.
2. The student is not permitted to attend any event affiliated with SJS during the term of suspension.
3. Expulsion means termination of attendance at SJS.
4. Administrative hearing is an appearance of the student and his/her parents before a panel consisting of the principal and teachers. The pastor will be included upon his request or the request of the principal.
5. Drug testing may be required to identify the source of the problem and to determine a course of action. Testing must be done at an approved facility. The student may be excluded from school until the results of the testing are received by the school administration. All costs of the testing are the responsibility of the parents
6. A treatment program may be deemed appropriate by the administrative hearing. The treatment program will be at the expense of the parents.
7. Exclusion refers to the immediate removal of a student following an incident of drug or alcohol use or behavior indicating an underlying problem. Parents will be called to take the child out of school.
8. The school will contact proper law enforcement or legal authorities as required by the state or federal law.

9. A weapon is any object which is intended to or may be used to cause bodily harm.
10. Drugs refer to any medication or substance not specifically prescribed for the student.
11. Prescription or over-the-counter drugs intended for therapeutic use of the student are to be retained in the secretary's office and administered by school office personnel according to the medication policy stated in the handbook.
12. Inappropriate behavior not involving drugs, alcohol, or weapons will be handled through the school discipline code.
13. At the principal's discretion, school personnel or authorities may search desks, lockers, backpacks, student's clothing, etc. at any time.

BULLYING

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, IPAD or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

St. Jude Catholic School is a Catholic School where Christ is at the center of everything we do. We believe in the inherent goodness of every person, respecting the personal integrity, intellectual abilities, and unique personal qualities of each. It is our mission to develop lifelong learners committed to knowing, loving, and serving God and to empower our children to serve and lead the world. St. Jude Catholic School will not tolerate bullying behavior. Guided by this policy, our Student-Parent Handbook, and our Gospel Values, bullying behavior will be dealt with in a purposeful and timely manner.

Bullying occurs when one or more individuals, *repeatedly*, intentionally hurts, threatens, intimidates, inappropriately touches, or attempts to devalue another person. It is difficult for the person being targeted to avoid the person bullying and to defend him or herself due to an imbalance of power. In many instances the bullying behavior continues and has the potential to escalate into violence. Some examples of bullying include:

- Punching, shoving, tripping, kicking, slapping, hiding others personal property, and other physical acts
 - Spreading rumors
 - Exclusion
 - Teasing
 - "Ganging up" on others
 - Making inappropriate sexual comments and gestures
- Bullying can also happen electronically:
- Sending a mean or inappropriate text or e-mail
 - Posting inappropriate pictures /messages about others
 - Using someone else's username to spread rumors or lies
 - Forwarding photos, videos and texts that are inappropriate

Definition (Provided by the Indiana Department of Education)

Indiana Law defines "bullying" (per IC 20-33-8-.2) as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that: 1) places the targeted student in reasonable fear of harm to the targeted student's person or property; 2) has a substantially detrimental effect on the targeted student's physical or mental health; 3) has the effect of substantially interfering with the targeted student's academic performance; or 4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

St. Jude School does not condone bullying. Action will be taken if bullying occurs, which may include counseling, parental involvement, reporting to authorities, suspension and possible expulsion. Our involvement includes appropriate interventions, restoration of a positive climate, and support for victims and others impacted by the violation. In bullying situations, the following actions will be taken:
**Levels can be skipped due to the seriousness of the offense

First Offense: Discipline referral filed. Educate the person initiating the bullying (perpetrator) and the target (and supporters, if identified). The perpetrator will meet with the principal and receive a verbal warning. The parent/guardian may also be notified.

Second Offense: A discipline referral is filed, resulting in one Friday detention, completion of the Social Skills Packet (Part I), and a telephone conference with parents/guardian.

Third Offense: A discipline referral for In-School –Suspension and completion of the Social Skills Packet (Part II). Again, the parent/guardian will be notified. Student is restricted from all extracurricular activities for that day.

Fourth Offense: A discipline referral, up to three days of Out-Of-School suspension, and notification of the parent/guardian. Loss of extracurricular activities.

Fifth Offense: A discipline referral for five or more days of Out-Of-School suspension, and/or possible recommendation for expulsion. The parent/guardian will be involved.

NOTE: Depending on the severity of the behavior, a student may be arrested and charged with a criminal offense.

Understanding Roles

The Perpetrator (Bully): One who engages in behaviors that are intended to devalue someone, assert power, or hurt another either physically or emotionally.

The Target: One who is a target of bullying behavior. You may feel anger, fear, and often times, isolation. This is not a role of choice.

The Ally: One who engages in an act of support on behalf of someone who is being targeted. Ally behavior can be demonstrated through

words, emotional support or direct action. If you are not an ally, you can choose to become one.

