

# Family Handbook

2023-2024



St. Jude Catholic School

Live for Christ, Learn for Life

# Handbook Receipt Acknowledgment

By signing below, we acknowledge reading the St. Jude Catholic School Family Handbook, which can be found on the school's website, and agree to all policies and procedures provided therein. If you would like a paper copy, please contact the school office. This acknowledgment is to be signed and returned to the school after being reviewed. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that enable the continuation of its mission as part of the Catholic Diocese of Ft. Wayne-South Bend. In the absence of this document, our child's attendance at St. Jude affirms acceptance of these policies.

If we have any questions about the content of the handbook, we understand that it is our obligation to request clarification. However, the failure to read the handbook or to sign or return this acknowledgment shall not relieve us of the obligation to follow all policies and procedures that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

We have reviewed and consent to the following policies in particular as part of the general operation of the school:

- Parents as Partners
- Community Service Hour Requirement/SCRIP purchasing agreement
- Safe Environment Education/Healthworks Human Development Programs
- Extracurricular Eligibility Policy
- Discipline Code
- Curriculum and Academics
- Acceptable Use of Technology Agreement
- Technology and Software Disclosure
- Media Authorization and Release

Parent name (sign): \_\_\_\_\_ Date: \_\_\_\_\_

print: \_\_\_\_\_

Parent name (sign): \_\_\_\_\_ Date: \_\_\_\_\_

print: \_\_\_\_\_

## Students, Grades 4-8

I/We, the students signed below, do consent to receipt of this handbook and that I/we have read or been advised about the rules and guidelines for attending St. Jude Catholic School. In particular, I/we acknowledge that I/we have read the "St. Jude Catholic School Acceptable Use of Technology Agreement" and fully accept the terms, limits, and implications of how I/we choose to use technology at school, as well as the consequences that may stem from its inappropriate use outside of school.

Student name (sign): \_\_\_\_\_ Date: \_\_\_\_\_

print: \_\_\_\_\_ Grade: \_\_\_\_\_

Student name (sign): \_\_\_\_\_ Date: \_\_\_\_\_

print: \_\_\_\_\_ Grade: \_\_\_\_\_

Student name (sign): \_\_\_\_\_ Date: \_\_\_\_\_

# **St. Jude Catholic School Student-Parent Handbook 2023-2024**

## **Contact information**

St. Jude Catholic School  
19657 Hildebrand St.  
South Bend, IN 46614

(574) 291-3820

FAX: 299-3054

Principal: [amlewis@stjudeparish.net](mailto:amlewis@stjudeparish.net)

Website: [www.stjudeschool.net](http://www.stjudeschool.net)

The St. Jude Catholic School handbook is a general statement of diocesan and school policies. It is important that policies are applied consistently and fairly to ensure an equitable education for all students. With such an end in mind, the administration shall retain the final authority on the interpretation of handbook policies. Furthermore, St. Jude Catholic School may add, cancel, correct, or revise portions of the handbook throughout the school year, should unforeseen circumstances require it. Such alterations will be kept to a minimum, and disseminated to all members of the community in a timely manner.

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# Mission and Vision

## MISSION STATEMENT

**St. Jude Catholic School is a family committed to helping our students live for Christ, learn for life.**

## VISION STATEMENT

*The vision of St. Jude Catholic School is to provide opportunities for students to explore and share their Catholic faith. We challenge students to embrace habits of lifelong learning, exercise strong moral conscience, and model lives of Christian service. The school will provide superior academic preparation for secondary school education, enabling students to serve as leaders in their school, church, and civic community. This education will provide accessible and affordable options for students of diverse backgrounds. St. Jude will remain a welcoming home for its alumni and friends.*

## ROOT BELIEFS

**At St. Jude we believe that:**

God is the cornerstone

We are many parts but one body.

Education ignites the mind and heart.

Excellence happens as we become our best selves.

Once a Falcon, always a Falcon.”

## STRATEGIC PLANNING

The School Advisory Board of St. Jude Catholic School is actively involved in developing, implementing, and maintaining a working strategic plan. This effort requires the participation of the pastor, administration, teachers, staff, students, and families of St. Jude Catholic School. Participation and cooperation in strategic planning efforts is welcome. Copies of the plan may be viewed online or in the office.

## SCHOOL ADVISORY BOARD

The school board creates general policies relating to Catholic Identity, facilities, marketing, finance and development, and support to (but not evaluation of) curriculum and teaching. The school board acts as an advisory body to the pastor and principal. The board can address questions relating to a broad range of topics. It may not address situations concerning specific students or personnel.

Board meetings are scheduled the 2<sup>nd</sup> Wednesday of each month when school is in session. All meetings are open to the St. Jude parents and parishioners. Agenda items must be presented 10 days prior to the meeting. Parents wishing to speak to a board member, become involved with its efforts, or inquire about the development of a policy may contact one of the persons below (phone numbers are published in the school and parish directories). Email: schooladvisoryboard@stjudeparish.net

# Enrollment and Admission

## Parents as Partners

As partners in the educational process at St. Jude Catholic School, we ask parents to actively participate in the educational process. Families that consistently fail to meet one or more of these standards may be notified that it is not in the interest or well-being of the school community for their children's enrollment to continue at St. Jude.

### We expect our families...

To support and participate in the Catholic mission and all educational goals of the school, including active participation in all Catholic practices (ex.-Sign of the Cross), prayers, devotions, Mass, and religion curriculum.

To comply with State of Indiana compulsory attendance laws, to follow school attendance procedures, and notify the school with a phone call, written note, and/or official documentation when the student has been absent or tardy more than 15 days;

To make a timely response when contacted by the school administration, office, or faculty;

To notify the school office of any changes of address or contact information;

To complete and return to school any requested information promptly including progress reports, detention forms, and extracurricular eligibility forms;

To inform the school of any special situation or needs regarding the student's health, safety, or learning ability;

To send children to school clean and well-groomed wearing dress code-compliant clothing;

To send children to school with nutritionally sound snack and lunch contents;

To encourage and support children in the timely, honest completion of schoolwork, studying, and reading

To read school notes, emails and newsletters and to show interest in the student's total education;

To actively participate in school activities such as Parent-Teacher Conferences;

To meet all financial obligations to the school, including the corollary policies of active participation in sacramental and parish life, lunch balances, SCRIP, and other fundraising or support programs;

To pay for damage to school books or property due to carelessness or neglect on the part of the student;

To support and cooperate with the discipline policy of the school;

To ask their students to report problems and issues concerning peers in a *prompt* manner—first to the teacher, and if necessary, to the principal;

To treat teachers, staff, and administration with respect and courtesy in discussing student problems;

To speak positively and fairly about the school, its faculty, its staff, its administration, its students, its families, and its stakeholders; and to ensure that verbal, written, electronic, and social media communications maintain the confidentiality of all parties and do not reflect unfavorably or disparagingly on those same persons and entities.

To allow legitimate disagreements and concerns to be discussed with teachers, administrators, and if necessary, the pastor—through an ongoing process of mutual good faith, dialogue, and the understanding that such conversations will be guided by a mutual interest from all parties in the well-being of all students.

### **Kindergarten/Pre-K**

Any child who will turn 5 years old on or before August 1 of the year of enrollment will be considered for admission to that same year's Kindergarten class, with a limited waiver allowed for birthdates following that date. All students must participate in a readiness assessment and receive the recommendation of the Kindergarten teacher—approved by the principal—to become officially enrolled.

Any child who will turn 4 years old on or before August 1 of the year of enrollment will be considered for admission to that same year's Pre-Kindergarten class. Though not anticipated at this time, St. Jude reserves the right to implement a screening process for Pre-K students.

### **Admission Policy**

#### **Nondiscriminatory Policy**

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

#### **Admission Priority**

In the event that a grade level for enrollment reaches capacity and a waiting list must be established, students will be admitted according to the following priorities, as determined by school board policy.

1. Returning students
2. Students with a sibling enrolled the prior year
3. Children of St. Jude School/Parish faculty and staff
4. New students whose families are registered/active members of St. Jude or Sacred Heart of Jesus Parishes
5. Students from another Catholic parish which does not operate a K-8 school.
6. All other applicants

#### **New Students**

Certificates of Birth and Baptism (Catholic/Christian students) shall be presented at the time of registration along with registration fees and all required local and Diocesan paperwork. Medical and dental forms are provided at the time of registration and must be completed and returned prior to the first day of school.

Parents who wish to enroll a student at any time after the beginning of his or her Kindergarten year will interview with the principal. St. Jude will conduct admissions testing to determine appropriate grade placement and/or ability to meet the child's needs in the educational environment. The school shall additionally require an interview with the parents and/or student and may request to review any of the following: academic records, report cards, standardized testing results, educational plans, or reports relevant to learning or health needs. Contact with teacher(s) and/or administration of prior schools may be requested. St. Jude reserves the right to decline admission for reasons of academic, emotional, health, or disciplinary concern that hold the potential to adversely affect the student's reasonable expectation of success or the orderly and safe operation of the school environment. In addition, St. Jude may require a family seeking an intra-year transfer from any other local school to verify that their child is an enrolled student in good standing at their most recent school of attendance.

Parents requesting to transfer their students in and/or out of other Catholic Schools in the Diocese of Ft. Wayne-South Bend should be advised that principals do regularly communicate concerning the status of families and students transferring among the Catholic Schools.

We want to ensure a successful outcome for new students, which can be difficult to accomplish with one year to work at the 8<sup>th</sup> grade level. Therefore, St. Jude reserves the right to decline new 8<sup>th</sup> grade enrollments without cause. New 8<sup>th</sup> grade applicants may be considered on a case by case basis, with particular emphasis given to the likelihood of a successful academic and social transition. Incoming 8<sup>th</sup> grade students with affiliation at St. Jude or Sacred Heart Parish, siblings already enrolled, or moving in from beyond the geographical area may receive priority.

### **Probationary Status**

Any new student, PreK-8<sup>th</sup> Grade, will be admitted to the school on probationary status that will continue for the duration of the first trimester or any period of 60 school days from the student's first day of enrollment. The school may choose to dismiss a student who is on probation provided that a conference is held on or before the end of the probationary window at which the parents are informed of the cause for concern. Students may also be placed on probationary status (60 days from the date of the infraction) for disciplinary violations that constitute grounds for suspension or expulsion, for non-compliance with attendance policies (60 days from written notification), OR following any trimester that concludes with two or more failing grades inclusive of reading/literature, language arts, mathematics, or religion (60 days from written notification). The option of probation does not preclude immediate dismissal under "Grounds for Suspension or Expulsion of Students" (Diocesan policy P4520 & P4530).

### **Documentation of Custodianship**

Divorced or remarried parents and non-biological legal guardians are asked to present current legal documentation concerning parental status. The school must verify that the enrolling parent has the legal decision-making authority concerning the child's education. (It is equally possible for a non-custodial parent to share joint legal custody—or conversely, that some individual is expressly prohibited from such decisions or access). It is the responsibility of the legal parent or guardian to inform the school and provide legal documentation of any legal restrictions.

This information protects the legal parent and child should another person wish to pick up the child after school or make some medical or other decision on the child's behalf. By providing us with this documentation, the parent assures us of whom we should or should not allow to act or decide for the child. We appreciate parental cooperation on this sensitive topic.

