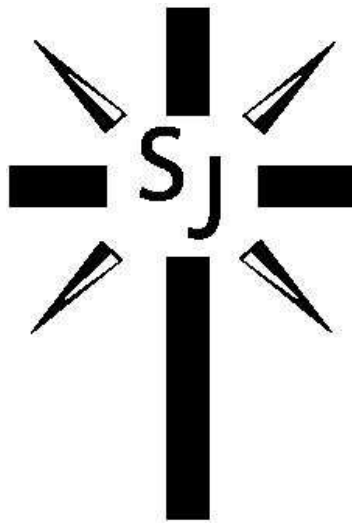


**SAINT JUDE
CATHOLIC SCHOOL**

**PARENT / STUDENT
HANDBOOK**



2009 – 2010

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I. INTRODUCTION

A.	Staff and Committees
B.	Mission Statement for St. Jude School
C.	Philosophy of St. Jude School
D.	Respect, Reverence, and Responsibility

A. STAFF AND COMMITTEES

1. STAFF AND FACULTY

Pastor	Father Thomas Shoemaker
Associate Pastor	Father Robert D'Souza
Pastoral Associate	Ms. Mary Pohlman
Religious Education	Mrs. Sue Sherburne
Liturgical Music	Mr. Kevin Demetroff
Principal	Sister Kathleen Marie Knueven, SND
Assistant Principal	Mrs. Betty Buckel
Secretaries	Mrs. Stacy Engelhaupt, Mrs. Martha Kebede
Pre-School	Mrs. Julie Wiegman, Mrs. Anne Greer
Kindergarten	Mrs. Carrie Nussbaum, Mrs. Cathy Zeigler
Grade 1	Mrs. Roberta Tierney, Mrs. Joanne Kolkman, Mrs. Mary Minser
Grade 2	Mr. Michael Barnes, Mrs. Mary Berghoff
Grade 3	Mrs. Judy Colliver, Mrs. Barbara Didier
Grade 4	Mrs. Kate Houser, Mrs. Kim Berghoff, Mrs. Mary Ellen Maffey
Grade 5	Mrs. Patricia Frost, Mrs. Kathy Dykhuizen, Mrs. Amy Bowman
Grade 6	Mrs. Marlene Stange, Mrs. Theresa Didion
Grade 7	Mrs. Patty Bond, Mrs. Michelle Spsychalski
Grade 8	Mrs. Nancy Hickman, Mrs. Elizabeth Nern, Mrs. Angie Weimer
Grades 7/8 Religion	Mr. Robert Spsychalski, Mrs. Susan Smith, Mrs. Sara Moeller
Physical Education	Mrs. Diane Merz
Art	Mr. Kevin Jefferson
Music	Mr. Bob Panza
Music/Band	Mrs. Teresa Stachofsky
Library	Mr. John Morse
Counselor	Mrs. Anne Eckert
Computer	Mrs. Nancy Howe
Title I	Ms. Sara Quinn
Speech	Mrs. Kathy Dykhuizen
Tutors	Ms. Lynn Wehrenberg
Learning Resource	Sister Mary Damian Meng, Mrs. Kristi Sanfry, Mrs. Anne Greer
Teacher's Assistant	Mrs. Sheila Kohnen
Maintenance	Mrs. Jane Svarczkopf, Mrs. Judy LeBeau
Safety Coordinator	Mr. Mike Payton, Mr. Romislav Ljubic, Mr. Keith Smith, Mr. Jeff Priest
School Lunch Program Director	Mrs. Tammi Leeuw
Lunchroom Supervisor	Mrs. Sara Weissert
	Mrs. Teri Stoots

Faculty members are evaluated regularly by school administration in accordance with Diocesan guidelines.

2. ST. JUDE SCHOOL BOARD

President	Dave Sedestrom	484-1494	Parish	Shannon Getty	422-2086
Vice President	Meaghan Wolfe	424-8406		Chris Miller	422-1469
Secretary	Michelle Kucharski	484-3148		Dave Brelage	625-5968
HASA Rep	Allison Stineburg	486-2890		Barbara Campbell	490-5304
Athletic Committee	Brian Wiegman	485-1975		Deb Burns	485-1134
Development Director	Heather Cisz	484-6609			
Pastor	Fr. Thomas Shoemaker				
Principal	Sr. Kathleen Marie Knueven				
Faculty Representatives	Mary Berghoff, Mary Minser				

School Board meetings are the third Wednesday of the month in the Parish Center. Board members may be called at any time with suggestions or concerns.

3. HASA (Home and School Association)

President	Allison Stineburg	486-2890
Vice President	Megan Urbahns	492-4117
Secretary	Angie Sherman	Unlisted
Treasurer	Tootie Reed	492-7040

HASA meetings are held the first Monday of each month. Please call any HASA officer if you would like to volunteer.

4. ATHLETIC COMMITTEE

President	Brian Wiegman	485-1975
Vice-President	Pat Henline	422-3149
Secretary	Kathy Pedro	426-4425
Treasurer	Matt Momper	486-8580
CYO Representative	Pat Henline	422-3149

Athletic Committee meetings are held the second Wednesday of each month. Please call any Athletic Committee member to volunteer.

5. SCRIP COORDINATORS

Jodi Deiser	420-8999
Cindy Archer	749-6062

B. MISSION STATEMENT FOR ST. JUDE SCHOOL

St. Jude Catholic School community, a vital part of the St. Jude Catholic parish, is dedicated to educating each child spiritually, intellectually, emotionally, culturally, and physically.

C. PHILOSOPHY OF ST. JUDE SCHOOL

Christ is the reason that St. Jude School exists:

- To know Him more clearly through daily religion lessons, meaningful liturgies, and the study of sacred scripture.
- To love Him more dearly in loving classmates, teachers, and neighbors.
- To follow Him more nearly in living out the truths and values taught in a Catholic School.

As a citizen of two worlds, the child is taught to develop a healthy self-concept, self-development through self-discipline, and self-respect through religious beliefs and values.

D. RESPECT, REVERENCE, AND RESPONSIBILITY

St. Jude School places special emphasis on the values of Respect, Reverence, and Responsibility. These values are derived from the St. Jude School Philosophy and Mission Statement, a central focus of the educational purpose of our school. Students, staff, and parents should be examples of this special emphasis.

II. ADMISSIONS/TUITION POLICY

- A. Admission Policy
- B. Admission Policy for Transfer Students
- C. Maximum Enrollment Policy
- D. Tuition and Fee Policy/Tuition Assistance Program
- E. Registration Fee Policy
- F. Non-Parishioner and Non-Contributing Parishioner Tuition Policy

A. ADMISSION POLICY

St. Jude School shall follow state law, consistent with church and Diocesan policy to promote an open enrollment policy accepting students without regard to race, sex, or national origin. (See Diocesan Policy 4010.)

BY REGISTERING AT ST. JUDE SCHOOL, PARENTS AND STUDENTS EXPRESS THEIR WILLINGNESS TO COOPERATE AND COMPLY WITH THE ST. JUDE SCHOOL POLICIES. THIS COOPERATION INCLUDES CONSENT TO ACCEPT THE DECISIONS OF THE ST. JUDE SCHOOL DISCIPLINARY REVIEW BOARD.

When unable to accommodate all children who are applying for admission to St. Jude School, the following admission policy is applied to determine eligibility for admission to the school. This policy will be administered by the Principal at the Principal's discretion and at appropriate times.

(Amended, March 1997)

When a child is accepted or declined enrollment, notification of that decision will be given to the concerned parties.

No student presently attending St. Jude School (K-7) will be denied admission for the following school year if the student is registered by the pre-registration date as established by the school Principal.

However, no child will be considered for registration or admission if the child's tuition is delinquent. If a student has been expelled from St. Jude School then the student will not be permitted to re-enroll in St. Jude School in the future.