The Bystander: Anyone who observes an act of bullying and doesn't take any action to stop the behavior or to stand up as support to the targeted victim. **YOU ARE INDIRECTLY SUPPORTING THE BULLYING AND HARASSING BEHAVIOR.**

What to do when you find yourself in one of these roles

The Perpetrator (Bully): Person or persons who engages in bullying or demeaning behavior

- This is a choice
- Put yourself in the other person's shoes ○ Think of the consequences
- Find a positive way to express yourself

The Target

- GET HELP! Speak with a parent, social worker, teacher, or administrator. We cannot help if we are not aware of the problem!
- Stay in a group
- If it feels safe, stand up to the person who is bullying you – tell them to “STOP” ○ Use humor to “blow off” the bullying behavior
- Use the bullying report form

The Ally

- You are making a difference ○ Stand up for the Target ○ Give the Target emotional support ○ Report the bullying to an adult ○ Use the bullying report form **The Bystander**

- This is a choice
- Walk away from the situation
- Report the situation to an adult
- Use the bullying report form (use it anonymously if you don't want to get involved)
- Become an ally!

How to Report Bullying Behaviors - We encourage all students, parents and teachers to report all bullying incidents or concerns.

Students: (Grades 5-8 may email the principal directly with any concerns)

1. Tell a teacher, social worker, parent or administrator.
2. Complete the Bullying Report Form and give to a teacher, social worker, parent or administrator.
3. Ask to meet with a teacher, social worker, parent or administrator.

Parents:

1. Contact by phone or email, the Principal, Assistant Principal or the school Social Worker.
2. Complete the Bully Report Form on the school website.

EDUCATION COMMISSION

The St. Jude Education Commission serves as a consultative body for the pastor and school administrator on matters concerning the school. They determine local educational policies and programs to meet the needs of the parish. They are to establish the method of financing textbooks and tuition, as well as supplementary educational materials and equipment for the school. The members are selected yearly utilizing a discernment process. They serve a three-year term and no member may serve more than two consecutive terms. The members are selected based upon the skills, work interests and expertise they can bring to the commission. Membership also reflects equitable representation of parish membership.

All interested parents are welcome to attend Commission meetings.

ELECTRONIC DEVICES, ETC.

Students may **NOT** bring radios, tape recorders, compact discs and players, Gameboys, computer game discs, pagers, cell phones, and computers, other electronic equipment, toys, or live animals to school without specific permission from the administration.

If permission is given for cell phones, they must be kept off and may be used only after school or as directed by the staff. If a student has been found using a cell phone during the school day the phone will be confiscated and kept in the office to be picked up by parents. Phones and devices confiscated will not be returned to the student.

St. Jude staff will not be responsible nor conduct searches for missing or stolen items.

EMERGENCY CLOSINGS

Many things are taken into consideration when deciding to delay school, cancel school or close early. Obviously the safety of our students, parents and staff is the biggest concern. We also consider the condition of our campus (parking lot, sidewalks, steps, etc), building conditions, surrounding areas, and other factors. While some schools have to consider students standing at bus stops, students walking to school or teenagers driving to school, we do not. While we often follow the lead of Roncalli HS, we will occasionally make different decisions based on what is best for our elementary school students, staff and parents. We hear from many parents that it can be an inconvenience when we delay or close due to work schedules. We understand your concerns. It is important for every parent to know that if we decide not to delay or close, the parent has the final say on whether to bring their child to school because of adverse conditions. If the parent decides to bring their child in late or keep them at home because of adverse conditions, they will not be counted as tardy and if they are absent will be excused and will be able to make up their work in a timely manner. This will apply in the winter months when neighboring townships and/or Roncalli decides to delay or close and we remain open.

Regarding temperature, due to the fact that SJS students do not wait at bus stops and the fact that we do not have student drivers, there is no real advantage for our school to delay when the temperature is extremely low. If in the event that we decide to delay or cancel school you will be notified in the following manner:

1. Email sent to you through the Jupiter Grades System.
2. Information will be posted on the school's website (www.sjsindy.org)
3. Text message sent to you **IF** you have a cell phone listed in the Jupiter System that is capable of receiving the text message and you have added your cell carrier to your profile settings.
4. Social Media (Facebook and Twitter)

We will not send any notifications if we are open and beginning on time.

EMERGENCY INFORMATION

Please complete all emergency forms in the school packet. If emergency contact information should change, please call the school office or send a note as soon as possible. It is very important that the emergency information be kept current at all times.

We cannot allow anyone to transport or sign out your child unless we have written permission to do so.

HOMEWORK POLICY

Assignments given to students that are intended to be completed outside of school (homework) will continue to be an important component of our school's instructional program. The following principles will be used to help guide our teachers with respect to homework assignments.

Principle #1 - Homework is intended to give students the opportunity to practice concepts and skills previously taught.

Principle #2 - Homework is intended to be independently completed by the student without assistance.

Principle #3 - Assignments should be of high quality and directly related to what has previously been taught.

Principle #4 - As students mature, assignments should focus on the application of what is learned.

Principle #5 - Graded homework will not drastically impact a student's overall grade. A student's overall grade should be more importantly connected to performance on actual assessments.

The Role of the Parent

The parent plays a significant role by ensuring that their child establishes habits of responsibility, work ethic and the completion of tasks according to deadlines. While these habits are potentially developed through the assigning of homework, they will only fully develop if the parent makes them a priority as well. Parents should ensure that there is an appropriate space and time provided to students at home. Parents should generally know what assignments should be completed and check in with their child in order to ensure that the assignments are completed. Parents are also expected to support the efforts of the classroom teachers and school administration with respect to the homework policy.