### **Tuition**

St. Jude School is a mission of St. Jude Catholic Parish. The parish provides a subsidized tuition rate for families who are registered and active (see definition below). Catholic education is a privilege and a gift, but not a right of Catholic parishioners. St. Jude Parish proudly extends the invitation of education beyond its registered Catholic members, with the understanding that non-parish families must fund the full cost of their children's education.

A \$100 deposit will be required at pre-enrollment each year. This will be applied to tuition for the upcoming school year.

Current tuition and fee schedules may be obtained from the school office or on the web site. Payments may be made as an up front "lump sum" or in 10 monthly installments (total tuition + fees / 10) through the FACTS Tuition Management Program. Checks or Money Orders should be made payable to St. Jude Catholic School.

Scholarship assistance in a variety of forms, including Indiana's School Choice programs, is available for those who qualify. Apply for financial consideration through the FACTS website <https://online.factsmgmt.com/signin/3XZLX>. Applications are due by May 15<sup>th</sup> for the upcoming school year. Final school choice amounts from the state for each child should be released in January. Families are responsible for paying any balance owed by the end of the school year.



Families who withdraw their child from school prior to the end of the year may receive a partial reimbursement of tuition on a prorated basis (amount owed x days attended / 180). Unfulfilled financial obligations will be deducted from the amount to be refunded. (Fees are non-refundable.) Any family with a remaining balance cannot register for the next school year.

## **Fees**

Fees are a necessary part of funding the material and administrative components of the school's operation. Fees shall be paid by all families on a "per student" basis, regardless of the number of students enrolled and the family's tuition payment status. Among the fees assessed are the registration fee (administrative support), book fee (textbooks, technology, and other classroom materials), supervision fee (lunch, recess, classroom aides, and other support staff), fine arts fee (for supplies related to art and music programs), and Diocesan fees (insurance, Power School, etc.). The school reserves the right to add reasonable fees relating to unforeseen expenses during the course of the school year. Tuition covers book fees and technology fees. Athletic fees will be assessed for children in grades 5-8 that participate in ICCL sports.

## **Active Parishioner Status (applicable to K-8<sup>th</sup> Grade Families)**

Scholarships are available to active parishioners who show a financial need and apply through Facts,

Active parishioner status is determined by the following:

1. ATTENDANCE AT ST. JUDE PARISH (and/or Sacred Heart of Jesus), as documented first and foremost through the regular return of offertory envelopes provided by St. Jude Parish. The fact of an envelope being returned (the manner or amount of giving notwithstanding) will be accepted as evidence of regular attendance.
2. SERVICE HOURS performed to the benefit of St. Jude School, St. Jude Church, or Sacred Heart of Jesus Church, as self-reported to the school. The expected amount will be 25 hours per family per year, July 1-June 30.
3. REGULAR or SUBSTANTIAL CONTRIBUTIONS TO THE PARISH OFFERTORY, as received through envelopes or electronic means. Each family should contribute according to their means on a consistent basis.

The St. Jude Parish Finance Council periodically reviews contribution and attendance history alongside information about service hours. The Finance Council may recommend status changes in consultation with the principal, business office, and pastor. The pastor retains final authority on the status and billing of all students and families.

## **Community Service Hours (applicable to PK-8<sup>th</sup> Grade Families)**

The St. Jude School service commitment program was created to help meet the needs of the school through total involvement of the parents. The program is crucial to meeting the needs of our parochial school and in keeping tuition costs as low as possible. The fulfillment of service hours is required for families to meet the definition of an Active Parishioner (see above) as well as any family (including non-Catholic) receiving financial aid.

Families may fulfill the service credit by contributing 25 hours of service per school year. The program runs from July 1 – June 30, although the activities run at different times. For families of an 8th grade student, required hours must be met prior to graduation day. It is each family's responsibility to seek out opportunities and verify with service hour coordinators as to the accuracy of their reported hours. Families may report service by going to the school website: [www.stjudeschool.net](http://www.stjudeschool.net) and clicking on the "Submit Service Hours" link.

*Specific rules concerning the application and recording of service hours are listed here:*

1. Families may claim credit for participating in any uncompensated role that supports a school or parish-sponsored enterprise, event, club, organization, or activity. Examples of service hours include working for the parish festival, serving on school board, attending HASA meetings, attending school events, unpaid hours as a recess or lunch monitor, serving on the maintenance and grounds committee, rehearsing for parish ministry (ex.—as a choir member),, coaching an athletic team, or coordinating a project for the school office (those come up occasionally).
2. NO CREDIT may be claimed for hours that constitute ministry during Mass (Readers, Gifts, Ushers, Greeters, Altar Servers, Children’s Church, Music Ministry). Family participation at Mass is considered a normal part of active participation in the living of one’s Catholic faith. Credit may not be claimed for student participation in projects or events that occur during hours that school is in session, unless a specific exception is granted.
3. Students may work hours on behalf of the family if they are served outside the regular school hours (helping serve hot lunch, for example, will not count as service hours). Grandparents, relatives, or other designated individuals may work hours on behalf of a specific family, provided that they work those hours with the advance understanding that they are being donated for such purpose. Families may not *anonymously* “donate” hours to families in need at the end of the school year.

### **SCRIP Program (applicable to Pre-K – 8<sup>th</sup> Grade Families)**

The St. Jude SCRIP fund helps provide families with credit back toward their next year’s tuition while also supporting our ability to fund technology purchases and upgrades. SCRIP is a program that sells gift cards redeemable like cash to use at local and national retailers. Using SCRIP to make purchases on everyday items like groceries or gas helps raise funds for the school. Vendors contribute anywhere from 1.5% to 20% of the purchase price back to St. Jude. For example, someone who buys \$300 in Martin’s and \$100 in Speedway each month for 12 months will raise \$228 in SCRIP profit:

$\$300 \times 12 \text{ months} = \$3600$ ;  $\$3600 \times 5\% \text{ profit} = \$180$   
 $\$100 \times 12 \text{ months} = \$1200$ ;  $\$1200 \times 4\% = \$48$

By using SCRIP for clothing, restaurants, gifts, households, travel, and home improvement needs, the fundraising potential for the school is limitless! Families are *expected* to purchase a minimum of \$1000 in value between the calendar dates of June 1 and May 31 of the coming school year. Once a family purchases \$1000 in SCRIP during the school year, 40% of their total profit earned from the SCRIP program will be returned as tuition credit for the following school year.

SCRIP granted to a family as part of an incentive program, award, or gift for service performed to the school does not apply toward the \$1000 threshold. The purchaser will be responsible for all returned check fees and may be placed on a “cash only” basis following the 2<sup>nd</sup> such occurrence. Participants are strongly encouraged to take advantage of online tools such as *Shopwithscrip.com*, *PrestoPay*, and *SCRIP Now*, which will add further leverage and convenience to your purchasing abilities.

### **“You Can Lend a Hand”(YCLAH) fundraiser (applicable Pre-K – 8<sup>th</sup> Grade Families)**

The annual sales of “You Can Lend a Hand” Burger King coupons is a fundraiser to which all families are required to contribute. Each family will have the option of selling the allotted number of coupons, based on the number of children in the family OR “opting out” by paying the up front amount of the equivalent number of coupons.

The YCLAH fundraiser helps offset tuition costs and provide needed financial aid for the school, so each family’s participation is appreciated.

# Attendance Procedures

1. **St. Jude shall consider an absence excused** if a) the office is provided with prompt written, phone, or email notification within one school day of the occurrence AND b) the excuse falls into one of the categories described as reasons for an excused absence (Diocesan policy P4040). Generally, health-related reasons, official school visits, and family bereavement are the only excusable reasons for absence or tardiness. The school may seek or require 3<sup>rd</sup> party verification (doctor note, etc.) for any excuse. Any illness extending beyond 5 consecutive days of school requires a physician's notice for readmittance.

If a child is unexpectedly absent, the parent is requested to call the school no later than 45 minutes after school begins on the day of the absence. Give the child's name, grade, and the date of his/her expected return to school.

Please do not send a sick child to school unless he or she has been vomit and fever free without suppressive medication for 24 hours. If your child is unable to participate fully in school activities (gym, recess, etc.) please send a dated note with the reason and make sure a copy is provided for the office and the appropriate teacher(s).

**Family trips:** St. Jude School publishes vacation dates well in advance to allow parents/legal guardians to plan for family trips. Parents should remember the state of Indiana does monitor school attendance. A high absenteeism can affect our school's state accreditation. However, school officials do recognize that on rare occasions this may be out of the control of the parents/legal guardians. In any event, all absences during regular school hours due to family trips will be considered unexcused absences. In the event that a student is to miss school due to a family trip it is necessary for the parent/legal guardian to write and inform the school at least two weeks in advance of the scheduled trip. Parents/legal guardians must then sign in advance a letter entitled "Parent/Guardian Vacation Form" indicating they are aware that the absences will be unexcused and that they take full responsibility for the child's absence during this time. Make up work may be presented upon the student's return and will not be provided in advance. Students will have the number of days missed, up to one week, to make up work. Missed tests will not be given first day of return.

Parents must complete the vacation form two weeks prior to the scheduled trip. The form can be found on our school website or you can ask for a copy in the office.

2. **Promptness is a priority:** Please model responsible and professional habits by making efforts to get your children to school at least 10 minutes before 7:55.

All students arriving later than 7:55 AM must make their entry through Door 1 to the office and then sign in through the office log. Health-related appointments, illness, or family bereavement will be considered the primary grounds for an excused tardy. Lack of parental notification will result in an automatic unexcused tardy.

3. **Half day attendance:** Parents wishing to bring students to school later than 7:55 AM or pick up students before the 3:00 dismissal should send advance written notice to the homeroom teacher (which will be forwarded to the office). Parents should report to the school office where they will sign the student in or out. If picking up, the parent may wait for the student to be notified in the classroom and sent down to the office for dismissal.

*\* A student who misses any period(s) of the day totaling at least 3 hours will be charged with ½ day of absence.*

4. **Perfect attendance recognition**—For the purposes of computing perfect attendance, students who have earned one or more excused absences, unexcused absences, in-school/out-of-school suspensions, or any non-excused tardy, will NOT be eligible for periodic perfect attendance recognition.

# General Procedures

## Schedule

7:15– 7:55 AM	Student drop-off window
7:55 AM	Tardy Bell
8:00 AM	Mass (Also includes Roman Catholic Holy Days) – Tuesday, Grades 1-4 / Wednesday, Grades 5-8 / Thursday, Grades K-8
11:30- 11:55	PreK-4 Lunch period/ 5-8 Recess
12:00 – 12:30	K-4 Recess
12:00-12:20	5-8 Lunch
2:45 PM	Pre-K Dismissal
3:00 PM	General Dismissal

The daily schedule may be adjusted for extraordinary situations such as funeral masses or inclement weather. Please listen to WNDU, check email or sign up for the Remind app for text messages for cancellations or early dismissal. In time, this information may also become more immediately available on the school's web site. St. Jude will ALWAYS provide specific, affirmative information about closing situations. The phone/email communication system will be activated first; followed by local news outlets; and lastly, (optional) the school website and/or Facebook page.

## Visitors

ALL VISITORS TO THE SCHOOL MUST ENTER THROUGH DOOR #1 (THE NORTH OFFICE DOOR). Occasional volunteers, students, parents, and guests must request entry through the office except as prescribed during the drop-off and pick-up procedures or special events (Mass, Grandparents' Day, etc.).