(Added, 1995)

This policy is to be administered without regard to race, gender, ethnic origin, or any physical limitations of the applicant.

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents. If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information on Missing Children (Diocesan Policy 4030) and will cooperate with local authorities if the child has been reported missing. The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request the records from the last school the student attended within fourteen (14) days of enrollment.

Kindergarten: Any child who attains the age of 5 before September 1 of a school year will be eligible to enter the kindergarten program. Students enrolling in St. Jude School after successfully attending kindergarten in another accredited school that has different age requirements may be allowed to continue in school without interruption because of chronological age. St. Jude School may administer a readiness test to determine proper kindergarten placement.

Children with Exceptional Educational Needs: Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment will be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by St. Jude School, the custodial parent(s)/guardian(s) will agree to enroll the child in another school system which can accommodate the special needs of exceptional children.

(Diocesan School Board Policy 4010)

Priority among applicants for admission shall be determined by the following schedule:

- Priority 1: The children of St. Jude faculty and St. Jude staff.
- Priority 2: The children of St. Jude parishioners, which children have siblings presently enrolled at St. Jude School.
- Priority 3: The children of St. Jude parishioners, which children have had siblings previously enrolled at St. Jude School.
- Priority 4: All other children of St. Jude parishioners, with priority among this group assigned to children of St. Jude parishioners who have been members of the St. Jude parish for a longer continuous period.
- Priority 5: Children who have recently completed or who are presently enrolled in the RCIC program, or children of adults who have recently completed or are presently enrolled in the RCIA program, who seek full membership in the parish community.
- Priority 6: Catholic children from other parishes of the Fort Wayne/South Bend Diocese, which children have siblings presently enrolled at St. Jude School.
- Priority 7: Catholic children from other parishes of the Fort Wayne/South Bend Diocese, which children have had siblings previously enrolled at St. Jude School.
- Priority 8: All other Catholic children from other parishes of the Fort Wayne/South Bend Diocese.
- Priority 9: Non-Catholic children, which children have siblings presently enrolled at St. Jude School.
- Priority 10: Non-Catholic children, which children have had siblings previously enrolled at St. Jude School.
- Priority 11: All other non-Catholic children.
(Amended March, 1997)

B. ADMISSION POLICY FOR TRANSFER STUDENTS

The following policy applies to all transfer students wishing to attend St. Jude School. A transfer student is defined as anyone not starting at St. Jude School within the first two weeks of first grade. The provisions of this policy are not all inclusive. St. Jude School reserves the right to waive the provisions of this policy, if in the opinion of the administration, waiver is merited.

1. Application for admission to St. Jude School must be made during a personal interview with the school administration. No application for admission will be considered until the parents of the transfer student have executed an "Authorization for Release of School Information" form.
2. Transfer students will not be admitted if his/her financial obligations have not been satisfied at the child's previous school.
3. Mid-year transfers of students are discouraged unless the transfer is necessitated by a change of address.
4. Transfer students will not be admitted to the seventh or eighth grade from non-Catholic schools unless the student is actively enrolled in a CCD program (either at St. Jude or at the child's previous parish), and a letter of recommendation from the child's CCD program director is submitted along with the application for admission to St. Jude School.
5. A student will not be admitted if he/she has been involved in a serious infraction of a previous school's rule during the preceding year. This includes, but is not limited to, violation of drug or alcohol rules, vandalism, smoking violations, attendance problems, harassment, threat of violence and/or violence against another, stealing, suspected gang activity, and grades that reflect a preponderance of underachievement.

6. A student will not be admitted if he/she has been expelled from another school, or voluntarily withdrawn from another school because of the threat of expulsion.
7. A student will not be admitted if he/she is under the supervision of the judicial system.
8. All transfer applicants are required to provide a copy of the official report card prior to admission. Students who have been in home school or English as a Second Language will be required to be tested for academic ability. (Amended, November 1999)
9. As part of the enrollment process a transfer student and his/her parents/guardians may be required to sign a probationary contract. The duration of the contract is to be determined by the administration. This contract will spell out the responsibilities and expectations of the student, parents/guardians and administration for the probationary time. After the probationary time is over **and** all parties have met the responsibilities of the contract, admission for the next school year will be without probation.

C. MAXIMUM ENROLLMENT POLICY

St. Jude School offers a very strong program of instruction. This is accomplished through the combination of, among others, a dedicated faculty, a committed administration, caring parents, a supportive parish community, and relatively low classroom size. The academic, religious, and social education that St. Jude offers produces high caliber young men and women for our future. The pre-school and Kindergarten programs are an integral part of the school's overall program, and serve to provide bright and prepared young children for grades 1-8. This successful program should not be disrupted. The school will endeavor to continue to provide this quality Catholic educational experience to as many applicants as may reasonably be accommodated given the physical limitations of the facility and the fiscal restraints of the parish. It is the policy of the school that the average maximum number of students per classroom is 25.

Enrollment into Kindergarten and grades 1-8 will be governed by the St. Jude School Admissions Policy, as adopted by the School Board. This policy is to be administered by the Principal at appropriate occasions (at least annually, but no later than one month prior to the start of each school year).

D. TUITION AND FEE POLICY/TUITION ASSISTANCE PROGRAM (1995)

1. SCHOOL TUITION and FEE POLICY

Families whose children attend St. Jude School are required to pay school tuition. The School Board, after consultation with the Parish Finance Committee, determines the school tuition for each school year. The school Principal, in consultation with the School Board, determines the book and activity fees.

A parish subsidy is provided to those school families who honor the School-Parent Agreement. For additional provisions regarding non-parishioners, non-practicing/non-contributing parishioners, please see the section below labeled Non-Parishioner and Non-Contributing Parishioner Tuition Policy (Section F).

(Added, April 1997)

Notice of the Tuition and the Book and Activity Fees

In May, each family that has registered a student for the new school year will receive a mailing which contains:

1. The school tuition for the new school year.
2. The book and activity fee (consumable workbooks, classroom magazines, sacramental fees, etc.)
3. A copy of the School Tuition Policy.
4. F.A.C.T.S enrollment form.

Payment of Tuition, Book/Activity Fees

Upon registering students for school each year, parents must commit themselves to a method of payment of school tuition, and book/activity fees. The methods of payment are: annually, by semester, quarterly, or monthly. F.A.C.T.S. has been designated by the parish to collect all tuition and fee payments for PK – 8th grades. Payments may be deducted directly through a bank account or paid by credit card (credit card convenience charge for each payment) on either the 5th or 20th day of the month payment is due.

1. Annual payments are due and must be paid by July 9th or the first Friday of July. (2% of the total tuition/book & activity fees will be deducted from the annual payment.)
2. Semester payments are due and must be paid by August and January.
3. Quarterly payments are due and must be paid by August, October, January, and March.
4. Monthly payments are due and must be paid each month, August through May.

Late Payment Fee

Families whose payments are received after the due date will be assessed a twenty-five (\$25.00) late fee for each overdue payment period unless, prior to the due date of the tuition payment, they have made arrangements with either F.A.C.T.S. or the Business Manager as set forth below.

Payment Delinquency

At any time during the school year, those who are chronically delinquent in their tuition account shall be required to prepay tuition for each of the remaining academic quarters in that school year. This decision will be made by the Business Manager, in consultation with the Pastor. Failure to prepay one week prior to the beginning of any required quarter will result in children of that family not being admitted to St. Jude for the remainder of the year.

(Added, April 1997)

Emergency Payment Plans

Families experiencing emergency financial conditions preventing the timely payment of tuition are urged to contact the St. Jude Business Manager on or before the tuition due date to explain the problem and arrange for an emergency payment plan. You may contact the St. Jude Business Manager at 484-6609 or F.A.C.T.S. at 1-800-233-1096.