The Role of the Student

First and foremost, homework is the responsibility of the student. To that end, each student should have an assignment notebook and it should be used daily. Homework reinforces individual responsibility, time management, and study skills. Students should establish a routine to complete their work, in an atmosphere conducive to learning. Parents are not expected to help their children excessively, but parental interest goes a long way in encouraging a child.

The Role of the Teacher

Teachers will assign high quality assignments. Teachers will grade or check assignments daily and offer feedback routinely. All assignments will be recorded by the end of the week. Teachers will also ensure that students know and understand what assignments are to be completed and when assignments are due. It is important to know when students "struggle" with homework

assignments. Rather than seeking assistance from parents, students should indicate where they had trouble so that the teacher is clearly informed. Teachers will then be able to address the problem areas.

General Homework Expectations

Following are general estimates of expected homework time for different grades:

KG - 1st Grade 10 - 15 Minutes

2nd - 3rd Grade 15 - 30 Minutes

4th - 8th Grade 45 - 60 Minutes

Homework Intervention and Support - "Power Hour"

Any student 3rd grade and above may attend the Power Hour session on Tuesdays and Thursdays from 3:15-4:15. These sessions will be staffed by teachers and instructional assistants. The atmosphere will be much like that of a public library. Students will complete a Power Hour form between 3:00-3:15 prior to arriving to the library. This form will be collected and then forwarded on to the classroom teacher. This form will indicate what assignments were worked on during the session. Parents will pick students up from Door #2 at 4:15 pm. Students that misbehave will simply be excluded from future sessions.

Missing Homework Assignments

Each Monday morning a "missing work" report will be conducted by all classroom teachers. If students have any missing assignments, they will be assigned an "ICU" session. Students are then expected to attend the Power Hour sessions that are being held on Tuesdays and Thursdays from 3:15 - 4:15 pm. The term "ICU" will distinguish these students as being assigned to the help session. Work that is completed will be collected during the session and forwarded on to the classroom teacher. If a student does not attend the assigned ICU/Power Hour session, it will be documented on the student's record. The process will repeat each Monday morning. If students do not attend the assigned ICU/Power Hour sessions and do not make up the missing work, they will be assigned an "Incomplete" for the grading period by the classroom teacher.

Earning an Incomplete for a Grading Period - Extracurricular Eligibility

If a student has missing work and earns an Incomplete on his or her Report Card, the student will be deemed ineligible to participate in any athletic, academic or extracurricular activities. The only way for the student to regain their eligibility is to complete all missing assignments. All students that receive an "Incomplete" will be formally notified by the school administration. All coaches, sponsors and Parish Staff will also be notified.

OVERVIEW: POWER HOUR Homework Intervention and Support

Tuesdays and Thursdays 3:15 - 4:15 pm in the School Library

Students attend by choice - (Power Hour) Students that are assigned - (ICU)

Both students attending Power Hour by choice and those assigned an "ICU", will complete the Power Hour Form between 3:00-3:15 while other students are dismissed. ANY STUDENT attending must have the completed Power Hour Form. This form will always be collected and considered the official record of what assignments were worked on during Power Hour. Students should be sent back to their classroom if this form is not presented at 3:15.

3:00-3:15 Students Complete Power Hour Form (In Classroom)

- Name - Grade - Teacher
- What will I work on?
- What do I need? (ICU - teacher will have this information attached and provide a copy of assignment if necessary) •
What are my questions?
- What will I work on if I finish early?

3:15-4:00 Work time (In Library)

- Teacher collects all Power Hour Forms for Official Binder of Record
- Room is silent
- Students may ask the teacher for help, but not each other - no group or partner work

- If a student comes with no work, the student should just sit silently or read an assigned book

4:00-4:15 Wrap Up and Dismiss

- Teacher on duty collects work from ICU students (any work from others as well)
- Teacher on duty places assignments in Teacher Folders
- Folder contains on one side Class lists w/ attendance Grid
- The other side of the folder is for collected work and assignments
- Teacher Folders will be delivered to teachers on Wednesday and Friday mornings
- Escort Students to Door #2 (anyone not picked should be escorted to AfterCare)

FADS - STYLES - FASHIONS

Since it is impossible to predict the most recent fads, the administration, faculty, and staff may deem any fad, style, or fashion as inappropriate. This also applies to the school dress code. Any questions regarding the dress code should be directed to the administration.

FAMILY VACATIONS

Please refer to the school calendar before planning any family trips or events that will take your child(ran) out of school. Vacations and travel time should be scheduled during school breaks.

Family vacations are strongly discouraged during the school year. No "catching-up" can take the place of the instructional experiences planned and conducted by the teacher. Our goal is to keep attendance high for maximum learning. Teachers will not give homework in advance, but the student will be expected to make up the work upon his/her return. If tests are administered during the absence, the student may be given a make-up test when he or she returns. There may be times when the work cannot be made up or a grade given. Please be advised of this when planning vacations. A note prior to the vacation must be submitted to the principal and the teacher.

The principal does not approve prearranged vacations.

FIELD TRIPS

The teachers at St. Jude School strive to provide experiences which show that learning and growth are continuing parts of life. Field trips expose students to parts of our world that cannot be brought into the classroom.