Access to the school building will be restricted during business hours to students, employees, vendors, contractors, educational partners (such as tutors or SBCSC employees), and vetted volunteers. Guests who wish to access the school must declare their purpose, receive permission from the office, sign in, and be escorted by an employee for the duration of their visit. The principal shall review and authorize all guests before being admitted. Students may be retrieved to meet with a parent at any time. The parent will be requested to wait in the office.

Whenever possible, scheduled appointments with the principal are preferred to walk-in conversations. The latter cannot always be accommodated.

## Supervision Before School

All students who arrive prior to 7:55 must remain under the supervision of an adult. St. Jude will provide for the formal supervision of students beginning at 7:15 AM. If the need arises the school may opt to charge a fee for early student supervision.

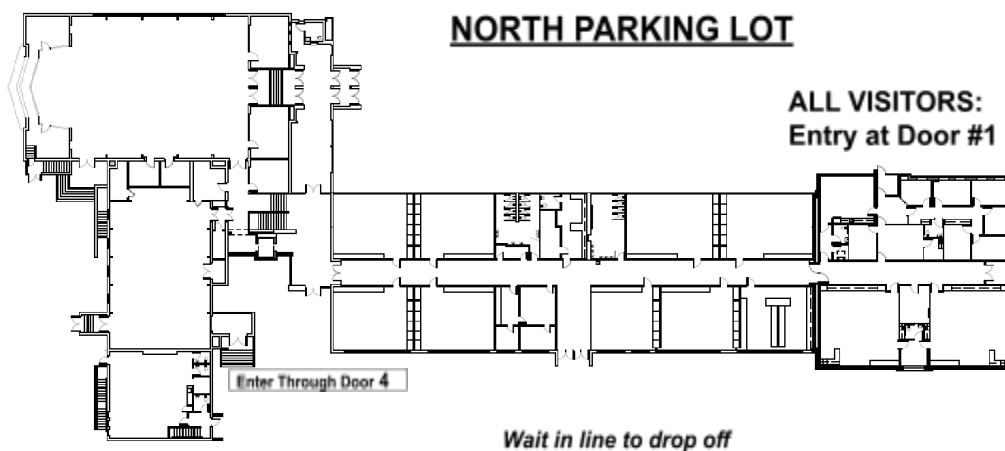
## After School Supervision and Care

Students will be supervised during the pick-up period from 3:05 – 3:15 P.M. An after school program is available to all students who must wait longer. Students who are not picked up within that time period will be sent to the Aftercare Program for supervision until as late as 5:30. Program details are found later in this handbook.

St. Jude recognizes that students often carpool home with adults other than the child's parents. Parents are expected to submit the "Pick-up Roster" form to enlist individuals with whom your child must always or must never leave the school. Students may always call parents from the school office to clarify the time, manner, and persons with whom they are to depart. Written notification is requested if someone out of the ordinary is expected to pick up a child on a certain day. Students who walk or bike to and from school may be asked to wait until 3:15 and receive official permission before leaving the grounds. Students who will regularly walk or bike should indicate permission to do so on their Pick-up Roster

**TRAFFIC PATTERNS - DROP OFF**

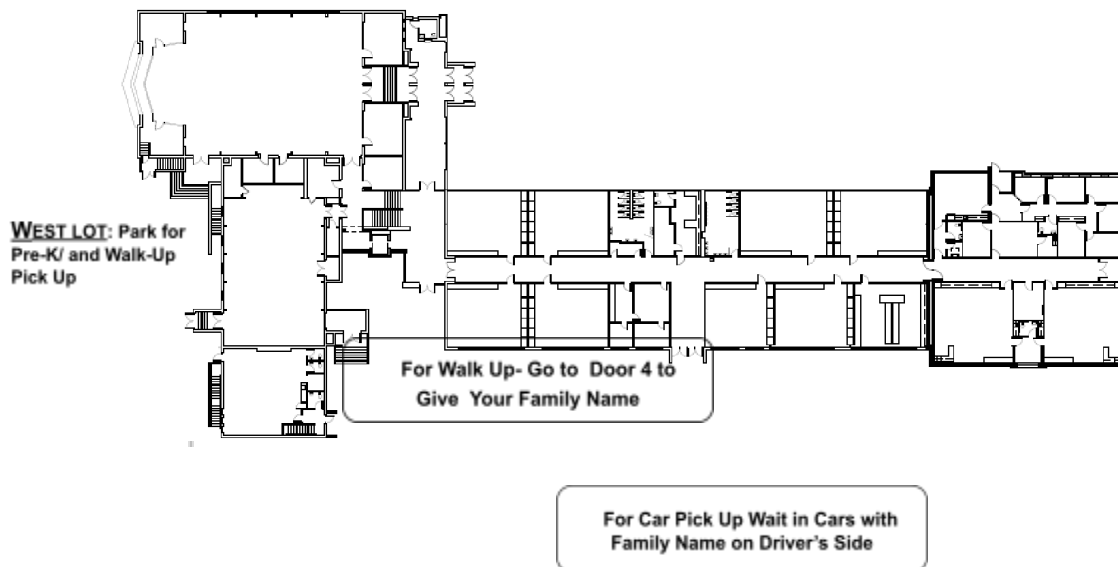
- Curbside drop-off: Curbside drop-off will be allowed for westbound traffic only. Cars may pull up to the curb near doors #3 & 4 and stop while students depart the vehicle. All students should depart from the passenger side. **WARNING:** Hildebrand Street will remain open for two-way traffic. Drivers should show extreme caution when pulling in or out of the drop-off queue. Under no circumstances should students be dropped off when traveling in the eastbound direction .
- All Escort/Walk-in: Parents wishing to park and escort their children into school should park in the west or north lots only and enter through Door 4. No parking on Hildebrand.



**TRAFFIC PATTERNS - PICK UP**

Grades K-8/Walk Up If you prefer to pick your child up by walking up to the building, please park in the SW lot and walk up to Door 4. Please show your sign to faculty members. They will send last names to the office. Walkers will be released after the first wave of children have been loaded in the carline

Grades K-8 Carline As you pull into the carline there will be two lanes. Please have your family name card displayed in the driver side window. A faculty member will come through the carline at 2:50 and send names to the office. Students will be released in three waves. After each wave a faculty member will walk through the carline to make sure your children are with you. Once all children are safely in cars, a faculty member will release carline one and then the second carline will begin.



### **Closed circuit television and recorded surveillance**

All persons are advised that public areas of the St. Jude Church and School campus (exterior grounds and interior corridors) may be electronically monitored and recorded. Video records will remain the property of St. Jude Catholic Church to be used under the direction of the pastor, subject to the policies or directives of the Diocese Ft. Wayne-South Bend. Recordings may not be released without the permission of the pastor or Diocese.

### **Playground/Recess**

Students' activities on the playground are carefully monitored. The school may restrict the locations and activities for play. The school will supply a variety of safe and appropriate equipment for all students to share. Care for these items is the responsibility of all students. Because of the general prohibition on student property, students will not be allowed to bring playground equipment from home (classroom donations will be accepted with the teacher's approval). Students may be kept indoors from recess because of rain, storms, ice, wind chill at or below 10° F, or other hazardous situations. Teachers of lower grades (K-4) may opt to err on the side of caution even if conditions are technically allowable for outdoor play. The school may stipulate that students shall wear long sleeves, sweatshirts, jackets, coats, snow pants, hats, and gloves under certain types of weather (snow) or below a temperature/wind chill of approximately 40° F.

### **Lunch**

St. Jude provides hot lunch services from Marian High School. Students who wish to purchase hot lunch must submit an online or paper order form, which are usually offered during the two weeks prior to the next month of serving. Free/reduced rates are available for families who qualify. Application to this program is encouraged.

St. Jude reserves the right to restrict students' consumption of certain items. Carbonated beverages are prohibited at all times. (The school may allow special order lunches from restaurants available on certain days each month). Access to microwave ovens and refrigerators will not be allowed. Students who have not ordered a lunch or who do not have a packed lunch will be offered an alternative that consists typically of a PBJ sandwich, milk, and side item, for which the student may be charged a standard lunch rate. It is the student's responsibility to notify a lunchroom staff member if they do not have lunch. Any medical dietary accommodations must be documented and brought to the attention of the office.

No student or adult is allowed to distribute food, candy, or beverages to other students without the advanced approval of the principal's office. This includes handing out candy, pizza parties, or ice cream socials. Birthday treats may be distributed at an appropriate time under the teacher's direction, including lunch if approved.

Per Diocesan policy, permission for any parent, grandparent, or close family member who wishes to eat lunch with their child must be requested by a parent at least 24 hours in advance. The guest must have completed Diocesan background check and safe environment education and sign in to the office for a guest pass. Lunch will be eaten with their child(ren) at a separate table and the guest is not permitted to attend recess. Parents taking students out of school for lunch is strongly discouraged. Time away from the building for lunch will not be excused.

Free or reduced lunch applications have to be completed each year. The price for hot lunch is \$4.50. Until your free or reduced lunch application is approved, you will be responsible for the full amount. Once you are approved, we cannot retroactively discount your child's lunch.

All hot lunch orders will be paid by credit card. Your credit card will be charged the first business day after the order closes. Please complete the credit card form to have your credit card number on file. If you prefer to pay cash or check, please contact Mrs. Nufer to make monthly lunch payments. All payments are due the day after the order closes.

### **Telephone Access**

There is no privilege of telephone use. Student use of school phones will be supervised by an employee and restricted to situations judged necessary or appropriate (such as illness or injury). Calling to retrieve forgotten articles may be allowed only during non-academic periods. Please see the cell phone policy.

### **Classroom Observations**

School parents or prospective families may request a scheduled classroom observation in advance with the principal. Observations will be allowed at the discretion of the principal for the purposes of gaining a better understanding about the topics of study, learning styles, habits, behaviors, and interactions as pertinent to one's own child. **Money**

There will be frequent occasions for money to exchange hands during the school year. Examples include hot lunch payments, SCRIP purchases, tuition, fees, field trips, dress down days, and so on. The office will accept cash as a form of payment, but bears no responsibility for lost cash. In general, families are requested to pay for items by check. This makes it possible to track payment in the event it is misplaced or otherwise not successfully conveyed from the student to the proper person in the school office. Students must treat SCRIP like cash. Once a student or parent signs for SCRIP, it is their sole responsibility.

### **Personal Possessions / Lost and Found**

Students who bring personal possessions to school run the risk of wear, damage, or loss. Such items can cause distraction and potential conflict when brought into the school environment. Therefore, students are prohibited from using personal possessions at any time from when they arrive to when they depart unless directly related to educational activities (ex.- reading books/show and tell). Students who cannot abide by this rule may have their property confiscated for a finite period of time, to be returned directly to their parents.

St. Jude will make reasonable attempts to help locate missing items and will hold students or employees accountable for proven incidents of theft. Beyond this, the school bears no responsibility or liability for lost or stolen personal effects. Students are encouraged to keep expensive or highly valued items at home. If brought to school for any reason, possessions should be stowed out of sight in a backpack or brought to the office for more secure storage.

Unidentifiable personal articles found loose around building grounds may be turned into the school office's lost and found for a period of time to be claimed by their owner, given an appropriate description of the article. Items not claimed within a reasonable period of time (more than one month) may be given away or discarded.

### **Medications**

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational development. Only those medications which are prescribed as necessary by a physician, or for over-the-counter medications, as determined by the custodial parent or guardian as necessary to be administered during school hours will be administered on the school premises and only in accordance with the following procedures.