Consequences of Blatant Disregard for Tuition Obligation

Families must not disregard payment of tuition. Those who fail to meet this obligation and fail to contact the St. Jude Business Manager in order to explain the problem and arrange for an emergency payment plan will not be admitted as students for the third quarter, the beginning of the second semester. Following correction of these delinquencies, these families will remain subject to review and similar sanctions at the beginning of the fourth quarter. By March 31 of each year, any family that is delinquent in meeting its financial obligations will be informed that unless an emergency payment plan is immediately arranged with the St. Jude Business Manager, the children of that family will not be admitted to St. Jude School for the following school year.

(Adopted in 1995, amended in 1996)

If tuition is delinquent, St. Jude School may withhold grade cards, diplomas, and transfer/release of school records.

(Added, March 1997)

Non-Tuition Related Fees

All school-related financial obligations must be paid in full by June 1 of the same school year in which they were incurred. These include, but are not limited to, library fees and the return of athletic uniforms. St. Jude School may withhold grade cards, diplomas, and transfer/release of school records if school-related obligations are not timely paid.

2. TUITION ASSISTANCE PROGRAM (TAP) POLICY

A family unable to pay tuition for a student must apply for financial aid through the St. Jude Tuition Assistance Program. Eligibility for tuition assistance will be determined by the Tuition Assistance Committee. It is the policy of St. Jude parish to make a St. Jude School education available to the children of all St. Jude parishioners. The parish will strive to provide a St. Jude School education to the children of those parishioners who demonstrate an inability to pay the full amount of tuition.

The term "parishioner" is defined as a person who:

- a) At the time of applying for school admission is a registered member of St. Jude Parish.
- b) Regularly contributes to the St. Jude parish by use of the Sunday offering envelopes.
- c) Regularly attends Sunday Mass at St. Jude Church.

(Amended, March 1997)

St. Jude parishioners may apply for Tuition Assistance for the payment of school tuition and book/activity fees.

(Amended April 1999)

The procedure for applying for Tuition Assistance is as follows:

- 1) In early May, families registered for the following school year will receive a copy of the school tuition and book and activity fees for the new school year. This is available in the parish office.
- 2) The Tuition Assistance application form MUST be completed and sent to FACTS Tuition Grant and Aid.
- 3) The TAP committee reviews the assessment by FACTS Grant and Aid. NO FAMILY NAMES are used - only the information relevant to determining the amount of assistance needed. ONLY THE CHAIRPERSON and the Pastor know the identity of the family.
- 4) The Pastor will inform the family of the amount of assistance to be given.
- 5) TAP assistance is awarded on an annual basis. A family seeking TAP assistance must apply each year.
- 6) Obligations not met regarding payment will affect eligibility for future assistance and the ability to enroll at St. Jude School.

Hope Scholarship and Diocesan Large Family Tuition Assistance monies are available to qualifying families. Information specific to these programs will be provided in May of each year. Families must apply for the Free and Reduced Lunches program.

E. REGISTRATION FEE POLICY

Each family must pay a fee of \$55.00 at the pre-registration date (usually in February) as established by the Principal. The registration fee for Kindergarten must be paid at the time of Kindergarten registration, as established by the Principal. Those families who have otherwise paid the \$55.00 family registration fee are not required to pay an additional fee to register a child for Kindergarten.

Families who register students after the pre-registration date must pay a late registration fee of \$25.00 per student in addition to the \$55.00 family registration fee.

The registration fee is non-refundable, with the exception of St. Jude parishioners who move from St. Jude parish prior to the commencement of the school year. The fee shall not be refunded to families who do not move to a new address, yet change schools.

A non-refundable registration fee for Pre-School shall be payable at the time of Pre-School registration, as established by the Principal.

F. NON-PARISHIONER AND NON-CONTRIBUTING PARISHIONER TUITION POLICY

The St. Jude Parish substantially subsidizes the cost of educating children of contributing parishioners at St. Jude School. Only children of contributing parishioners are eligible for the tuition rate which is subsidized by the parish. St. Jude Church should not be expected to subsidize the education of children from families who are not contributing parishioners at St. Jude Church.

For purposes of this policy, the term "contributing parishioner" is defined as a person:

- a) Who at the time of applying for school admission is a registered member of the St. Jude parish.
- b) Who regularly contributes to the St. Jude parish by use of the Sunday offering envelopes.
- c) Who regularly attends Sunday Mass at St. Jude Church.

Families not meeting this definition of "contributing parishioner" will be charged the rate of tuition for families who are not members of St. Jude parish.

Every effort will be made to invite non-practicing and non-contributing parishioners to regularly attend Mass as a family at St. Jude, and to use their weekly envelopes. Personal invitations to do so will be made by the School Board and the Parish Council. At the "Meet the Teacher Night," the "Parent Information Night," and at Orientation Night, the Pastor, (and members of the Pastoral Staff), will invite all families to an ongoing conversion. A list of parish services designed to help those who are struggling with their faith will be provided at these times. This list is always available upon request to a member of the School Board or the Pastoral Staff.

By March 1, a personal letter from the Pastor will be sent to each non-practicing or non-contributing family. By July 15, another assessment will be made of those to whom letters were earlier sent. If there has been no significant improvement, a family will be advised in writing that they will be charged the non-parishioner rate, and that they must prepay tuition each academic quarter. Prepayment must be made one week prior to the beginning of each quarter; failure to do so will result in the child(ren) not being admitted to St. Jude.

After the school year has begun, any family may meet with the Pastor and/or Business Manager to request a change to Parishioner status. The burden shall be on the petitioning family to show that they have complied, for a substantial period of time, with all requirements of the Parent School Agreement.

(Paragraphs 2, 3, and 4 added in March 1997)

The rate of tuition and the book and activity fees for children from families who are not contributing members of St. Jude parish shall approximate the actual per-student cost of the St. Jude education. The estimated per-student cost is established by dividing the budgeted school expenses for the ensuing year (minus pre-school program costs) by the anticipated number of registered students for that year (the number of students registered for the Kindergarten program is divided by two for inclusion in this calculation.). The resulting approximate per-student cost, minus the average fee assessed for books and activities shall be the rate of tuition charged for each student from families who are not contributing members of the parish. This shall apply to Catholics and non-Catholics alike. Children who attend St. Jude School and who are members of Catholic parishes without Catholic Schools may arrange for all or part of the tuition and the book and activity fees to be paid by their home parish. The parents of these children must make the appropriate arrangements concerning the payment of tuition and fees by contacting their home-parish pastor and the St. Jude Business Manager.

Effective school year 2001 - 2002, those families new to Saint Jude Parish will be required to show proof of active parishioner status from their previous Catholic parish to be eligible for Saint Jude contributing parishioner tuition rates. Families unable to provide this information will be required to pay non-contributing parishioner rates for the first semester, until Saint Jude contributing parishioner status is established. Questions concerning this policy and related financial policies should be directed to the Business Manager (484-6609).

III. INSTRUCTIONAL PROGRAM

- A. School Hours
- B. Sacramental Preparation
- C. Liturgical Participation
- D. Homework
- E. Plagiarism
- F. Testing
- G. Academic Evaluation
- H. Policy on Promotion, Placement, and Retention
- I. Parent/Teacher Conferences
- J. Field Trips
- K. Recess
- L. Technology
- M. Special Services

A. SCHOOL HOURS

School doors open at 7:40 a.m. Students should not arrive at school prior to this time. Balls, etc. shall not be played with at this time to prevent accidents since students are arriving for school.

Classes begin at 7:55 a.m. for all grades. Any student who enters the classroom after the bell rings will be considered **TARDY**. Parents must make every effort to see that their child/children are to school on time.