There may be a small fee for each field trip to cover the cost of bus use and trip expense. The PTO also provides money for field trips.

A permission form listing all the pertinent information will be sent home in advance by the teacher. Students must return the signed permission form in order to participate in the field trip. Verbal permission will not be accepted.

No student will be allowed to leave the school without the written permission form.

Parents may be asked to drive or chaperone these field trips. Parents must sign and abide by the field trip guidelines. Parents who are transporting students in their own vehicle must provide proof of insurance (for the vehicle used on the field trip) and a valid driver's license prior to the trip. This is for the protection of the driver as well as the children being transported. Chartered bus service will be utilized on field trips whenever feasible.

According to the guidelines from the National Catholic Educational Association and the Office of Catholic Education, parents who plan to chaperone may not bring younger siblings along on the field trip.

Field trips are privileges afforded to students, not absolute rights. Students can be denied participation if they fail to meet academic or behavior requirements.

All field trips are to be approved by the principal.

FIRE DRILLS

Fire drills are held once a month. A record is kept in the principal's office with the time of drill, date of drill, weather conditions, number evacuated, total time of evacuation and comments about the drill. The fire department checks these reports at the beginning of the school year when it does an inspection of the building. A copy of the report is also sent to the State.

GRADUATION

At the conclusion of their eighth grade at St. Jude School, the eighth graders with their parents participate in the liturgy of the Eucharist. Further activities will be announced at the time of graduation. Clothing for the graduation activities should be appropriate for an eighth grader. No formal wear will be allowed for this occasion.

HEALTH RECORDS

Students must have all required immunizations.

The Marion County Board of Health assigns a nurse for consultation to St. Jude Catholic School. Audiometer tests are administered to children in grades 1, 4, 7. Vision tests are given in grades 1, 3, and 8. New students or other students, if referred by a teacher or parent, are tested as well.

HONOR ROLL

Students in grades six through eight will be recognized for their honor roll achievements in three areas:

1. Principal's List (4.0 GPA)
2. High Honor Roll (3.5-3.99 GPA)
3. Honor Roll (3.2-3.49 GPA)

Students that receive a detention will be removed from the Honor Roll.

INTERNET USAGE

Parents are encouraged to monitor student internet and e-mail use at home. Texts, e-mails, and websites that harm the character and well-being of another student, while done outside of school, may fall under our discipline policy because the relationship between students may be affected within the school. Please refer to the Respecting Persons Guidelines.

LITURGY

Weekly liturgy is an important part of the curriculum at St. Jude Catholic School. Students plan and participate in the liturgies, which are celebrated on Thursday mornings unless otherwise announced. Special liturgies are celebrated on Holy Days of Obligation.

Parents are always welcome to attend the liturgies.

The expectation is that students will behave reverently in church at all times. Students are to keep their hands, feet, and objects to themselves. They are to pay attention, not talk, or make gestures at others. As in school, hats, candy or chewing gum are not permissible. Students should be attentive and participate fully in the celebration of the Eucharist which includes song and prayer.

Students who are not Catholic may receive a blessing in place of the Eucharist at Communion time.

LOST AND FOUND

The lost and found is located under the stairs leading to the lower level at the west end of the building. Parents are urged to label all items of clothing as many items look alike.

After a period of time all accumulated items that are unclaimed will be donated to the needy.

LUNCH PROGRAM

St. Jude School offers a hot lunch program. Students have a choice of a hot lunch, a sandwich, or a salad. Students buying the hot lunch or sandwich also have access to a limited salad bar. Students may also bring lunches from home and purchase milk tickets. Lunch rates will be communicated to parents by the Cafeteria Manager. Fast food lunches are not permitted.

We encourage families to apply for the Free and Reduced Lunch Program. Applications are available in the school office. The Indiana Department of Education refunds a portion of the textbook fee to families who are accepted into the program. We receive all other Title Funds according to the number of free and reduced lunches we have.

MEDICATION

State law does not allow us to dispense any medication to your child without written parental consent. If a child brings medication to school, the medicine must be given to school secretaries upon arrival. The following requirements must be met.

Prescription Medications

Must be clearly identified: child's name and type of medication

Must be in the original container and must be current.

Must carry a prescription label with the child's name and type of medication.

A medical form obtained from the school office must be dated and signed by the parent before medication can be administered.

Refrigeration is available if needed.

School personnel will administer medication.

Non-Prescription Medication

Tylenol (children's strength or regular) will be administered with written consent. Please complete and sign the form you received in the school packet.

Non-prescription medication must be in the original container.

Non-prescription medication must be clearly identified: child's name, type of medication, and dosage instruction.

A medical form obtained from the school office must be dated and signed by the parent before medication can be administered.

School secretaries will administer the medication.