1. Written instructions, such as a medication authorization form is signed and completed by the physician of the student who is to receive prescription medication.
2. Medications prescribed for a student (legend drugs) are kept in the original container/package with pharmacy label and student's name affixed. The pharmacy label may serve as the written order of a physician.
3. All prescription medications shall be kept in a locked area in the school office.
4. When a medication is to be administered at school, the student's parents shall be requested to advise the principal of the purpose of the medication, side effects, dosage, administration route and time of

administration. This information shall be discussed with the student and the other staff who may be assigned to administer medication. Parents may come to school and medicate their children if they choose. Please follow procedures for school visitors when visiting your child to administer medication.

5. All permission for long-term medication shall be renewed at least annually. Changes in medication shall be documented by written authorization from a licensed prescriber.
6. In specific cases, the school (at the discretion of the principal) may require the custodial parent(s) or guardian to come to the school to administer the medication for the student. The school may also work with the licensed prescriber and the custodial parent(s)/guardian to adjust administration time, if possible, to avoid the need for medications during the school hours.
7. For all medications administered, the school shall keep on file the written order of a practitioner for legend drugs.
8. A student may self-administer an inhaler if necessary. The physician's written order or prescription for the student's inhaler must be attached to an Inhaler Self-Administration form which is kept on file with the school. This form can be obtained in the office.

### **Over-the-Counter Medications**

Non-prescription medication may be given at school with the permission of a custodial parent/guardian.

1. The principal or school nurse must be aware of the purpose for which a student is to receive the medication.
2. Over-the-counter medication shall be brought to the office with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored in the nurse's office and secured.
3. The custodial parent/guardian must provide the school with a written note giving authority to the school to administer the over-the-counter medication.
4. For all medications administered, the school shall keep on file the written permission of the student's custodial parent/guardian on file.

### **Discarding Medications**

The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the principal will dispose of the medication in an appropriate manner and document that the medication was discarded.

### **Third Party Promotions**

St. Jude is often asked to help publicize various commercials or not-for-profit organizations and events. These opportunities may be communicated through various methods. Non-affiliated advertisers must receive permission from the principal and shall bear the cost of production or photocopying. Requests for third party promotions may be declined without cause. Allowing outside organizations to distribute information does not imply school sponsorship or the expectation of participation on the part of school families. St. Jude will work to ensure that soliciting organizations maintain practices consistent with the teachings of the Catholic Church. St. Jude does not release family information to organizations not officially under the authority of the Diocese of Ft. Wayne-South Bend.

### **News and Information**

St. Jude administration and its teachers will issue periodic newsletters for parent viewing. They will be available in electronic as well as print form.

Parents and students must work together to ensure that all correspondence is sent home or returned to school in a



timely fashion. Weekly paper correspondence is sent home with the oldest or only child in the family in green communication folders. Please see that the folders are promptly returned for reuse.

Teachers will submit weekly newsletters. Information may be included with the principal's newsletter or with the school website.

### **Air Quality Laws (Smoking, Idling, Live Animals)**

St. Jude must monitor and comply with Indiana air quality laws. In order to help meet these expectations smoking or vaping will not be allowed anywhere on school or church property. In addition, we ask that car line users turn off their vehicles while waiting to pick up students, with the exception of extreme hot (>90) or cold (<20) temperature days. Parents or guests who wish to introduce live animals to the school for a period of up to one hour must request advance permission from the principal. Animals must be secured by an enclosure or restraining device. Waste collection and disinfecting products must be available in the area of where the animal is shown. When possible, due to allergic concerns, fur-bearing animals should be hosted outside the building. Exceptions must receive approval.

### **Accident or Illness**

If an accident or illness occurs while school is in session, the teacher in charge will report this to the office. School personnel shall give what first-aid is needed, and take any action necessary to protect the student's life, health and safety. Instructions will be followed by directive of the parent as soon as contact can be made, and in absence of contact, according to information on the emergency card and medical authorization. Students claiming to feel ill in a vague or general way may be asked to rest for a period of time before contacting a parent, unless more specific or severe symptoms become apparent; or, in light of a recent, known condition, the parent has requested immediate notification of continuing symptoms. There is often some question about how serious an injury needs to be before we notify a parent by phone. The following points will be used as a rule of thumb, although each situation will vary:

- a. head, neck, or eye injuries that result in the student leaving class/recess for more than 5 minutes.
- b. any injury/illness that results in the student leaving class/recess for more than 20 minutes or 2 separate trips to the office (due to the same cause) within a 20 minute period.
- c. injuries resulting in bleeding that require more than 1 band-aid to dress.
- d. any situation of concern where it becomes apparent that it is beyond the school's ability to treat.

### **Communicable Diseases**

Students are expected to practice reasonable preventive measures such as frequent hand-washing and the covering of mouth and nose when sneezing. After being ill, students should not return until they have been vomit or fever free for 24 hours. Students who appear to have potentially contagious conditions may be asked to take an excused visit to the doctor and return with documentation describing when it is appropriate to return to school.

St. Jude strives to protect the confidentiality of students, which includes their medical and/or health conditions. St. Jude will not make a practice of publicly advising the community about the fact that students may have contracted certain conditions, unless the Department of Health requires public reporting for the purposes of preventing an outbreak (such as bacterial meningitis or pandemic influenza). In the event that a student or faculty member contracts a serious communicable illness, the school will consult the Diocesan nurses' office and determine if and when it is appropriate to issue an advisory through the usual channels.

The school will use discretion and follow the directives of the Diocesan nurses' office in complying with all requirements for the management of head lice. This includes the understanding that a student should not return to the school environment until they have been nit free for a period of 24 hours, and that select school personnel may inspect students for the presence of lice. Parents who know their children have been treated for head lice have a responsibility to personally notify the parents of other students who may have been in contact.

**Seclusion/Restraint Plan**

St. Jude Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. A copy of this plan is available by request.

Behavioral interventions must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

**Emergency Information Card**

Each student is to have emergency contact and medical information logged in PowerSchool. The information will be used to generate a paper report to be reviewed and confirmed by signature at the beginning of the school year. All future copies of that report will then serve as equivalent to the original. Parents must notify the office if there is any change in contact information. Any medic alert information should be listed on the card. An emergency medical authorization statement will also be kept on file in the school and taken on all off campus trips.

Other physical conditions which may affect a child's classroom performance (hearing defect, etc.) should be called to the teacher's attention at the start of the year. Students with documented disabilities should be brought to the principal's attention for further discussion about the need to allow for any reasonable accommodations.

**Crisis Management**

Because we are concerned about the safety and well-being of our students, our school and the Diocese have prepared a safety plan which addresses events which may threaten our students. The school conducts regular drills for shelter, evacuation, lockout and lockdown following Standard Response Protocol. In addition, the plan provides for responding to crisis situations, such as identifying evacuation sites and providing support for students, parents and staff, including counseling services provided through school counselors or counselors on the staff at Catholic Charities.

Parents who wish to pick up their students for any reason during a time of crisis must follow the directives established by school staff for parent-student reunification. We caution parents not to transport students from the premises during hazardous circumstances (such as a tornado) unless the external conditions are significantly safer than what can be provided within the school campus or evacuation site.

**Field Trips**

Field trips which help to supplement or enrich the curriculum are encouraged. Participation requires written permission from a parent or guardian using the Diocesan form, returned to the teacher at least one day in advance of the activity. The homeroom teacher or school office is under no obligation to facilitate the conveyance of permission forms on the day that a trip is scheduled. Parents may be asked to contribute a reasonable share of the total cost of such events. Field trip fees will be considered non-refundable, as the presumed participation of all students is used to compute an equitable cost that will cover the collective expenses of the trip. Field trip participation, no matter what the event or activity, is a privilege, not a right—and a student may be kept at school for reasons either academic or disciplinary. Students who stay home on the day of a field trip shall receive an unexcused day of absence and may be required to complete a graded alternative assignment pertaining to related subject matter.

## **Athletic Programs**

Students in Grades 5-8 are encouraged to participate in the athletic programs sponsored by the Inter-City Catholic League. The ICCL offers such sports as soccer, football, softball, volleyball, basketball, wrestling, baseball, track & field, lacrosse, and tennis. When possible, Junior Falcons (3<sup>rd</sup>/4<sup>th</sup> grade) and cheerleading programs may also be offered. Offerings are subject to the availability of players and volunteer coaches. St. Jude combines rosters with other schools when a full St. Jude roster is not possible. Eligibility requirements are described later in this handbook. **Participating families will be asked to pay a fee per sport played and to participate in and/or support any athletic fundraising activities (see page 26 for fees)**

## **Birthdays, Gifts, and Cards**

St. Jude's philosophy is to promote inclusion and mutual support. We find it contrary to that end when students distribute invitations or cards during school hours, in particular when those invitations do not include all the persons in a class or all the persons of the same gender. It is preferable that such invitations be mailed or emailed outside of the school campus. Students who do wish to distribute party invitations on school grounds must abide by the following terms: #1 – Invitations must include all members of the same class or all members of the same gender; #2-The teacher must be informed and given an opportunity to inspect the invitations, therefore they should not be sealed; #3- The contents of each invitation must be identical (except for the recipients' name and address); #4 – The teacher may determine the appropriate time to distribute, including after school.

Students sharing birthday snacks, Valentine cards, or other gifts to school for any occasion must offer the same or an equivalent item to all members of their class. Other than school sanctioned gift exchanges, students should not exchange individual gifts during school for birthdays, Christmas, or other reasons.

## **School and classroom wellness**

In acknowledgment of our Diocesan wellness policies, the following expectations will be in place:

All soda, pop, carbonated beverages (sugar or sugar-free), and “energy” drinks will be prohibited from student purchase, consumption, or exchange during school hours (including classroom social events, mock “store” exchanges, lunch period, the aftercare program, and music rehearsals). This does not prohibit the individual consumption of soda during more general events such as church meetings, organizations, or evening activities.

Parties for special occasions can be arranged at the discretion of the teacher and approval of the principal. Students, parents, and teachers providing food for such parties should be mindful of Diocesan health and wellness guidelines:

- a. Please include a reasonable variety of snacks and treats in a modest portion, including at least one healthy alternative for all students.
- b. Please offer only water, milk, or 100% natural fruit juice.
- c. Do not serve red or orange sodas or juices because they can stain carpet very easily if spilled.
- d. If it is known that individuals within a classroom experience a severe allergic reaction to specific food categories (nuts, dairy, gluten, etc.), the school may impose any reasonable restrictions or conditions for the type, location, and manner of food consumption, so as to accommodate the health and safety of all its members.

# Curriculum and Academics

## Accreditation and Curriculum

St. Jude Catholic School (Grades PK-8) is accredited by Cognia as part of Diocesan-wide system accreditation as well as by the Indiana Department of Education. School administration and staff collaborate in a process of continuous improvement following Cognia Standards.

St. Jude participates in a Diocesan collaborative for academic excellence, a multi-year process leading to the development and implementation of K-12 curriculum and assessment outcomes in all subjects. The ILEARN state assessment, administered each spring, assesses students' mastery of standards in Language Arts (Grades 3-8), Mathematics (Grades 3-8), Science (Grades 4 & 6), and Social Studies (Grades 5 & 7). The Northwest Evaluation Association (NWEA) will be used to provide ongoing monitoring of student achievement. NWEA reports provide valid and reliable information that can be used to analyze individual and collective student progress. Religion standards are reviewed and promulgated by the Bishop's office of the Diocese of Ft. Wayne-South Bend. Students take a religion assessment (ARK) each spring in grades 2-8.