School is dismissed at 2:45 p.m. for all grades. Students must be picked up **PROMPTLY** (no later than 3:00 p.m.) and/or leave school grounds at this time unless they are participating in a school-related activity right after school. Families who fail to comply with the pick-up policy after being notified by school administration will have their children automatically enrolled in Eagle's Nest (the after-school care program located in the church basement) for a minimum of two months. It will be the family's responsibility to pay all fees charged by the after-school care provider. Unpaid fees will result in the student(s) not being admitted to St. Jude School for the following school year. In exceptional circumstances, the principal may refer non-compliant families to proper authorities.

(Amended April 2000)

Students are reminded to take home their books, homework, tennis shoes, glasses, instruments, medicine, etc., when they leave at 2:40 p.m. Students are not permitted to return to their classrooms after school hours.

B. SACRAMENTAL PREPARATION

St. Jude School encourages all Catholic students to be eligible for age appropriate Sacraments. The school provides the necessary preparedness for the reception of these sacraments.

If a child is not baptized, or if beyond grade 2 and has not received Reconciliation or First Eucharist, parents are expected to contact the school office. The information will be forwarded to the Director of Religious Education (DRE). The DRE will contact the family about enrolling the child in the RCIC program. There are two (2) scheduled parent meetings for each of the following sacraments: Reconciliation, First Eucharist, and Confirmation.

C. LITURGICAL PARTICIPATION

All St. Jude students are required to participate in all liturgical services provided during school hours.

D. HOMEWORK

Homework assignments are administered by teachers as they deem necessary for academic advancement. Students who attend St. Jude School can expect homework assignments. The amount of homework will depend on the age of the student. Parents are expected to check their children's work to be sure it is complete. If a parent feels that a child is receiving too much or too little homework, the parent should contact the child's teacher. Junior High teachers maintain their own individual policies. At the beginning of the school year teachers will provide their own policies for their courses of study to the students in written

form. These forms will be signed by the students and parents and returned to the teachers so that both students and parents understand the homework policies expected of them throughout the school year.

E. PLAGIARISM POLICY

Students in St. Jude School will be required to write research reports. Research reports will be used to enhance the students' writing and comprehension skills. These reports should be the students' work. Plagiarism will result in consequences to be determined by the teacher. Plagiarism is "the act of intentionally or unintentionally presenting work done by someone else as though it were your own." (Writing Research Reports, McDougal Littell, Inc. Chicago: 2001.) If a student is unsure of whether or not they are plagiarizing, they should seek assistance from their teacher.

F. TESTING

St. Jude School complies with state mandated standardized academic testing and evaluates all students on an annual basis. Results of these tests are distributed to the parents in June.

Students in grades 3, 4, 5, 6, 7, and 8 are administered the ISTEP test. Results of these tests are sent to the parents as soon as possible. Students in grades 5 & 8 are administered the ACRE test.

In addition to the above tests, individual teachers or parents can request testing for specific problems from the Fort Wayne Community Schools.

G. ACADEMIC EVALUATION

St. Jude School formally evaluates student academic performance on a quarterly basis. St. Jude School has an established grading system consistent with the Catholic Schools Office guidelines.

The first grade report card consists of a skill sheet. The other grades use the A, B, C, D, and F grading scale. The report cards are issued quarterly.

Grading Scale:

A	93 – 100
B	86 – 92
C	76 – 85
D	70 – 75
F	69 & below

For grades 5-8, progress reports are issued at the mid-term.

Honor Roll:

St. Jude Catholic School uses a "Grade Point Average" (GPA) to recognize the outstanding work of the students in grades 6, 7, and 8. This criteria for receiving honors is more objective

12 point Grading Scale:

<u>Percentage</u>	<u>Grade</u>	<u>Scale</u>
100-98	A+	12
97-95	A	11
94-93	A-	10
92-91	B+	9
90-88	B	8
87-86	B-	7

High Honors: 10.5 – 12 points in all Academic areas and an "A" average in Conduct.

Honors: 8.5 – 10.4 points in all Academic areas and "A/B" average in Conduct.

H. POLICY ON PROMOTION, PLACEMENT, AND RETENTION

1) Promotion of Students

Students of St. Jude School are promoted to the next grade level as they demonstrate mastery of the required curriculum according to their ability for the present grade level in which they are assigned. Classroom assessments, such as teacher recommendation and professional portfolios and/or the report card, must justify the promotion.

Promotion other than through the normal sequence must be preceded by a conference with the parent (s), teacher (s), and the school administration. The school administration's decision in this regard is conclusive.

2) Placement of Students

Students of St. Jude School may be placed into the next grade for the following year if the student does not completely meet the standards of St. Jude School for the next grade. Reasons for placement of a student may be concerns about maturity, poor attendance, and/or academic readiness.

If a student is placed in a grade, that student will return to the previous grade within the first quarter of the following year if the student experiences excessive frustration in the advanced level. The school administration's decision in this regard is conclusive.

Students may be required to attend summer school, acquire the services of a tutor, or seek professional services during the summer in order to be placed in the next grade level. If these requirements are not met, the student may be retained.

3) Retention of Students

Students attending St. Jude School may be retained once while enrolled in grades one (1) through six (6). An exception to this rule may be granted, at the discretion of the administration, if the second retention is recommended due to poor attendance caused by prolonged illness.

Seventh and eighth grade students who are retained are not permitted to repeat a grade at St. Jude School unless, in the discretion of the Principal, exceptional circumstances so justify.

a. Reasons for Retention

Students of St. Jude School may be retained in the current grade for the following year if the student fails to meet the standards of St. Jude School in the current grade. A student may be retained for reasons of immaturity, poor attendance, and/or poor academic scores.

Immaturity is discerned by the teacher and the school administration. Poor attendance is defined as missing 30 or more days of school. Poor academic scores are defined as failing scores in three major academic areas such as math, reading, language arts, social studies and science, in the average assessment at the end of the year.

b. Process of Retention

When possible, parent (s) and teacher (s) should meet by January 31 to discuss the progress of the student. The Intervention Team, if deemed necessary, is then established to assist the teacher.

Recommendations of the Intervention Team are shared with the parent (s) and are carried out to assist the student and the teacher. When appropriate, learning resource services or special education assistance may be initiated through testing and/or conferences with the teacher(s) and/or Parent(s). Following the appropriate intervention services, a conference is arranged with the teacher(s), parent(s), and school administration to determine the need for retention, placement, or promotion of the student. Generally, this conference should occur at about the end of the third quarter of the school year. The recommendation of the school administration regarding retention, placement, and promotion will be followed when registering the student for the following school year at St. Jude School. If the school administration recommends retention for the student, and the parent(s) reject this recommendation, documentation must be placed in the

student's file to reflect the position of the school. If the parent(s) disagree with the recommendation, the parent(s) must sign the recommendation documentation, reflecting that the parent(s) disagree with the recommendation for retention. If the school administration recommends retention for the student, and the parent (s) reject this recommendation, the parental decision will be followed if, for the following school year, the student is withdrawn from St. Jude School and is enrolled in another school. If the parent (s) reject a retention recommendation, and enroll the student in another school, that student will not be permitted to re-enroll in St. Jude School in the future.

c. Documentation for Retention

The following documents, where appropriate, should be utilized and preserved in the retention process:

- Teacher assessments of classroom performance, which are registered on the report card.
- Parent-teacher conferences must be held and documented.
- Assessment programs, such as state-mandated tests, professional agencies, and/or outside academic evaluations, which help determine proficiencies in academic fields.
- The Intervention Team recommendation.
- Attendance records, which report the number of days absent/tardy.

I. PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are required once a year, but may be requested at any time.

J. FIELD TRIPS

Field trips are scheduled in accordance with the curriculum of the grade level. Written permission from parent/guardian is necessary for students to participate in the field trip.