NUISANCE ITEMS

Items that distract or disturb others are not to be brought to school. These would include such things as radios, tape recorders, CD players, toys, cameras, computer games, rubber bands, money (other than what is needed for lunch), live animals, beepers, and cell phones. In special circumstances, some items may be brought for use at the After-Care Program. The teacher should be informed when that occurs. The school is not responsible for lost, stolen, or damaged items. **OFFENSIVE LANGUAGE**

Profanity, vulgarity, offensive language, malicious gossip, and threatening or intimidating words or language are not acceptable in a Christian atmosphere. Therefore, such talk and speech will not be tolerated and students will be disciplined in a manner appropriate to this type of misconduct. Parents are expected to teach their children to interact with others in a Christian manner. Mutual respect and common courtesy should be demonstrated at all times.

PARENTAL CONCERN PROTOCOL

St. Jude Catholic School is a Christian family, founded in God's love. Mindful of the fact that God lives in each of us, we believe that everyone deserves to be treated in a respectful manner. "Whatever you do to these, the least of My brothers and sisters, you do unto Me: (Matthew 25:40)"

With this thought in our minds and hearts, plus the understanding that it is our ultimate goal to keep the best interests of our students in the forefront, the School Commission of St. Jude Parish respectfully presents the following protocol for resolving issues which may arise between our parents, administrators, teachers and students. Since problems are most easily resolved when discussions are not emotionally charged, please remember that we share a common goal with you in the education and well-being of your child. With mutual respect and understanding, we can overcome any problem.

SOLUTION PROTOCOL

If a problem arises, please follow the steps below:

Step 1: Encourage your child to discuss the problem with his/her teacher, preferably one on one. If the child is shy, have the child write a note to the teacher explaining the problem.

Step 2: If the problem goes unresolved, the parent should write the teacher a note explaining the problem. The teacher should respond in writing or by telephone within 24 hours. (Note: it is not appropriate to call teachers or administrators at home unless they have specifically given you his/her home phone number for that purpose.)

- Step 3: If the problem persists, schedule an appointment with the teacher and include the student. Because of classroom scheduling, teachers can meet by appointment only.
- Step 4: If the problem still persists, schedule an appointment with the teacher and the administrator. Including the child at this level may or may not be in your child's best interest.
- Step 5: Finally, if the issue remains unresolved, schedule an appointment with the pastor.
- Thank you for your cooperation in following the above steps.

We believe in children, the fragile dream of yesterday, life's radiant reality today and vibrant substance of tomorrow.

The entire staff of St. Jude Parish School will treat parents and visitors to our school with courtesy and respect. Likewise, parents and visitors to our school are expected to treat teachers, principal and our support staff with courtesy and respect.

Unacceptable or disruptive behavior (behavior that interferes with the operation of the classroom learning or any behavior that disrupts the orderly operation of the school or classroom) will not be tolerated.

Basic understandings for effective communication:

1. Try not to speak negatively about a teacher in front of the student. It is detrimental to your child's learning. Remember the relationship that facilitates learning is the one between the student and the teacher.
2. If you are angry, wait until you can see the situation objectively before initiating communication. Effective communication takes place when both parties can talk and listen.
3. It is not appropriate to call a teacher or administrator at his or her home unless they have specifically given you their home phone number.

PARENT/TEACHER/STUDENT CONFERENCES

Since education is a cooperative effort between home and school, parent/teacher/student conferences are an important and necessary component of the educational plan. Conferences will be held each school year after the first report card. Details regarding scheduling conferences will be provided by teachers. Other conferences should be arranged by the teacher with the parents as need arises. These conferences should be held at a time convenient to both parties, possibly outside of the school day.

Under no circumstances should teachers be called at home. This is their personal time. If it is necessary to speak with a teacher, you may use one of the following:

Send a written note with your child asking the teacher to contact you.

Contact the teacher at school via email.

Leave a voicemail for the teacher on the classroom phone.

Call the school office and ask that a message be left for a teacher.

Please indicate the best times for the teacher to reach you and allow 48 hours for a reply.

PESTICIDE USE

St. Jude Catholic School practices integrated pest management, a program which combines preventative techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. Applications of pesticides are made only when deemed necessary to control a pest problem and after trying other means to control the problem. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides.

We have established a registry of persons who wish to be notified 48 hours prior to pesticides applications. Any person who wishes to be included in this registry should contact the school office for the appropriate form. This form will also be included in the back to school packets each year.

PROGRESS REPORTS

Progress can be monitored online. No printed progress reports will be sent home. It is the responsibility of the parent to monitor the progress of their child.

PROMOTIONS AND RETENTIONS

Because of the constant monitoring and care given to a child's progress, promotion between grades is the norm. Promotion and retention are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are:

Indifference or lack of effort on the part of a capable student

Physical, emotional, or social immaturity

Frequent or extended absences

Whenever retention is being considered, the parents will be invited to a meeting with the teacher(s) and the principal no later than February 1. Discussion shall consist of an explanation to the parents of their child's current academic standing in relation to the group and his/her own individual ability. Goals will be set for the third quarter. During the first two weeks of the fourth quarter, another meeting will be held to review the goals and the student's progress. At this time, the final decision concerning retention shall be made.

A child is assigned to a grade when he/she has worked to the best of his/her ability or has shown improvement, but has not merited promotion. The student's achievement during the first grading period of the following school term will determine whether he/she will be able to continue at the new grade level.