St. Jude uses PowerSchool, a Diocesan-owned and managed student information system.

### Specialty offerings

All students will receive special instruction in Technology, Art, Music, Physical Ed./Health, Library and Spanish for grades 6-8. Students in grades 5-8 may choose to participate in an elective class on Fridays. Elective offerings may be changed without notice, depending on the personnel available and level of interest from students. St. Jude offers Band as an independent co-curricular elective for Grades 4-8. Participation in electives is a privilege, subject to good academic and disciplinary standing. Students may be assigned to alternative activities if deemed in their best interest.

# Safe Environment Education

One of the consequences of the Church's abuse scandals has been the adoption of the "Charter for the Protection of Children and Young Persons" by the U.S. Bishops in 2003. The Diocese of Ft. Wayne-South Bend acknowledges the terms of this agreement. This document has led to our adoption of mandatory background checks and training programs for school staff and volunteers. Another step that we are instructed to take annually includes the presentation of a safe environment program:

**ARTICLE 12:** Dioceses/eparchies will establish "safe environment" programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children...

As a school, we will fulfill this obligation by teaching from the safe environment "scripts" for grades K-5 and other specific lesson materials for grades 6-8. These materials have been prepared and approved by our Diocesan Office of. We must offer the ability for families to "opt out" of such presentations, as they may address topics that include awareness of personal boundaries, good and bad touch, appropriate relationships with adults, and (for 7/8th grade students) the signs and consequences of sexual abuse.

By signing this handbook, parents do consent to and approve the education of their child in any of the above topics. Those wishing to opt out of this program should request a copy of the Diocesan opt-out form. In that statement, parents must certify that they will provide this education for their child in the home.

All volunteers with the school, including those involved in coaching or school-related organizations must have completed the school's process for safe environment education and background screening prior to beginning their

ministry. Any adult who is charged with working with students has “reason to believe” that a child has been abused is legally obligated to report to Child Protective Services. If such a report is made by a staff or volunteer as part of their duties with the school, he or she must also inform the principal that such a report was made.

#### Theology of the Body/Human Development

In addition to safe environment programs mandated by the Diocese, our teaching faculty, or representatives of other community organizations, may provide seminars throughout the year on topics such as physical/sexual abuse, eating disorders, relationships, internet safety, or various topics that are important to students’ physical, emotional, or spiritual well-being. These sessions will raise student awareness and to provide an understanding of a healthy lifestyle and of Catholic teachings concerning the human body.

Students in grades 5-8 will participate in a program about human development, including puberty and sexual maturation, presented by the Healthworks Museum in South Bend. This program has the full approval of the Diocese. Any student participation in this program will be preceded with an opportunity for parents to receive further information and to consult with Healthworks staff ahead of the student trip.

Students in 7<sup>th</sup> Grade will be educated about Theology of the Body using a curriculum specifically developed and reviewed by the Bishop’s office of the Diocese Fort Wayne-South Bend. It is designed to promote understanding of the meaning and value of the human body in relationship to scripture, God, and other persons. Some lessons will include explicit discussions about human sexuality and the importance of chastity in all vocations. It will likely be presented in close succession with the Healthworks program and with a similar opportunity for parental conversation and participation. Further information will be shared with parents prior to teaching this curriculum.

### Student Interventions and Special Education Services

St. Jude has developed a variety of interventions for students with exceptional needs. The first step is to meet with the teacher and to discuss potential challenges, causes, and solutions. The teacher or parent may request to create a St. Jude Plan to support a child in developing more effective study habits. The Title I program has the ability to provide tutoring options to some students who reside within a South Bend Community School Corporation (SBCSC) Title I school boundary. If these avenues are not sufficient or available, St. Jude's response-to-intervention process seeks to identify and provide increasing intensity of instruction for students needing additional support. This and other documentation of below-grade-level achievement may lead to a referral for evaluation by SBCSC Special Education services. Additionally, any documented medical condition that is suspected of interfering with a student's ability to learn in the general education environment that is not eligible to be supported through Special Education services may be reviewed for consideration under a Catholic Accommodation Plan (CAP).

St. Jude offers a range of resources funded by SBCSC Special Education for students with a qualifying disability by way of an individualized service plan (ISP). Additional support for struggling students is available from the school's resource team. St. Jude recognizes that it may not be able to fully meet every student's educational needs. Decisions regarding student placement and possible services within or outside the school will be made in consultation with the parents, general education teacher, special education consultants, and the principal.

### **Homework**

Homework assignments may be given as deemed necessary by individual teachers. Students often begin their assignments under teacher supervision. One of the most important objectives of education is to teach a child how to study. If a student is absent, make up assignments may be obtained from the teacher.

A reasonable time for completing homework depends on the grade. It may range from 15-40 minutes for grades K-4 and anywhere from 30-60 minutes for grades 5-8. Additional time may be required studying for tests, working on long-term projects, or in personal reading toward achieving the student's reading challenge goal.

In middle school homework will not be new material, it will be a review of what is covered in class and is intentional/purposeful. Homework should be up to 20 minutes per class (an hour total) per night. Homework can consist of projects, reading, studying for tests/quizzes, or practice problems. Not assigning homework when there is nothing appropriate to assign is okay. No homework time should be given in class. Students are not allowed to turn homework in early. This is so that they can always produce the work to show parents. Homework will be posted to the class calendar.

Parents who are concerned that their children are spending excessive homework time on a nightly basis are encouraged to bring the problem to the attention of the homeroom teacher for a discussion about why the work seems to exceed the expected time frame.

St. Jude Catholic School will provide agendas/planning notebooks for students in Grades 2-8. Teachers are expected to utilize their webpage to communicate directly with parents about homework expectations. Nonetheless, it remains primarily the student's responsibility to record assignments and test information in his/her planner.

### **Report Cards, Grade Scale, and Parental Access to Records**

St. Jude operates on a trimester reporting cycle. There will be 3 trimesters averaging 60 days each. Report cards showing a student's progress are issued at the end of each trimester. Power School is the database that will contain official student grade histories. Teachers of grades K-2 only use standard based reporting. Rather than letter grade marking that is based on a percentage of correct work, the standard based system indicates whether a student has met certain objective criteria, as determined by the school's curriculum and State of Indiana standards. Teachers assess and document whether a child is exceeding the standard, meeting the standard, or developing in the standard.

St. Jude Grades 3-8 will use the following grade scale for all subjects, which is consistent with that used at Marian High School. GPA points awarded for each letter grade will remain the same.

A+ 97-100 (4.0)	B+ 87-89 (3.4)	C+ 77-79 (2.4)	D+ 67-69 (1.4)	F 0-59 (0.0)
A 93-97 (4.0)	B 83-86 (3.0)	C 73-76 (2.0)	D 63-66 (1.0)	
A- 90-92 (3.7)	B- 80-82 (2.7)	C- 70-72 (1.7)	D- 60-62 (0.7)	

### **Honor Roll and Awards**

Grade point averages will be tracked in grades 5-8 solely for the purpose of determining status for High Honor and Honors and 8<sup>th</sup> Grade Scholar Athletes. The following subjects will count for one full GPA weighted point: religion, literature, english/language arts, mathematics, science and social studies. Computer, music, art, and P.E. will NOT contribute to the GPA calculation. Assessments in specialty subjects WILL count toward honor roll status. Achievement for all 3 trimesters will average to obtain the year-end GPA.

**High Honors** will be recognized at the end of each trimester in grades 5-8 for students who achieve a GPA of 3.85 or higher, no grade less than a B.

**Honors** will be recognized at the end of each trimester in grade 5-8 for students who achieve a GPA of 3.0-3.84, no grade less than a C.

Graduating 8<sup>th</sup> grade students may be recognized as part of the honorary **St Jude Athletic Team** for participating on at least 2 different St. Jude-sponsored athletic teams during their 8th grade year and earned a cumulative GPA of 3.70 – 4.0, inclusive of the 3<sup>rd</sup> trimester, at a date determined by the teacher and administration. **St. Jude Scholar Athletes** will be members of the academic team who have earned a cumulative GPA of 3.84 – 4.00.

### **Progress Reports**

Progress reports will be distributed at the halfway point of each trimester. Parents of Grades 4-8 may view their child's current progress online through the PowerSchool website or mobile app. Instructions for accessing the child's account are provided early in the school year and upon request.

**Parent - Teacher Conferences**

Parent-Teacher Conferences are scheduled formally in October, at the middle of the first trimester. It is most important that parents attend these conferences. During this time, each parent meets each student's teacher to discuss the academic progress of the child. Parents are encouraged and most welcome to contact a teacher whenever they feel such a conference is necessary. These conferences must be made by appointment to be sure the teacher can spend the time required. Teachers can be contacted to set up an appointment in their classrooms before or after school, by email, by phone (leaving a message to return a call), or sending a note with the child.

**Power School Access**

Power School remote access (electronic access, web access, etc.) information will only be provided in person from the school office to the parent or legal guardian. The terms of usage are as follows:

1. Once parents have received written information concerning the login process to their child(ren)'s account, their use of an email address, login name, and password to access that account will be the sole responsibility of the parent.
2. Teachers will do their best to enter assignments and tests on a regular basis. A reasonable time frame may be about one week after the assignment is submitted. A longer period of time may be expected for more detailed or lengthy projects and assignments. Late work will not necessarily be entered into Power School the day it is returned. The online grade book is not an official grade, nor does it display overall category weighting.
3. By accepting access to the online account, the parent agrees to waive any midterm progress reports received on paper from the school, except for students with grades lower than a C-. Report cards will still be issued on paper.
4. The internet always carries some security risks. The Diocese provides the best physical and electronic security it can to protect student data. While parental access in and of itself does not change data security, the loss or sharing of your account or password information is the most likely way that a 3rd party would be able to view your child's data. Please protect this information and inform the school immediately to have your password reset.
5. We do not recommend that parents allow children into PowerSchool accounts without supervision. Anyone who uses the account will have the ability to email directly with the teacher using the parent's email account as a sender. Please be advised of that configuration. If possible, student access accounts will be created instead.



## **POLICIES PARTICULAR TO GRADES 5-8**

### **Testing policy**

- This policy only covers “summative” tests, or those which would be given at the end of a chapter or unit. Quizzes, projects, and alternative assessments may follow the teacher’s own policies.
- Summative tests will be preceded by at least three school days’ notice, depending on the length or amount of material covered by the assessment. Notice shall be provided in the classroom and on Google classroom. It is the student’s responsibility to know and communicate test dates with their parents.
- Tests should be preceded with some form of preparatory activity or study guide (a spelling or vocabulary list, an active study guide that students complete, a passive study guide with a list of topics, a chapter review, etc.)
- There is no provision for “retake” tests or test “corrections” that will result in an improvement of an assessment grade. It is important to emphasize to students that only through efforts in a combination of classroom activities, homework, and consistent test preparation can they achieve a desirable grade outcome.
- Providing “extra credit” work for the purposes of improving a grade is not an acceptable educational practice. Teachers may choose to offer problems or questions of an “extension” or “challenge” level at their discretion.

### **Late assignments and makeup work**

**LATE WORK POLICY:** Daily and short-term assignments returned after the due date will receive a 20% deduction for each day late. Late/missing assignments will receive a zero after 5 days. Long-term assignments and projects carrying the equivalent of a test score may receive partial credit based on factors in addition to lateness.