All persons who volunteer to drive on field trips must be at least 25 years old, and possess a valid driver's license. All drivers must provide a copy of a certificate of insurance from the driver's insurance company stating that a minimum of \$300,000.00 in liability coverage is in place. The certificate must also include the dates of coverage. This information must be submitted to the School Office to be kept on file. In addition, siblings of students are not allowed to attend the field trips. Each vehicle must have seatbelts for every child.

K. RECESS

Recess is an important part of the educational program. Students in grades 1 through 6 will be required to go outside for recess UNLESS there is a medical reason why they should stay in during this time. A note is needed for the student to remain inside. Exercise and fresh air are essential to good learning. Please be certain that the students dress appropriately for the weather. Individual teachers may request "inside-recess" materials: coloring books, games, etc. Extremely hot or cold days and rainy days necessitate inside recess.

L. TECHNOLOGY

Policy on Internet Usage (Diocesan School Board Policy 4620)

1. Background

The Internet is an "electronic highway" connecting millions of computers all over the world and millions of individual users, allowing students access to communicate with fellow students all over the planet.

The Internet is an international collection of thousands of independent networks. It links tens of thousands of computers with the ability to communicate as if on a single network. The Internet provides a means for people to interact and associate with others.

Internet access is now available to students and teachers in St. Jude Catholic School ("the School"). The access is being offered as part of a collaborative project involving the School and a local Internet Service Provider. The School's goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

Electronic information research skills are now fundamental to the preparation of citizens and future employees during an Age of Information. It is expected that teachers will blend thoughtful use of such information throughout the curriculum and assist students in the appropriate use of such resources.

Use of the Internet enhances the present curriculum of the School. The Internet is a tool for motivation for increasing reading and writing skills. It is a resource for information and for classroom research projects and other studies related to the curriculum. It provides communication with professionals in every field.

Use of the Internet is determined to be a privilege and not a right of the School's students. As such, Internet usage will be regulated. This Policy outlines and defines Acceptable Use of the Internet in the School.

2. School's Responsibility

This Policy specifically sets out acceptable uses, rules of on-line behavior, and access privileges regarding Internet use through the School. It also covers the penalties for violations of the policy, including security violations and vandalism of the system. The School will secure and maintain a written agreement to be signed by teachers, students, and their parents outlining the terms and conditions of Internet use which will be kept on file.

All use of the Internet must be in support of education and research and consistent with the purposes and Christian mission of the School. Students are responsible for good behavior on School computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will only be provided to students after they agree to act in a Christian considerate and respectable manner.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms that include guidelines for the student's responsibilities. Based upon the acceptable use guidelines outlined in this Policy, Diocesan Policy, and the permission forms, the School administration will deem what is appropriate and inappropriate and their decision is final. The administration, faculty, and staff of the School may request the principal to deny, revoke, or suspend specific user accounts when violations occur.

The School and Diocese are not liable for information stored on School diskettes, hard drives, or servers; for information retrieved through School computers, networks, or on-line resources; for personal property used to access Diocese computers, networks, or on-line resources; or for unauthorized financial obligations resulting from use of Diocesan and or the School resources and accounts to access the Internet.

3. Acceptable Use

The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives, purposes and mission of the School. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks

Individual users of the computer networks are responsible for their behavior and communications over those networks. It is imperative that users comply with the School's standards and honor the agreements they have signed.

Network storage areas may be treated like School lockers. Designated School representatives may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistent with the acceptable uses outlined herein. Users should expect that files stored on School servers will not be private.

A defined network etiquette is followed.

4. Unacceptable Use

The use of the Internet connection in the school is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The School's administration will deem what is appropriate and

inappropriate and their decision is final.

The following are not permitted:

- A. Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit materials.
- B. Sending or displaying Unchristian, immoral, offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
- C. Using violent, abusive, obscene or sexually explicit language.
- D. Harassing, insulting, or attacking others.
- E. Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
- F. Violating copyright laws.
- G. Unauthorized use of another's password.
- H. Trespassing in others' folders, work, or files.
- I. Intentionally wasting resources.
- J. Employing the network for commercial purposes.
- K. Transmission of any material in violation of any federal, state, or local law, regulation, rule or ordinance.

Additionally, malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damages the software components of a computer or computing system is prohibited.

5. Consequences for Violation of the Privileges

The faculty, staff, or parents/guardians may request the administration or designated School representative to deny, revoke, or suspend a student user's access to the Internet and related technologies due to unacceptable use. Additional disciplinary action may be taken at the School in accordance with existing disciplinary practice as stated in the School handbook and/or Diocesan policy. When applicable, law enforcement agencies may be involved.

6. Parents'/Guardians' Responsibility

During school time, teachers will guide students in accessing appropriate materials. Outside of School, families must bear responsibility for such guidance as they also must with information sources such as television, telephones, movies, radio, and other potentially offensive media.

It is the family's right to decide whether or not to apply for the student's independent access to an Internet account. The school administration and teachers believe that the benefits to students from access in the form of information resources and opportunities for guidance of Internet use, setting and conveying standards for the child to follow when selecting, sharing or exploring information and media. Parents/guardians will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not specifically previously approved and included as part of the School's budget.

Parents/guardians are required to sign a Permission Form and an Acceptable Use Policy with their child. Students may not access networked computer services such as electronic mail and the Internet without this express permission. Individuals and families may be held liable for violations.

Parents/guardians will be notified that their children will be using School resources and accounts to access the Internet. (Parents/guardians have the option to request alternative activities not requiring Internet access.)

7. School Professionals' Responsibility

The students will, in most cases, be closely supervised during usage of the network. Precaution will be taken that they are instructed on proper usage when they are working independently. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

Staff will provide at least two class periods of training in the proper use of the network. They will provide developmentally appropriate guidance to students during students' use of telecommunications and electronic

information resources to conduct research and other studies related to the School's curriculum. As much as possible, access to the network will be designed to point students to resources which have been evaluated by staff, and students shall be provided with guidelines and lists of information particularly suited to learning objectives.

The smooth operation of the network relies upon the proper conduct of the ones who use it. They must adhere to strict guidelines. These guidelines include the responsibilities of not violating the privacy of other users, the right of free expression, and not plagiarizing other users' works.

The School's designated representatives are responsible for determining and uncovering incorrect usage of the Internet and also for informing the School's administration and the student in question. The designated representatives reserve the right to inspect accounts when they believe there is suspicion of misuse. The student is responsible for adhering to all rules and guidelines while on-line with the Internet.

M. SPECIAL SERVICES

1. School Counselor

Counseling services are available, at no charge, to the students and their families. In the Catholic school, we recognize the counselor's right to meet with a student one time as an intervention and/or assessment into whether there is a problem to be reviewed further. Once the one time meeting has taken place, then contact with the parent(s)/guardian(s) will take place in order for services to continue.

IN A CRISIS SITUATION (crisis to be determined by staff/administration based on situational factors): The counselor will see any child. All efforts will be made by the counselor to notify the parent(s)/guardian(s) of the child immediately following consultation using the emergency numbers listed in the child's file in the School Office.

IN A NON-CRISIS SITUATION: The parent(s)/guardian(s) will be notified before counseling services are rendered.

Counseling may address many needs of a student individually or in the classroom including, but not limited to, helping in areas such as understanding abilities and limitations, adjusting to a new school, finding alternatives to their concerns, learning to make decisions, developing interpersonal skills, achieving more in school, finding resources/special help. Another aspect of counseling includes assisting teachers in understanding and meeting individual's needs.

It is the responsibility of the school counselor to coordinate referrals to and with community agencies when school personnel and parents agree this is needed.

2. Speech Therapist

Presently, Fort Wayne Community Schools provides a Speech Therapist at school for those St. Jude students wishing to avail themselves of this service. Referrals for testing can be made by teachers or parents.

3. Title I

Students who meet the federal requirements are eligible for the Title I program. This program offers remedial assistance in Reading and Math.