Progress through the primary grades is determined by the child's achievement in reading. Inability to read well causes more children to fail in school than any other factor. If children enter the intermediate grades without having acquired the basic reading skills, the repetition of a grade at that time will accomplish little to solve their learning problems. Therefore, children will be retained if they haven't mastered these basic skills in primary grades.

For grades 4 - 8 students are usually promoted if their overall academic achievement grade is at least a "D", but such an average is not a guarantee. A student shown to be in need of remediation as indicated by ISTEP results will not be promoted until the remediation has been successfully completed. Regardless of ISTEP test results, remediation may be advised due to poor academic progress or social or emotional immaturity.

PTO

The Parent Teacher Organization is very active and indispensable to our school. This group sponsors fundraisers such as Market Day, helps teachers plan holiday celebrations, organizes May Day, provides Appreciation Lunches for the faculty and staff, and much, much more! These parents volunteer seemingly endless hours to help our school run smoothly, and to help our students get the best education possible. There is a volunteer sign-up survey link in the Back to School Packet listing the many opportunities to become a part of this wonderful organization. Please take the time to complete this survey.

RECESS

Students will spend time outside when the weather allows. Please dress your child accordingly. Hats, boots, gloves, scarves should be clearly marked with identifying information. Students will be expected to be responsible for their belongings.

When a child is recuperating from serious illness, only at the request and recommendation of the physician will arrangements be made to keep the student indoors under supervision. This cannot be a general exception and it is to be discouraged.

The teachers supervise students during recess time. Any parents who would like to volunteer their time to supervise the students during this time are welcome. Please call the office to let us know the day you would like to do this. **RELIGIOUS INSTRUCTION**

St. Jude Catholic School is part of the ministry of our parish. Religion is taught at each grade level and spirituality is part of everyday life. Students receive instruction in the Scripture, Catholic traditions and history, as well as sacramental preparation. Students plan and participate in weekly liturgies and holydays.

Prayer is an important part of the day. Prayers are said in the morning, before and after lunch and at dismissal. These prayers may be formal, spontaneous, silent reflection, or shared prayer by the students.

St. Jude School places a high priority on stewardship or sharing time, talent, and treasure with others. Stewardship is practiced by serving the community, sharing talents, and using stewardship envelopes at the weekend Masses.

REPORT CARDS

Report cards will be issued quarterly to all students. The reports your child receives are based on written work, participation in class, and classroom tests.

Each student's report will contain the following information:

Attendance record

An explanation of the marking system

Personal development/Successful Learner Traits

Academic achievement

Standardized tests, such as ISTEP and NWEA, are important indicators of your child's progress. However, they have no effect on academic grades given.

You add to your child's incentive to do his/her best when you take time to look carefully at his/her report card. Give praise generously when it is deserved and encourage a better performance when work is not all it should be. If questions concerning your child's progress arise, please arrange with the teacher for a conference. The teacher will gladly give a detailed explanation of the report and will offer helpful suggestions for improvement.

RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENT

Catholic schools are faced with the reality that increasing numbers of students come from homes divided by divorce. Although many divorced parents will make arrangements for the non-custodial parent to participate in the child's education, unfortunately the children are often caught in the middle between disputing parents, and the school is often placed in a delicate position trying to mediate the situation for the best interests of the student. There are, however, legal stipulations, which schools MUST follow, even though these would seem in some cases not to be in the child's best interest. The following guidelines are pertinent information regarding this matter. · Indiana Code 20-10.1-22.4-2 Custodial and non-custodial parents: equal access: exceptions Sec. 2.

- Except as provided in subsection (b), a non-public or public school must allow a custodial parent and a non-custodial parent the same access to their child's education records.
- A non-public or public school may not allow a non-custodial parent access to the child's records if:
- A court has issued an order that limits the non-custodial parent's access to the child's education records; and ·

The school has received a copy of the court order or has actual knowledge of the court order.

- The following guidelines MUST be followed regarding access to records by a non-custodial parent, i.e., parent who does not have custody of a child pursuant to a divorce decree.
- Report cards, interim reports, and other regular reports of student progress may be sent to the non-custodial parent at his or her request unless forbidden by a court order. It is necessary to have the permission of the custodial parent to send such records.

SACRAMENTAL PREPARATION

The Pastor and the Director of Religious Education set the policies for sacramental preparation. The process of sacramental preparation is a combined effort of the home, school, and parish. Children are prepared for their First Eucharist during the second grade with the

reception of the sacrament in May. Students may receive the sacrament of Reconciliation in the second grade, based on the preparation level of the students.

If you have a child who is in an upper elementary grade and has not received the sacrament of First Eucharist or Reconciliation, please contact the school office. Preparation for these sacraments will be arranged.

SCHOOL CLOSING

Many things are taken into consideration when deciding to delay school, cancel school or close early. Obviously the safety of our students, parents and staff is the biggest concern. We also consider the condition of our campus (parking lot, sidewalks, steps, etc), building conditions, surrounding areas, and other factors. While some schools have to consider students standing at bus stops, students walking to school or teenagers driving to school, we do not. While we often follow the lead of Roncalli HS, we will occasionally make different decisions based on what is best for our elementary school students, staff and parents. We hear from many parents that it can be an inconvenience when we delay or close due to work schedules. We understand your concerns. It is important for every parent to know that if we decide not to delay or close, the parent has the final say on whether to bring their child to school because of adverse conditions. If the parent decides to bring their child in late or keep them at home because of adverse conditions, they will not be counted as tardy and if they are absent will be excused and will be able to make up their work in a timely manner. This will apply in the winter months when neighboring townships and/or Roncalli decides to delay or close and we remain open.