**EXCUSED ABSENCE or SUSPENSION:** Homework or classwork issued the day of or the day prior to the period of an excused absence may be granted a one-day extension for each day missed, after which the assignment will be subject to a late-work deduction. Tests or quizzes announced the day of or the day prior to the student’s excused absence and administered the day of or day immediately following the student’s absence may receive one day of additional preparation if requested to the teacher in writing (including email) prior to 8:00 the morning on which the student returns. Otherwise previously posted projects or tests shall be due the day the student returns to class. Exceptions to this policy may be arranged by the teacher for absences longer than 3 consecutive days with approval from the principal. Documentation of absence must comply with school policy and be confirmed by the office.

**UNEXCUSED ABSENCE:** Students will not receive work ahead of an unexcused absence, such as a family vacation. Homework or classwork assigned prior to or during an unexcused absence will be due the date of the student’s return to class subject to a late-work deduction each day thereafter.

### **Academic Integrity**

For the purposes of teaching students that the originality and integrity of their efforts is both a moral and ethical imperative, the following actions, both in the receiving or giving of such information, will be considered forms of academic dishonesty subject to the disciplinary code: copying of class or home assignments (vs. explicit, permissible collaboration); plagiarism (word for word use/paraphrasing of another author or source without acknowledgment or citation); impersonation (performing a test, assignment, or activity on behalf of another individual in place of that person’s efforts); cheating-any form of unauthorized access to questions or answers for a test or assignment that is not permitted (or reasonably assumed to be permitted) by the teacher; and misrepresenting one’s contribution (or lack thereof) to a collaborative project to which he or she is assigned. This is not an exhaustive description of situations that may compromise the integrity of a student’s work. Suspected situations will be brought to the attention of the principal and final ruling will be made in consultation with the teacher of that subject. Academic integrity naturally extends to remote/electronic learning, in which products or communication generated from an off-campus location are presumed to represent a child’s unique effort. While practice and review activities permit the assistance of an adult, assessments must represent the student’s exclusive effort, free of any interference or assistance.

## Athletic Fees for ICCL Sports

Our yearly costs are over \$6,000 when you factor in equipment and uniform cost, facilities rentals, etc.

Some sports are more expensive than others, with baseball being the most expensive sport.

Starting for the 2023-2024 school year, we charge by sport played and not a flat fee per student/family.

Please see the fee schedule below:

The fees are capped at \$150 per year per student. The goal is to also not penalize the students that play multiple sports throughout the year.

Student/ families will be charged at the start of each season.

Sport	Fee
Softball	\$50.00
Soccer	\$40.00
Football	\$40.00
Volleyball	\$50.00
Basketball	\$60.00
Track	\$40.00
Baseball	\$65.00

If any student is in need of assistance with paying fees

they should contact Mrs. Lewis to receive the assistance they need. Fees will **not** disqualify any student from playing sports for St. Jude.

# Policy for Eligibility to Participate in Extracurricular Activities

It is the purpose of these guidelines to establish a minimum standard for student academic achievement in order to participate in extracurricular activities sponsored by organizations affiliated with St. Jude Catholic School or Parish, that operate within the physical premises of St. Jude Catholic School, or off-campus activities contingent on students' membership at St. Jude Catholic School. They include (but are not limited to) student participation in voluntary events such as school athletics, quiz bowl, or Young Vincentians. They do not include curricular activities that originate during the school day or require universal participation beyond the school day (such as required fine arts concerts or musicals). They do not include activities that students participate in by way of organizations that have external or partial affiliation with the school (such as Cub Scouts/4H). School administration shall have the final judgment on whether an activity or organization falls under this policy.

## St. Jude Academic Eligibility Policy for Extra Curricular Activities Grade 5-8

**Policy:** A student will be immediately placed on the Academically Ineligible list under the following circumstances:

- A student's grade report shows a grade below a C-. Grade checks will take place every other week by the Athletic Director.
- A student has 3 or more missing assignments, in any class.
- If a child is suspended for a behavior, they are ineligible to play.
- Administration reserves the right to deem a student ineligible for behavior.

The student and his/her guardian(s) will be informed of the student's inclusion on the list.

**Returning to Activities:** Once a student has been placed on the Academically Ineligible list, there will be a participation-based plan put in place for the student to rejoin their team or activity. The requirements of the plan are as follows:

- All missing assignments must be made up.
- Active participation in all classes throughout the week. If a student needs to be redirected more than 3 times during a week, they will remain ineligible until the end of the following week when their participation can be gauged again.
- A week can also be defined as 3 consecutive class periods with an individual teacher if a scheduled event causes a disruption of the schedule.

Adjustments to this policy may be made by administration when appropriate due to individual circumstances.

**Principal Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Athletic Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Dress Code (K-8)

The mission of St Jude School is to live for Christ, learn for life. We believe that being in uniform helps to unify us as a community and creates a learning environment free of as many distractions as possible so students can remain focused on learning. The wearing of uniforms allows everyone to be seen for who they are, not by what they have or do not have. The administration and staff reserve the right, in their sole discretion, to evaluate each uniform/grooming/accessory situation and choose the appropriate action for students not complying with the stated policy. Some items indicate that they must be purchased from an “approved uniform provider.”.

<p><b><u>Shirts</u></b> Green polo shirts with St. Jude Logo from approved vendor White short-sleeve or long-sleeve polo shirts. Must be tucked in at all times If an undershirt is worn, it must be plain white and short sleeved.</p> <p><b><u>Pants &amp; Shorts</u></b> Navy blue or khaki, cotton or cotton-blend. Pants and shorts must be <b><u>classic cut style</u></b> and worn at the natural waist. No form-fitting or cargo style pants or shorts. No pants with grommets. No joggers (elastic at ankles) or jeggings. Pants must be full length; shorts must be no more than two inches above the knee. Pants and shorts of students in grades 5-8 must have belt loops. Shorts may be worn until October 31 and beginning on April 1</p>	<p><b><u>Sweaters &amp; Sweatshirts</u></b> Navy blue and white cardigan, crew neck, or v-neck waist-length cotton or cotton-blend sweaters. Green crew neck or quarter zip cotton sweatshirt with the SJ logo purchased from an approved uniform provider. Must wear an appropriate collared shirt underneath.</p> <p><b><u>Girls Skirts, Jumpers, Skorts</u></b> Girls may wear navy, khaki, or plaid skirts or skorts, or jumpers . Plaid skirts, skorts, and jumpers must be purchased from Schoolbelles. No jumpers, skirts, or skorts should be rolled or shorter than two inches above the knee.</p> <p><b><u>Leggings</u></b> Leggings may only be worn under jumpers, skirts or skorts. Leggings must be solid navy blue, black or white. No cutouts or embellishments. Leggings should be ankle length.</p>
<p><b><u>Shoes</u></b> Any athletic or dress shoe that has a firm sole and is closed around the toe and heel. Moccasins, slippers, sandals, boots, heels exceeding one inch, flip flops, and croc-type shoes are not to be worn.</p> <p><b><u>Socks</u></b> Colors must be a solid plain color and must be matching. Girls may wear solid black, white, or navy tights Socks or tights must be worn with all shoe wear and must be clearly visible (i.e. no-show socks may not be worn).</p>	<p><b><u>Hair</u></b> Must be clean, combed, out of the eyes and off the shirt collar. No pony tails for boys. No facial hair Must be professional and modest. Must be a natural color unless supporting an approved SJ event. No extreme or irregular bare shavings or mohawks Headbands must not be wider than two inches. No decorations should protrude from the headband and no emblems should be visible. No bandanas may be worn.</p> <p><b><u>Jewelry</u></b> No more than two ear piercings per ear. Stud earrings</p>

	<p>only for safety purposes. Jewelry must be appropriate for school and may not be distracting to the learning environment.</p> <p><b><u>Makeup and Tattoos</u></b></p> <p>Subtle make up may be worn by girls in 7<sup>th</sup> &amp; 8<sup>th</sup> grades applied only at home.</p> <p>NO visible tattoos (permanent or temporary); visible ink or writing on one's skin (students may be asked to wash).</p> <p><b><u>Nails</u></b></p> <p>Nails must be appropriate length as to not infer with school or typing.</p> <p><b><u>Personal Electronic Devices</u></b></p> <p>All electronic devices (e.g. cell phones, smart watches, fitbits) must be turned off and remain in backpacks during the school day or brought to the office for safe keeping . If a device is used without permission, it will be placed in the office and must be picked up by a parent</p>
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### Dress Down Guidelines

- No jeggings, leggings, form fitting sweatpants or yoga pants unless the bottom is covered by a shirt.
- T-shirts must be appropriate for school.
- Shorts must be Bermuda length.
- Dresses and skirts must be no shorter than two inches above the knee.
- No shirts with spaghetti straps, tank tops, midriff tops, cold shoulder shirts, strapless or off the shoulder tops.
- No pants with holes.
- No pajama pants.
- Shoes must follow the regular school day dress code.

The administration and staff reserve the right to evaluate each uniform/grooming/accessory situation and choose the appropriate action for students not complying with the stated policy.



# Discipline Code

## I. Goal and Definitions

**GOAL:** Discipline comes from the Latin word *disciplina* meaning “instruction.” Discipline is related to the word “disciple” used to describe the followers of Jesus. St. Jude takes discipline seriously, but it is important for all to understand that discipline is provided as an educational service to the child in order to teach a properly formed understanding of spiritual, moral, social, emotional, and physical norms and appropriate safe boundaries. This policy defines conduct that undermines a moral, civil, and safe learning environment, thus subject to responsive action by the administration, faculty, and staff of St. Jude Catholic School. It seeks to identify and prevent patterns of bullying before they become serious or entrenched. Conduct will be addressed within the scope of this policy, in response to specific documented incidents, and weighing factors such as prior offenses, remorse, and parental cooperation.

**“Airport Rule”**—Airport security is strict. One mention of a bomb or weapon and the offending person will be arrested and questioned. In a similar way, we ask students not to make safety a joking matter. Any reference, threat, or act—including spoken comments, gestures, written text or images, or digital media—that depicts weapons, crude or sexual content, drugs, killing, suicide, or other serious subject matter in a setting not related to guided curricular discussion, will result in immediate referral to the office for detention and investigation. Any student or staff who possesses knowledge of such language or action shall report it immediately to a teacher or administrator.

**Classroom Rules:** Individual classroom teachers may establish their own system of rules and procedures; so long as they are founded in good educational practice, preserve the dignity of all students, and do not contradict any Diocesan or school-wide rules and policies.

**Conduct** refers to any action or failure to act that creates positive or negative physical, social, or emotional consequences for other persons, especially as such actions pertain to Catholic living, safety, inclusion, and the ability for teachers to establish an effective learning environment. This policy is primarily concerned with actions that result in negative consequences.

**Equivalence** will hold that when an altercation occurs, all participants may be held to an equal degree of fault, regardless of who “started” the encounter or whether one claims to act in self-defense. The decision to use violence rather than walk away, call for help, or talk through the situation does not excuse accountability for aggressive reactions. Reasonable attempts will be made to discern the particulars and assign fault accordingly, documenting any cause for differential treatment.

**Harassment** is any action, threat, communication, or series of such events that cause another individual to experience significant real or potential psychological or emotional stress. Harassment encompasses any form of bullying or hazing; it may be sexual or violent in nature, but not necessarily either one of those. This general definition of harassment is not meant to supplant or contradict the more extensive definition stated in the Diocese of Ft. Wayne-South Bend Student Policy P4580. Harassment also carries legal implications for the student.