4. Learning Resource Coordinator

The Learning Resource Coordinator works closely with students, teachers and parents of students who are in need of remedial assistance or on an Individualized Education Plan (IEP). Some duties include setting up case conferences and testing through Fort Wayne Community Schools; developing lesson plans for students seen in the Resource Room; closely monitoring students' progress; and tutoring of students.

IV. ADMINISTRATIVE INFORMATION

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| A. Attendance |
| B. Tardy Policy |
| C. Weather Related Closings/Delays (A.M.) |
| D. Emergency Closings/Early Dismissals |
| E. Medicine/Injuries |
| F. School Nurse, Immunizations, and Health Checks |
| G. Messages and Use of Telephone |
| H. Lunch Program |
| I. Student Records |
| J. Visits |
| K. Insurance |
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| M. School Approval of Information Provided to Students |
| N. Non-Smoking Policy |

A. ATTENDANCE

According to Indiana state law and Diocesan policy, custodial parents and guardians are responsible for having their children in regular school attendance (Diocesan School Board Policy 4040). It is the responsibility of the parent/guardian to notify the school of a student's absence on the day of the absence.

When a child is ill and will not be in school, parents must notify the school office by 9:30 a.m. daily (1:00 p.m. for afternoon classes). Parents may send the message with another child in the family or call the school office. When calling the school office, please state the reason the child is home.

A written excuse explaining the reason for any absence and signed by a custodial parent/guardian is also required. If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school (Diocesan School Board Policy 4050).

Students or Prospective Students with Communicable Diseases

Saint Jude School shall comply with all applicable state law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable State Law or Board of Health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, if after an individualized assessment of the child's condition, in accordance with the Saint Jude School's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent(s)/guardian(s); his/her physician; a physician representing the school, parish, or diocese; and school and/or parish administrators will be established to determine whether the child's admission or continued presence in the school would expose others to significant health and safety risks. In making its determination, the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact based on reasonable medical judgments given the state of medical knowledge about:

- the nature of the risk, how the disease is transmitted
- the duration of the risk, how long the carrier is infectious
- the severity of the risk, the potential harm to third parties
- the probabilities the disease will be transmitted
- the varying degrees of harm
- whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related civil rights,

and the student's right to confidentiality.

The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education and the diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction.

(Diocesan School Board Policy 4010, VII February 1999)

Pediculosis – Head Lice

- A. In the event that a live louse (or lice) is seen by a screener, the parent/guardian will be notified by the school office so that the student can be taken home to be treated.
- B. In the event that nits are found, the parent/guardian will be notified by the school office so the student can be taken home and treated before returning to school.
- C. Once treated and there are no nits found the student should return to school. The parent will bring the student to school where the school nurse or designee will check the returning student. If no nits are found the student may remain in school.

Excused Absences

- A. Illness of the student (with written statement by parent/guardian or doctor). If your child has any contagious conditions please notify the school office as soon as possible (e.g. flu, head lice, chicken pox, pink eye, impetigo, etc.)
- B. Funerals: for death in immediate family or for persons outside the immediate family with parental permission.
- C. Medical and legal appointments (such appointments should be scheduled after school hours when possible).
- D. Out of school suspension.
- E. **Family vacations - It is strongly recommended that families take their vacations during the regularly scheduled school breaks.**
Make-up work may be given before or after the school vacation at the sole discretion of the individual teachers. It is the parents' responsibility to contact their children's teacher regarding make up work. Regardless of how any student works to make up time missed, the total learning experience which occurs in the classroom is irreplaceable. If a student misses school due to a family vacation, the days will be excused if:
 - the student is accompanied by his/her parent/guardian while on vacation
 - notification in writing is made at least ten days in advance, and is to be approved by the Principal
- F. Prearranged activity approved by the principal.

Unexcused Absences

- A. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
- B. No physicians note to excuse an absence once more than 5 days of absence have occurred.
- C. Absences other than those defined as excused.

(Amended 1998)

Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular attendance:

- A. Call daily from school (receptionist, secretary, administrator) to the parent/guardian to verify absence and to determine reason.
- B. After a student is absent 6 days per school year, a school administrator may make contact with the student's parent/guardian, and the date and content of this contact shall be documented.

- C. After a student is absent over 12 days per school year, a conference may be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over 15 days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

(Amended 1998)

If a child is found to be truant, the juvenile authorities will be notified in accordance with Indiana Code 20-8.1-3-31.1. Parents will be also be notified and a conference will be held with the parents pursuant to.

(Diocesan Board Policy 4080)

B. TARDY POLICY

Tardiness, in all grades, and in appropriate circumstances may be cause for appropriate discipline. Classes begin at 7:55 a.m. for all students.

- 1. Students late to school because of a medical reason, with documentation from the doctor or dentist, will be excused and not counted as tardy. However, any documented medical absence that is over one hour and a half will be counted as a half day absence for the student.
- 2. On the fourth unexcused tardy of the semester, the teacher will send home a standardized letter that states the student has been tardy four times and that the student will be required to serve one hour detention if he/she is tardy a fifth time. The student will be required to get parental signature on this notice and return it to the teacher.
- 3. On the fifth, sixth, and seventh unexcused tardies of the semester, the teacher will send home a standardized notice of the tardy indicating a one hour detention to be served. This notice must be signed by the parent and returned to the teacher the next day. Tardy detentions will be served on Tuesdays and Thursdays from 2:45 p.m. to 3:30 p.m. The supervising teacher will bring the student(s) to the playground door and a parent must sign out the student or have previously submitted written documentation for other transportation arrangements.
- 4. On the 8th and subsequent tardies of the semester, the student will have a silent lunch and silent recess that day. Notice will be sent to the parents so they are aware of the tardiness.
- 5. If the family is unable to correct chronic tardiness, the administration will revisit the issue of whether St. Jude School is the best academic placement for the student.

(Amended June 2003)

C. WEATHER RELATED CLOSINGS/DELAYS (A.M.)

St. Jude School follows the weather related **morning** closings and delays of the Fort Wayne Community Schools. These announcements are carried on WOWO (1190 AM). Generally, if the Fort Wayne Community Schools are open, we are; if they are delayed, we are; if they are closed, we are. Afternoon Pre-School and Afternoon Kindergarten are not affected by morning school delays. Morning Pre-School and Morning Kindergarten are cancelled when there is a 2-hour delay

In the unlikely event that St. Jude School must close due to an emergency unique to St. Jude, and the Fort Wayne Community Schools remain open, the announcement of closing will be made on WOWO.

(Amended, June 2003)

In case of weather related or other emergency closing of school, all extra-curricular activities will be canceled.

(Amended, February 1999)

If needed, make-up days may be added during or at the end of the school year.

(Amended, 1996)

D. EMERGENCY CLOSINGS/ EARLY DISMISSALS

In the event of an **Early Dismissal**, i.e., incoming blizzard, listen for announcements for St. Jude School on WOWO, 1190 AM; do not follow Fort Wayne Community Schools.

In other words, St. Jude School only follows Fort Wayne Community Schools for morning closings and delays; we are on our own regarding early dismissals.

Procedures for evacuation and/or protective measure due to fire, tornadoes, other natural disasters, or other situations requiring emergency action are posted in all rooms of the school. Preparedness drills are conducted regularly.

E. MEDICINE/INJURIES

Special medical conditions of students, for example, allergies to bee stings or medicines, are required to be noted on the Medical Information Sheet and submitted at the beginning of each school year.

Medicine should be given at home. If a student needs to bring medication to school, it must be administered by the school office. The medicine must be in the prescription bottle with parental directions given. If a child develops some medical problems during the school year, parents must alert the school office and the child's teacher.

In the case of illness or serious injury the school will follow the directives on the Medical Information Sheet. Parents/guardians must provide this information to the school on an annual basis and update as needed.