Regarding temperature, due to the fact that SJS students do not wait at bus stops and the fact that we do not have student drivers, there is no real advantage for our school to delay when the temperature is extremely low. If in the event that we decide to delay or cancel school you will be notified in the following manner:

1. Email sent to you through the Jupiter Grades System.
2. Information will be posted on the school's website (www.sjsindy.org)
3. Text message sent to you **IF** you have a cell phone listed in the Jupiter System that is capable of receiving the text message and you have added your cell carrier to your profile settings.
4. Social Media (Facebook and Twitter)
5. Local TV stations will be contacted. (We have had trouble getting through in the past - please use the TV stations as a last resort for current information)

We will not send any notifications if we are open and beginning on time.

SCHOOL PICTURES AND THE SCHOOL YEARBOOK

Each student will have his or her picture taken in the fall by a professional photographer. Families will have the opportunity to purchase these pictures. Retakes are available for students who were absent on the initial picture day, or for those students who are unhappy with their first picture.

In the spring, students will have the opportunity to purchase yearbooks. The yearbooks will include pictures taken by a professional photographer, parents, students, and teachers. This is a great way to remember all of the people and events that make our school wonderful.

SOCIAL WORKER

We employ a social worker through Catholic Social Services. The social worker is in our building four days a week. The social worker works with children individually, in small groups, and with entire classes.

If you would like to speak with the school social worker or to arrange an appointment for your child, please contact the school office.

SPECIAL SERVICES

In addition to our Title I specialist, special education teacher and resource teachers in our building, we have both public and private resources available to us for students with special needs. At the request of either the parents or teachers, academic, speech/language and psychological testing is available through the township schools or through private agencies. If you have concerns, please contact the school office.

TARDINESS

Tardiness is detrimental to the learning process. Please have your child at school on time. A student who comes late not only misses important announcements and instructions, but also distracts the other students. If the student arrives after 8:00a.m. he/she is officially tardy. A student who is late for school must go to the secretary's office to sign in and obtain a tardy slip to give to the teacher. Parents will be contacted if the student is tardy more than three times in a grading period. A plan of action will be worked out among the/student, parent and administrator. Tardiness due to inclement weather will not be counted.

TELEPHONE CALLS

While we realize that an emergency situation might arise, please do not call school and ask us to deliver messages to a student unless it is an emergency. Please make all arrangements with your children before they come to school.

All messages regarding transportation changes are collected throughout the day and sent to the staff at 2:35 via email. If you attempt to call after 2:35 there is no guarantee that the message will reach the student.

TEXTBOOKS/LIBRARY BOOKS

All books are provided to students on a rental basis. Books are updated, reviewed, and adopted on a six-year cycle with one new series adopted each year.

We urge students to take the responsibility for caring for their textbooks and library books. Books are checked carefully before and after they are issued to a student. Anything beyond normal wear will be charged to the student. Payment is expected for lost or damaged textbooks or library books.

All fees for lost or damaged textbooks or library books must be given to the school office before the fourth quarter report cards are distributed. Report cards may be held for outstanding fees.

TORNADO DRILLS

Tornado drills are required four times a year. We also take part in the statewide tornado drill during the month of March. These drills are recorded and sent to the state.

UNIFORM AND DRESS CODE

OUT OF UNIFORM DAYS – Students may wear school appropriate clothing, jeans, athletic pants or shorts of their choice.

SPIRIT WEAR DAYS - Students may wear school appropriate St. Jude Spirit Wear items, jeans, or athletic pants or shorts.

The purpose of the uniform code at St. Jude School is geared toward simplicity, neatness, uniformity and consistency. Children come to school to learn; anything that detracts from the learning process is not appropriate in the classroom. The primary responsibility for enforcing the uniform code belongs to the parents, enabling the staff to focus on its primary educational goals.

TIGHT FITTING CLOTHING IS NEVER SCHOOL APPROPRIATE (YOGA PANTS, LEGGINGS WORN AS PANTS, SPANDEX SHORTS OR PANTS) Suggestive clothing such as tanks, low cut blouses or pants, or tight clothes will NOT be allowed.

BOYS (GRADES K-7) Grade 8 Boys (See Below)

Pants: Proper fitting uniform basic pants in navy blue. These must be purchased from the *uniform department of a local retailer*. Appropriate uniform pants will have an official uniform tag. No denim blue jeans, cargo pants or sweatsuit type may be worn. Pants are not to be rolled above the ankle, drag the ground or be worn below the waist.

Shorts: Grades K-7 may wear navy shorts purchased from *a uniform department of a local retailer* (no shorter than 4 inches above the knee). Shorts may be worn from August to October 1 and during the months of May and June.

Shirts: A plain long or short sleeve white or red polo shirt is to be worn (cardinal red, not burgundy or maroon). Shirts must be tucked in at all times. A plain white t-shirt may be worn under uniform shirts.