**In-school suspension**—If a student’s actions have been deemed significantly disruptive or contrary to the policies, rules, or learning environment of the school, but not so unsafe as to warrant an out of school suspension, a student may be expected to attend school, but perform their academic requirements in an isolated setting. If a student needs guided supervision during a period of in-school suspension, as required by the administration, the school may hire a substitute teacher for that purpose and the parent will be responsible for paying for the cost of that supervision.

## II. Scope

A. This policy applies to all school-sponsored events—those occurring on or off school premises, funded by, supported by, or dependent on a student’s enrollment at St. Jude Catholic School. Examples include athletic events, off site performances, and field trips. Students on field trips may be held subject to additional rules as communicated through advanced instructions as well as ongoing oral directives from teachers, chaperones, and host site personnel.

B. For the purposes of ensuring the safety of students and adults present in the building, St. Jude reserves the right to search any item brought onto the premises, including backpacks and any item stored within school-owned lockers, cubbies and desks, at any time. The school also reserves the right to view or read the contents of any notebook, folder, or electronic device, whether used at school for academic purposes or brought from home (such as a personal diary), due to concerns about having to act on credible information concerning student or staff safety or health.

C. The school may impose consequences for situations originating beyond the school context, but which become manifest in the school environment to the extent that they undermine a safe and orderly environment. The school may also act when disruptive activities occurring off school premises affect its reputation or operation. This includes the use or misuse of technology—including both personally-owned and school-owned hardware, devices, or networks as well as the inappropriate use of the internet in general.

### **III. Causes for action and general consequences**

The following applies to more serious offenses.

The administration and staff reserve the right to evaluate each situation and choose the appropriate disciplinary action according to the severity of the behavior.

#### **I. Offenses Which Warrant Immediate Expulsion**

- Possession and/or use of tobacco, alcohol, or drugs at school or a school related function
- Arson
- Possession and/or use of weapons or explosives at school or a school related function
- Accessing inappropriate websites

#### **II. Offenses Which Warrant Immediate Suspension**

*A 1/2 day to a 3 day suspension will be determined by the administration to be served at school or home.*

- Causing false fire alarms
- Harassment of a student or adult
- Stealing
- Vandalism (students will be responsible for restitution)
- Plagiarism
- Fighting or causing injury to another by failing to adhere to the school or classroom discipline policy.
- Cheating

#### **III. Bullying, as Defined in Indiana Code 20-33-8-0.2, Will Not be Tolerated**

This includes 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 committed by a student or group of



students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. *Offenses will result in disciplinary action up to and including suspension or expulsion.*

\*Any student who believes he has been or is currently the victim of bullying should immediately report the situation to a teacher, school counselor, or the building administration. The teacher or counselor are then responsible for notifying the building administration.

HARASSMENT PROHIBITION (P4580) Harassment shall not be tolerated in the Catholic schools.

It is the policy of the school to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a sexual nature as defined in Section I below or on any other impermissible grounds described in Section II below. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I and on any other impermissible grounds as described in Section II.

The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities.

This policy and procedure covers situations in which a student claims to be the victim of harassment.

#### I. Sexual Harassment

- Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, or made by any student to another student.
- Conduct of a sexual nature may include verbal or physical sexual advances, looks, leers, gestures, comments, jokes, or other inappropriate conduct based on the victim’s sex.
- The Diocese forbids sexual harassment and retains the right to address sexual harassment or inappropriate conduct of a sexual nature in the schools through whatever means it determines are reasonable and appropriate.

#### II. Other Forms of Harassment

- Harassment may be based on any protected characteristic, including race, color, religion, national origin, age, disability, or other protected area. Harassment may consist of unwelcome, derogatory, and/or inappropriate verbal, or physical comments or conduct relating to the victim’s race, color, religion, national origin, age, disability, or other protected trait, made by any employee to a student, or made by any student to another student.
- Comments or conduct of an offensive or harassing nature may include verbal or written comments, jokes, or physical gestures regarding physical, personality, or other characteristics related to a person’s race, color, religion, national origin, age, disability, or other protected trait.
- The Diocese prohibits harassment and retains the right to address harassing conduct through whatever means it determines are reasonable and appropriate.

## IV. Bullying Response

Like all schools, St. Jude is morally and legally bound to make a sincere and effective effort to minimize and respond to documented cases of bullying. St. Jude uses the “Peace Works” program in grades K-8. The school counselor teaches Peace Works.

Bullying refers to repeated physical or psychological attacks committed by one or more people against a target.

Bullying often has one or more of these characteristics:

- a. it is aggressive or intentional;
- b. it occurs, repeats, or intensifies over time, often under similar circumstances;
- c. there is a physical or social power difference between the bully and the victim;
- d. it can be individual or collective; public or private, face-to-face, or electronic (technology)

## **V. Third party reporting**

St. Jude will acknowledge the following forms of third party reporting, particularly in cases for which the reporter was a witness to the event itself or has been informed by a student who was a witness to the event, and took that adult into his/her confidence. Such reports may be presented to the school in personal conversation with the principal, signed letter, email, or phone message. Reports will be handled with confidentiality and neutrality.

# St. Jude Catholic School

## Acceptable Use of Technology Agreement

### Purpose

To encourage Faculty, Staff, students, and volunteers to properly utilize technology in an effort to more effectively fulfill the Catholic Schools Office Mission Statement. Technology functions to expand our educational opportunities and provides a framework in which our educational activities can be monitored for compliance with our mission. Technology is an important and necessary tool for working and learning in the 21<sup>st</sup> century, and we hope to support its use in the most constructive, safe manner possible.

### Statements

In order to support and supplement Diocesan Policy relating to technology implementation and use:

- All digital and analog communications received from, transmitted by, or stored in St. Jude Catholic School systems are the property of St. Jude Catholic School, which is part of the Diocese of Ft. Wayne-South Bend.
- All equipment and software must be used for educational purposes in the support of the Catholic Schools Office Mission Statement. (Use of equipment and systems for personal or non-job/non-school related reasons must be pre-approved by school administration.)
- All communication and information resources including all forms of storage media may be subject to review by the Principal, Assistant Principal, Technology Coordinator/Director, or Diocesan Administrator. (Files created, accessed, or stored on school owned computers or school managed web-based services are owned by the school, and should never be considered private.)
- Access to the Internet and local area network is at the discretion of school administration. Access is a privilege, not a right. Access entails responsibility.
- Any deliberate tampering or misuse of St. Jude's network services or equipment will be considered vandalism and will be handled as such.
- To the extent that any revisions of Diocesan policy conflict with this policy, Diocesan policy prevails.

### Possession and use of personal-owned portable electronic devices

This policy covers student possession and use of any portable electronic device including (but not limited to) cell phones, tablets, smart watches, fitbits, internet-enabled devices, digital/analog audio players, digital cameras or recorders, video consoles, gaming devices, etc. Such items may be used only in contexts explicitly and clearly related to curricular learning, as directed by a teacher. In all other circumstances, such devices shall be safely stored in a student's backpack and turned off from the time he/she arrives on campus until after departing the premises. Failure to fulfill both conditions may result in a violation and confiscation. Restrictions on cell phone usage may be lifted only under the consent and supervision of an adult acting in authority, such as during athletic activities or crisis situations, when such access is advisable. Students may use devices for contacting persons on their pickup list only with the specific permission and supervision of a supervising adult (teacher or staff).

The school may examine the contents of a personal device if some cause exists to suspect the presence of material that would constitute a violation of this policy (including unauthorized use while on school grounds) or if necessary to identify the owner of an unclaimed device. The unauthorized possession or misuse of portable student electronic devices is subject to the conditions and consequences of this policy and the Discipline Code.

### Reservations

St. Jude Catholic School reserves the right to modify, suspend, or terminate this policy at any time with or without notice. St. Jude makes no guarantee, neither expressed nor implied, for the Internet access it provides. St. Jude is not responsible for any damage users suffer or for unauthorized financial obligations resulting from Internet access.

### Acceptable use

Students, faculty, staff, and administration, and invited guests of St. Jude Catholic School may be allowed access to hardware, software, or the network according to the needs of their position OR to the degree appropriate to the grade level of the student. The accessing of school owned networks, devices, hardware, or software is a privilege that will be used primarily in the support of educational experiences derived from the school curriculum. All student use of technology must be approved or supervised by a member of the teaching faculty or administration. Any recreational use of school equipment, software, or networks in addition to the use of personally-owned electronic devices will be allowed only with the permission of the administration, if conducted outside of curricular use time, and not in violation of unacceptable use standards.

### Unacceptable Use (Prohibited activities within or beyond the school campus)

1. Creating, accessing, uploading, downloading, transmitting, or distributing pornographic, sexually explicit, obscene, abusive, discriminatory, defamatory, offensive, or otherwise inappropriate material, including that which constitutes harassment or the expression of hate or violence.
2. Use of or access to software or hardware on the school network or through its web-based services (Power School, GSuite, School Messenger, Microsoft Office365, etc.) that may compromise the security or integrity of school records; unauthorized access to local or cloud-based school resources, hardware, software, or websites;
3. Tampering with, disabling, or circumventing firewall security and content filtering.
4. Downloading, installing, or executing software on school computers without the approval of the Technology Coordinator/Principal or that is not able to be legally licensed for use by St. Jude Catholic School.
5. Transmitting, copying, or installing copyrighted materials without license or permission.
6. Conducting illegal activities. Conducting a personal business or enterprise.
7. Using electronic media to assume, imitate, or impersonate the identity of a student, staff, or faculty member; or to conduct any form of plagiarism or academic cheating.
8. Any activity that constitutes bullying.
9. Any posting of statements or content that make use of the school's name, motto, mission, images, logo, or protected material. Any posting of internet content that has the potential to negatively affect the normal learning environment of the school or that negatively reflects on reputation of the Diocese of Ft. Wayne-South Bend; St. Jude Catholic School; St. Jude Parish; and their students, faculty, staff, or stakeholders.
10. Evidence, actions, or depictions on the internet or through the use of personal electronic devices, that would constitute a violation of local, state, or federal law, diocesan policy, or grounds for suspension or expulsion, if it had occurred on St. Jude property, may be subject to investigation and consequence as described in the *Discipline Code*, even if the depicted activity originates off campus.

*EXAMPLES include electronic postings, text, or photo transmissions suggesting that a person has engaged in some form of illegal or immoral activity, threat, harassment, drug or alcohol use, violence, etc. Evidence based on electronic postings or transmissions may result in disciplinary action if brought to the school's attention, documented, and investigated according to local policies.*

### Violations

Violations of this policy may result in a range of disciplinary actions, up to and including loss of access to school-owned devices, software, networks, school managed web-services, and the internet. Violations of conduct through the use of technology are subject to relevant consequences as described in the Discipline Code or Diocesan policies. A violation of this policy by an employee may result in termination of employment with the Diocese. Any violator may also be subject to local, state, or federal prosecution as well as civil litigation. Law enforcement organizations may be notified of any violations holding criminal merit.

By signing the acknowledgement form at the beginning of this handbook or the Faculty Handbook, all parties understand this policy and agree to abide by it. **Students in grades 5-8 will have a technology agreement to sign which will be distributed at Parent Night.**

# Technology and Software Disclosure

**St. Jude Parish/School Website** – The website is primarily an outward-facing method of providing information for members of our community and prospective families. It does not store or contain any student data except what may be posted as occasional articles or highlights about student and teacher activities. Use of student names and photos on the St. Jude website is described in the next section of this Handbook.