F. SCHOOL NURSE, IMMUNIZATIONS, AND HEALTH CHECKS

St. Jude students must be in compliance with state laws regarding immunizations and physical examinations.

Student athletes are required to submit annual physical examination information prior to participation.

The following health checks are administered as scheduled:

Hearing tests	Grades K, 1, 4, 7
Vision tests	Grades K, 1, 3, 8
Scoliosis tests	Grades 5, 6, 7, 8

G. MESSAGES AND USE OF TELEPHONE

Students are permitted to use the school telephone only in emergencies. The following are NOT emergencies: missing homework, missing gym clothes, missing lunch, or to visit a friend after school.

(Amended, February 1999)

Transportation arrangements should be made with the students before they come to school in the morning. Although emergencies arise, they are the exception. Parents are discouraged from calling the school after 2:15 p.m. with messages.

H. LUNCH PROGRAM

St. Jude School does provide daily lunches. The school participates in the federally funded National School Lunch Program through a satellite service of Fort Wayne Community Schools.

White or chocolate milk and/or orange drink are available through the lunch program and may also be purchased separately. Milk and lunches are available at a free or reduced rate for those families who meet federal guidelines.

A letter explaining the lunch program and an application form are sent home at the beginning of each school year.

I. STUDENT RECORDS

St. Jude School has an established procedure according parents/guardians or students access to individual student records. See Principal for further information.

J. VISITS

Parents who desire to observe a classroom shall schedule the visit in advance with the teacher.

K. INSURANCE

The Diocese requires that school insurance is mandatory for each student. The student insurance premium is included in the school book and activity fee. The insurance program provides secondary coverage for students injured in school sponsored activities. Contact the school office for the exact details of coverage provided under this insurance plan.

L. NEWSLETTER/FORMS

The School Newsletter from the Principal is sent home twice a month on or about the first and fifteenth of each month. Attached to the Newsletter is the monthly calendar with events that will be happening at school and in the parish during the month. The Newsletter will also include monthly communications from the School Board, the Home and School Association (HASA), and the Athletic Committee.

The Newsletter and other school correspondence are to be sent home with the designated responsible child in each family. Parents who have more than one child in school must designate the one child they want to be responsible for carrying messages to and from school/home. Parents are encouraged to check with each of their children for any individual classroom information which may be sent home.

M. SCHOOL APPROVAL OF INFORMATION PROVIDED TO STUDENTS

Any individual or group that needs to send information/correspondence to students/parents through the school must submit a copy of the information/correspondence to the school office and verify that it has been approved before it can be delivered to the students.

N. NON-SMOKING POLICY

Federal law prohibits smoking in elementary schools. St. Jude supports and enforces this policy (Diocesan School Board Policy 5430).

V. STUDENT LIFE

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|----|---------------------------------|
| A. | Dress Code/Gym Uniform |
| B. | Code of Conduct |
| C. | Sexual/Racial Harassment Policy |
| D. | Sanctity of Life |
| E. | Extra-Curricular Activities |
| F. | Lost and Found |
| G. | Servers |
| H. | Awards/Scholarships |

A. DRESS CODE/GYM UNIFORM

St. Jude Catholic School enforces a uniform dress code for our students in order that our students come appropriately attired for a positive, religious, learning environment. Proper attire and grooming promote goals consistent with our dedication to reverence, respect, and responsibility. By enforcing this uniform policy, we hope to increase school safety, promote respect for teachers, as well as build personal and school pride and dignity. We believe this policy will help to ease strain on parental budgets, reduce discipline problems, minimize disruptive behavior, de-emphasize socio-economic differences, and provide for age appropriate social experiences. In addition, it will encourage faculty and students to strive for academic excellence and it will support the connection between school learning and future success.

Throughout the school year there will be designated days for dress-up and casual clothes, at which time the school uniform need not be worn. These dates will be announced in advance and will be noted in the monthly calendar.

PANTS

Boys and Girls

Pants must be plain, tailored fitted traditional dress style of cotton twill, corduroy or polyester material. These pants are to be solid navy or black for grades 1-8. Solid tan khaki pants will also be allowed for grades 7 and 8. Pants must be of modest fit, not tight or oversized, and must be worn at the waist at all times. Pants may have a slight flare – no more than 1"; hemmed or cuffed; and may not touch or drag the ground. Pants may not be rolled up or tucked into socks. Pants with a button flap may be purchased through Schoolbelles.

These are not permitted: Faded pants, rivets, metal ornamentation, denim material, extra pockets, unbuttoned flapped pockets, carpenter pants, cargo pants, pants with a drawstring waist, spandex pants, capri-pants, pants with zippers on the legs or elsewhere (zippers are permitted on the fly), parachute pants, monograms or decorative emblems, slit or bell bottom, "low-rider" pants, torn or frayed.

WALKING SHORTS

Boys and girls

Shorts must be plain, tailored twill or polyester shorts and must be solid navy or black for grades 1-8. Solid tan khaki shorts will also be allowed for grades 7-8. Shorts must be no shorter than four inches above the knee and may not hang below the knee; and they must be hemmed or cuffed. Shorts may be worn from August to October 15 and from May 1 to the end of the school year.

These are not permitted: Faded shorts, rivets, metal ornamentation, denim material, extra pockets, unbuttoned flapped pockets, low riders, Capri, spandex, cargo, monograms or decorative emblems, shorts with a drawstring waist, shorts.

SKIRTS AND JUMPERS

Girls

Blue/Gold plaid jumpers are worn by grades 1-4 and skirts are worn by grades 5-8. The blue/gold jumpers and skirts may be purchased through Schoolbelles or the used uniform sale. **Skirts and jumpers need to be no shorter than two inches above the knees in front and back, when standing.** Please consider growth of a child over a school year when hemming or buying uniform skirts/jumpers. If shorts are worn under the skirt/jumper, they may not extend below the skirt/jumper. Rolling of skirts at the waist is a violation of the dress code.

BELTS

Boys and Girls

Belts are required on all pants/shorts with belt loops for grades 6-8. Belts must be solid navy blue, brown, or black, with no ornamentation of any kind.

SHIRTS

Boys and Girls

Shirts must be polo style with collars for grades 1-8. They may be long or short sleeve. Shirts must be tucked in properly at all times, and may not be tucked up or rolled at the waist. Only the top button may be unbuttoned. A T-shirt or tank top may be worn under the shirt as long as it is plain white and the sleeve length is not longer than the sleeve length of the shirt. Shirts are to be of modest fit, not tight or oversized. Shirts must be in the following solid colors: white, light yellow, light blue and navy. Manufacturer's logos, monograms, lettering or emblems are not permitted. The approved St. Jude Catholic School logo is the only permitted logo. These shirts may be ordered through the St. Jude Catholic School spirit shop.

These are not permitted: Fitted shirts, three-quarter length sleeved shirts, shirts with capped sleeves, pockets, denim, and chambray, sheer or silk material; shirts that are oversized; shirts with contrasting colors of collars/plackets; shirts with frills, ruffles, pleats, ties, lace, scallops and peter pan collars etc., blouses, and dress shirts.

TURTLENECKS

Boys and Girls

Turtlenecks must be long sleeved and plain textured with a mock collar or collar that folds down and fits snugly around the neck. They must be of modest fit, not tight or oversized. Turtlenecks are permitted in the following solid colors: white and navy. Turtlenecks may not be worn under the dress code shirt.

SWEATERS

Boys and Girls

Solid white, navy or light yellow sweaters may be worn over a proper uniform shirt. Sweaters must be of traditional length in cardigan, vest or pullover style, with a v-neck or crew neck. Flat or traditional cable knit is permitted. Sweaters must be of modest fit, not tight or oversized or longer than hip length.