Sweatshirts/Sweaters: Red Crest or Gray Crest SJS school purchased sweatshirts may be worn over the uniform shirt. Sweaters or vests in navy blue may also be worn. They are not to be oversized.

Socks: Socks must be worn at all times. They must be plain white, black or navy blue knee or white crew socks.

Shoes: Shoes with closed toe and heel are to be worn. Shoes are to be laced and tied at all times. Shoes with non-marking soles only. Shoes that light up are not permitted.

Jewelry/ Accessories: No earrings or rings should be worn to school. Students may wear one (1) plastic "support a charitable cause" bracelet of any color. Religious medals are permitted. Belts must be plain brown, black or navy with no ornamentation.

Hairstyles: All students are to have their hair neat and clean at all times. No fad hairstyles will be permitted. Hair hanging in the face is prohibited. Boy's hair must be off the collar. No hats or caps are to be worn during the school day.

GIRLS (GRADES K-7) Grade 8 Girls (see below)

Skirts /Skorts Jumpers: Proper fitting skirts, skorts and jumpers in navy blue may be worn. These must be purchased from the *uniform department of a local retailer*. Grades 7 may wear skirts (navy only). These are to be knee length.

Shorts: Grades K-7 may wear navy shorts (no shorter than 4 inches above the knee). *These must be purchased from a uniform department of a local retailer*. Shorts may be worn from August to October 1 and during the months of May and June. Shorts are not to be worn below the waist.

Pants: Proper fitting uniform basic pants in navy blue. No denim jeans, cargo pants, knit or sweat suit material will be permitted. Pants are not to drag the ground or to be worn below the waist.

Shirts/Blouses: A plain white or red long sleeve or short sleeve polo shirt is to worn. (Cardinal red, not burgundy or maroon). K-6: Jumpers and skirts may be worn with a white uniform blouse. Shirts must be tucked in at all times. Age appropriate white undergarments and or plain white T-shirt may be worn under uniform shirts.

Sweatshirts\Sweaters: Red Crest or Gray Crest SJS school purchased sweatshirts may be worn over the uniform shirt. Sweaters or vests in navy blue may also be worn. They are not to be oversized.

Socks: Only plain white, black or navy blue knee socks or white crew socks are to be worn. Plain white or navy blue tights are also permitted.

Shoes: Shoes with closed toe and heel (no strap heel) are to be worn. No high-heeled shoes will be permitted. Shoes are to be laced and tied at all times. Non-marking soles only. Shoes that light up are not permitted.

Jewelry/Accessories: Only small stud earrings are acceptable. (one post earring per ear) No dangly or hoop styles will be allowed. Students may wear one (1) plastic "support a charitable cause" bracelet of any color. Religious medals are permitted. No other necklaces or bracelets are permitted. One small ring is permitted. Belts must be plain brown, black or navy with no ornamentation. Purses carried to and from school are to be kept in lockers unless needed for personal reasons.

Make-up: No make-up or fingernail polish will be allowed.

Hairstyles: No fad hairstyles will be permitted. No hats or caps are to worn during the school day.

Please note: Violation of the uniform code will result in the following:

1st offense: Notice will be sent home to the parent.

2nd offense: The parent will be called to bring appropriate uniform attire. The student will receive a conduct mark.

3rd offense: The child will be removed from school. He/she may return to school when compliant with the uniform code.

It is the responsibility of parents to make sure the dress code is observed. Your cooperation is appreciated.

GRADE 8 BOYS AND GIRLS

Eighth grade boys and girls will follow the same dress code as the rest of the school with the following exceptions:

Khaki pants, skirts, etc. will be worn by 8th grade students. Eighth grade students have designed their own shirts but may also wear the uniform red and/ or white shirts. They may also wear the designated 8th grade jacket.

VISITORS

All visitors to school must first report to the secretary's office. They must sign the school record and pick up a visitor's badge. Visitors should **never** go to a classroom unannounced. Teaching time is very valuable and limited in its duration. It cannot be wasted unnecessarily. Items forgotten at home by students should be left in the office and the secretary will make arrangements for them to be delivered. If students must leave for appointments, they will report to the office where they may be picked up. Classroom volunteers are welcome, but they must be scheduled and follow proper procedure. As always, student safety is our priority.

VOLUNTEERING AT ST. JUDE CATHOLIC SCHOOL

Without the donated services of our parents and grandparents our school could not operate as efficiently or as effectively. There are many jobs for volunteers. You may have a special gift or talent that you could share with the students. Please call the school office or the teacher is you would like to volunteer. All volunteers **must** complete the Safe and Sacred Child Protection Program.

Our work with children in our community is a tremendous privilege and an awesome responsibility. St. Jude Parish places the highest priority on the safety and protection of children and is committed to insure their safety and well-being. Our parish leaders follow guidelines established by the Archdiocese of Indianapolis implementing the new Safe and Sacred Child Protection Program for all employees and volunteers. This program consists of background checks, training and on-going education.

This training is available online. Volunteers can visit the school website for the link to the training site or use the link provided below:

LINK TO SAFE AND SACRED: <http://www.stjudeindy.org/safeandsacred>