**Facebook/Twitter** – St. Jude uses Facebook (<https://www.facebook.com/stjudeschool>) to promote public events and highlight other accomplishments, activities, or articles of interest pertaining to its families, students, and graduates. Members of the public may be allowed to comment or like official posts, but not add their own content to the site.

This page should not be confused with the “St. Jude (South Bend) Parents” Facebook group that is not sponsored by school administration. This page operates under the oversight of school parents who monitor its membership and content.

The parents page is for information and fun, and is not an appropriate forum for discussions of a political nature or about school or Diocesan policies. People that post negative or problematic content to any social media may be found in violation of the “Parents as Partners” agreement enlisted in this Handbook. St. Jude does possess a Twitter account, although it is not currently utilized, but may choose to do so at any time, for the same reasons and methods employed by the Facebook page.

# St. Jude Catholic School Media Authorization and Release

St. Jude Catholic School strives to recognize the academic, extracurricular and service accomplishments of our students. This statement gives permission for the school to use images of your student for internal and external media releases recognizing his/her achievements, involvement in school activities, or promotion of the school.

By signing and returning this handbook, the school accepts your agreement to the terms below. If you object to electronic use of your child's image, please submit the form "Publication of Student Picture/Name on Diocesan Websites" which can be obtained in the school office. To opt out of non-electronic media, please notify the principal in writing.

**Dates of effect:** This authorization will take effect on the date of handbook acknowledgment, and will remain in force for one calendar year, unless amended by the parent with a written notification. Items gathered during that period of time will remain the property of St. Jude Catholic School. These may be archived and used for any and all future publications, within the parameters described below:

**What may be collected:**

- photographic images, traditional or digital
- video or audio records, analog or digital format
- written or created products, such as interviews, quotations, poetry, stories, or art

**When and where collected:**

- in contexts related to educational activities: regular school hours, student performances, field trips, etc.<sup>1</sup>
- school-sponsored extracurricular activities: clubs, organizations, athletics, awards ceremonies, etc.
- parish-related events: First Communion, Confirmation, etc.
- submitted to the school by students, parents, or 3<sup>rd</sup> parties present at the situations described above

How used:

- The Family Educational Rights and Privacy Act (FERPA) allows the full disclosure of 'directory information' for the purposes of publishing a student directory. St. Jude will publish students' names, grade level, parent names, home address, home phone number, and parental email as its directory information. It is the parent's responsibility to OPT OUT within one calendar week of notification that the directory will be published, if they do not wish for any particular piece of this information to be included in the school directory.

Student images or student-generated media may be used for the purposes described here, without additional, explicit permission from the parent:

- With full name attached for "in-house" publications such as school newspaper, yearbook, performance DVDs, 8<sup>th</sup> grade video yearbook, parish bulletin, alumni mailings, etc.
- With full name attached for local external media, including Today's Catholic, The South Bend Tribune, WNDU/WSBT/WSJV Television, etc.<sup>2</sup>
- First name and grade only for marketing and promotional products such as fliers, posters, mailings, ads, etc.
- First name and grade only for material posted to the Diocese Ft. Wayne-South Bend/St. Jude Catholic School/St. Jude Parish websites, or Diocesan/St. Jude managed web-based media sharing sites (Ex.- Facebook/Google).
- First name and grade only for non-affiliated websites describing activities that may involve St. Jude students.

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<sup>1</sup> This agreement does not cover photographs taken by persons in the audience at events, competitions, trips, or performances which are open for general admission. Such events are understood to be publicly accessible.

<sup>2</sup> While the school CAN authorize which public media entities enter school premises, when and where they go, and whom they include in their correspondence; we have no authority over external media that choose to use student or school images when taken off-site from school property.

# St. Jude Aftercare Handbook

## **Mission**

Our mission is to provide a safe and enjoyable experience while nurturing the spiritual, academic, and social growth of our students.

## **Admission**

The program is open to PK-8 students of St. Jude Catholic School, including those with disabilities who may be supported by reasonable accommodations. Each enrolling family must fill out a registration form prior to the first time they attend the program. The program will use the same emergency information on file in the school office.

Every family must provide a list of authorized persons who will be allowed to pick up the student. No exceptions will be made for this list. If there is a custodial concern the parent with legal custody must sign the registration and the list of which adults the child may be released to.

Participation in the aftercare program presupposes cooperation with its rules and policies. Students may be restricted from attending or have their participation revoked if they or their parents do not comply with program rules, including pick-up deadlines (notice of such violations shall be provided in writing). Students receiving certain disciplinary consequences in school (as specified by the principal) may also be restricted from attending aftercare for the duration of the penalty.

## **Hours**

The program will begin at 3 PM and continue to 5:30 PM. The end time of the program is strict. A family who picks up after 5:30 will be charged a late fee (see below) and possibly suspended from use of the program.

All students will proceed to or be escorted to the room designated for the aftercare program at the end of the school day. Students are expected to remain under the supervision of aftercare staff until they are signed out by a parent or guardian, and then must remain in the immediate proximity of their parent/guardian until departing the premises.

Students who have activities after school (such as mentoring/tutoring, rehearsals, or practices) must remain under the full and direct supervision of activity coordinators. Upon completion of the activity, such students must depart the building immediately or sign in and report to aftercare for supervision. Any student who is found not to be with a parent or under the supervision of a teacher, activity coordinator, or the aftercare program, will be subject to disciplinary consequences.

## **Rates and Payment**

Aftercare is \$10.00/ day per student. In order to participate in aftercare you need to have a credit card on file. You will have the option when you sign up for aftercare how you would like to pay for aftercare charges. You can have your credit card charged weekly or have aftercare expenses withdrawn from your FACTS account. We will only change your credit or debit card if the week's charges exceed what is in your family's account.

<b>Hours</b>	<b>Rate per Child</b>
<b>3:00-5:30</b>	<b>\$10.00</b>
<b>Late Fee</b>	<b>1st late pick up- No charge 2nd- \$25.00 3rd- \$50.00 and meet with Principal</b>

**Snack**

A snack will be provided daily, and will be prepared in accordance with school Wellness Guidelines.

**Physical activities**

During warmer months students will have the opportunity to play outside under the supervision of the afterschool staff. The program will follow the school's policy for when to stay indoors, mainly due to inclement weather. Students may be required to wear appropriate winter clothing—i.e. hats, gloves, boots, scarves and winter coat. Normal playground/recess rules apply to physical recreation

**Toys and Games**

Toys and Games are provided by the aftercare program and should be treated with respect. No electronics will be permitted, unless specifically arranged and supervised with an educational or recreational purpose, as defined by after school program staff.

**Homework Room**

The homework room is an option for students during the 3:00 – 4:00 hour. Students will be provided a quiet place to work and study. It is not the responsibility of the homework supervisor to provide tutoring or instruction, other than general assistance with directions and work completion. The homework room is part of the aftercare service and subject to the same rules and rates.

**Field trip and Visitor policy**

The aftercare program will not take or sponsor field trips. Nor will it allow visitors who are not students of the school or individuals who are not allowed to pick up a particular student. The program may invite guests, volunteers, or members of the St. Jude Staff who would assist in developing special programming or activities for the program.

**Behavior Policy**

The aftercare accepts all new students on the same probationary period as the school . All school rules apply while in aftercare. Inappropriate and problematic behaviors will be documented. Aftercare staff will work in accordance with the principal in handling serious disciplinary concerns. Students may be removed or suspended from use of the service for any offense deemed contradictory to its mission or compromising the safety of its participants.

**Emergency Procedures**

The aftercare program will follow the St. Jude Catholic School Crisis Response Plan and procedures. The aftercare program has its own emergency evacuation kit for such events. Communication during emergencies will be conducted by the phone numbers provided on the emergency information from student files.

The aftercare staff will provide an emergency phone number for contacting aftercare staff after the school office has closed.



# Problem Solving Procedure

## Overview

Diocesan policy #2310 provides a general overview of the “Parent/Legal Guardian Concerns Procedure.” This procedure is meant to help assist parents or other stakeholders who wish to formally report situations of concern. In this process, the pastor will remain the final decision-making authority.

By following this procedure, the parent understands that their concern will be documented and placed on record with the school. The person assigned to investigate will explore the issue and conduct an internal report that will be signed-off by both the pastor and principal. The inquiring party may receive written notification that an investigation has been opened or conducted. The details of such an investigation may be communicated to the inquiring party only in the degree that it is appropriate to do so.

## Steps

1. The person seeking resolution must document the dates, times, and nature of the events, actions, conversations, or decisions under discussion. The inquiring person must provide evidence that he or she has made an honest and good faith effort to pursue resolution of the problem with the party perceived at fault. This is especially true in matters that include a member of the teaching faculty. (Circumstances that have ramifications relating to the immediate safety of students or adults would be the exception to this rule—harmful words, actions, situations of abuse/harassment, etc.)

NOTE: Situations of abuse or harassment (student, or adult; sexual or otherwise) fall under Diocesan policy and require a separate procedure to file. Please contact the principal about this procedure rather than use this form.

2. Complete the attached form. If the problem concerns a teacher or other school staff member, it should be submitted to the principal and include attached documentation of prior efforts (as per step 1).

If the nature of the grievance is with the actions of the principal or an action taken by the school administration, the form may be submitted directly to the pastor, including attached documentation of prior efforts.

3. The person receiving the complaint (principal or pastor) may determine whether or not there is adequate documentation and/or seek further direct conversation or mediation before proceeding with a formal investigation. If the result is to defer the complaint, a notice will be sent back to the appealing person within 10 days explaining the reasons and further steps that have or should be taken. Principal and pastor will still sign off and acknowledge receipt of the complaint and keep it on file in the event of future occurrences.

4. The party submitting the complaint may request a copy of the original form. The situation will be investigated and written notice of follow-up provided within 30 school days. This report will be kept on file for at least one calendar year. The decisions of the report will be considered final insofar as the scope of this procedure.

# Diocesan Policy References

Parents may request to view the diocesan student policies (4000 series) referenced in this handbook by contacting the principal in writing and setting an appointment for review.

## Problem Solving Inquiry

**Reporting person (name required):** \_\_\_\_\_

**Date of alleged occurrence(s):** \_\_\_\_\_

**Person(s) of concern:** \_\_\_\_\_

**Students(s) involved/affected (if applicable):** \_\_\_\_\_

**Describe the nature of the concern (attach additional information if necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please state a proposed resolution:** \_\_\_\_\_

\_\_\_\_\_

**Date(s) of attempted conversation/correction with the person named above:** \_\_\_\_\_

*(you MUST provide documentation verifying your attempts to correct the issue):*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

-----*Internal use only*

**Received by:** Pastor / Principal **Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Accepted / Deferred (circle one) (attach explanation):** \_\_\_\_\_

**Investigator (name of designee):** \_\_\_\_\_

**Follow-up report to include:** copy of this sheet and all attached documentation; list of persons contacted, date(s) of contact/conversation(s) with all named parties or other persons found to be knowledgeable, results of such conversations; the investigator's conclusion; official actions taken; copy of resulting communication(s) to involved parties.

### After receiving filed report:

\_\_\_\_ Principal sign as reviewed: \_\_\_\_\_

\_\_\_\_ Pastor sign as reviewed: \_\_\_\_\_

\_\_\_\_ Reporting person contacted in writing (attach) / date of delivery: \_\_\_\_\_