These are not permitted: Turtleneck sweaters, heavy ribbed sweaters, fleece, buttons (except on cardigan) or decorations, zippered sweaters, and hooded sweaters.

SWEATSHIRTS

Boys and Girls

Only the approved navy blue or gold St. Jude Catholic School sweatshirt may be worn during class and must be worn over a dress code shirt. Sweatshirts are available through the St. Jude Catholic School spirit shop.

These are not permitted: Torn or frayed sweatshirts.

SHOES

Boys and Girls

All students, grades 1-8 must wear shoes that have a closed heel and toe. Heels must not be higher than 2 inches. Shoes must be properly secured (laces tied, Velcro attached, buckles fastened). A separate gym shoe with a non-marking sole is required for P.E.

These are not permitted: Sandals, clogs, flip-flops, high-heeled shoes, Crocs or similar Croc-style rubber shoes. Boots are not allowed to be worn in class.

SOCKS

Boys and Girls

Solid color, no logo, socks of white, yellow, navy or black must be worn with the uniform skirt/jumper, pants or shorts. Tan khaki will also be allowed for grades 7 and 8. Acceptable styles are crew, tube socks, knee high and opaque tights. Socks must cover the ankle at all times.

These are not permitted: Socks with lace, bows, decorations or trim; footies, peds and “no show”.

HAIR

Boys:

Hair must be clean and groomed
Hair style must be appropriate – not distracting
Hair must be cut evenly and above the collar
Face must be clean shaven
Hair/sideburns may not be worn below the earlobe

Girls:

Hair must be clean and groomed
Hair style must be appropriate – not distracting
Hair accessories should be modest

These are not permitted: No drastic changes in color, extreme styles, lines cut in to hair, shaven heads or sparkle/glitter hair spray.

JEWELRY

Boys:

Visible necklaces (limit 1) are to be modest or of religious nature (i.e. holy medal, cross, scapular, etc.) or must be worn inside the shirt. Bracelets (limit 1) should not be worn to school unless they are of religious nature (WWJD, Jesus bracelet, etc.) Watches are allowed. Earrings are not permitted. Rings are not permitted. Visible tattoos are not permitted.

Girls:

Visible necklaces (limit 1) are to be modest or of religious nature (i.e. holy medal, cross, scapular, etc.) or must be worn inside the shirt. Bracelets (limit 1) should not be worn to school unless they are of religious nature (WWJD, Jesus bracelet, etc.). Watches are allowed. Earrings – one set of small stud earrings are permitted. Rings (limit 2) are to be modest in appearance. Visible tattoos are not permitted

These are not permitted: Excessive jewelry, hooped, dangle or large earrings.

GYM UNIFORM

Boys and Girls

Non-marking sole on shoes, gray, light blue, navy blue, or yellow t-shirt; shirts are to be of modest fit, not tight or oversized; may have appropriate logos (non-offensive). Navy or black shorts or sweatpants; St. Jude plaid sweatpants; shorts must be no shorter than four inches above the knee.

These are not permitted: Cut-off shorts, tank tops, muscle shirts, mid-drift shirts, or blue jeans.

MAKE-UP

Boys

No make-up is allowed.

Girls

Light/modest make-up is allowed for 7th and 8th grade only. It is the prerogative of the teacher/principal to ask students to remove make-up considered inappropriate.

DRESS UP DAY

Boys and Girls

Appropriate jewelry may be worn, no flip-flops.

DRESS DOWN DAY

Boys and Girls

Clothing worn on these days is of a more casual nature. All attire must be modest fitting, neat and clean. Attire must cover stomach and waist appropriately. When wearing shorts, shorts may be no shorter than four inches above the knee. Capri pants may be worn. Modesty prevails. Guidelines regarding jewelry will be followed.

These are not permitted: Hats, pajama pants, torn or dirty clothing, see-through clothing, plunging necklines, tight or oversized clothing, cut off shorts, clothing with inappropriate messages and/or pictures, tank tops, sleeveless tops, costumes, flip-flops, clogs, high-heeled shoes, Crocs or similar Croc-style rubber shoes.

OTHER

No strong cologne, after shave or perfume may be worn. **Coats, jackets and sweatshirts may not be worn during class unless the sweatshirt is the dress code approved navy blue or gold St. Jude Catholic School sweatshirt. This sweatshirt must be worn over a dress code shirt.** On Scout meeting day, girl scouts and boy scouts may wear their scout uniform.

B. CODE OF CONDUCT

Introduction

The goals of this code of conduct and discipline policy are to promote respect, self-control, and Christian harmony so that a positive learning environment will exist at St. Jude School. The faculty at St. Jude School employs positive reinforcement to encourage cooperative student behavior and productive study habits. In applying this code, the school administration and the faculty seek to promote the best interests of each student and the entire school community, and shall work with the students and parents toward the goal of helping students to grow and develop into self-disciplined, respectful, young Christians.

BY REGISTERING AT ST. JUDE SCHOOL, PARENTS AND STUDENTS EXPRESS THEIR WILLINGNESS TO COOPERATE AND COMPLY WITH THE SCHOOL'S DISCIPLINE POLICY. THIS COOPERATION INCLUDES CONSENT TO SEARCH STUDENTS (INCLUDING DESKS AND PERSONAL PROPERTY TAKEN TO SCHOOL GROUNDS), AND INCLUDES CONSENT TO ACCEPT THE DECISIONS OF THE ADMINISTRATION AND THE DISCIPLINARY REVIEW BOARD.

To a great extent, the teachers set the classroom rules and behavioral expectations for each class. The teachers post these rules and expectations in each class and explain to the students the consequences (positive and negative) of this set of rules and these expectations. Although individual teachers set individual classroom rules, certain basic rules of fundamental behavior apply to all St. Jude students. Unless expressly provided otherwise, these rules shall govern conduct at school, on school grounds, and at school sponsored events.

Code Violations and Procedure

If any student's conduct interferes with the right of the faculty to teach, interferes with the right of

other students to learn, demonstrates disregard for established rules of conduct, or in any other way undermines the respect due others, the student is subject to disciplinary action. The disciplinary action imposed for any given conduct violation necessarily is dependent upon the exact nature of the individual violation. The faculty and school administration shall impose whatever corrective action is appropriate for the violation, including when necessary, detention, in-school suspension, out-of-school suspension or expulsion. The Principal (in consultation with the Pastor) will be responsible to make a final decision on all such matters. The Principal's decision will be final and binding on all parties.

Basic Rules of Conduct

1. Students will conduct themselves in a manner consistent with the principles and teachings of the Catholic Church.
2. Students will comply with the directions of teachers and other school personnel while the student is under supervision. Included in these expectations are:
 - Students will walk quietly while in school hallways
 - Students will observe established classroom rules
 - Students will not chew gum in school
 - Students will observe the St. Jude dress code
3. Students will work to the best of their academic ability, including timely completion of class work.
4. Students will not use foul or obscene language.
5. Use of cell phones and electronic devices at St. Jude is not permitted during school hours. If brought to school, these devices must remain in the book bag of the student, powered off, from 7:50 a.m. to 2:45 p.m. Violations of this policy will lead to confiscation of the device and a disciplinary referral.
6. Students will not cause or attempt to cause damage to, or steal property belonging to any other person, student, school employee, or the school/parish.
7. Students will not engage in conduct and/or dress associated with gang activity. This applies at all times whether at school or away from school.
8. Students will not intentionally cause or attempt to cause physical injury or intentionally behave in such a way that, in the opinion of school officials, could cause physical injury to any person.
9. Students will not engage in "bullying" behaviors such as violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urge other students to engage in such conduct.
10. Students will not consume, possess, sell or distribute alcohol, illegal drugs or any other controlled substance.
11. Students will not engage in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.
12. Students will not possess pornography or other sexually inappropriate objects.
13. Students shall not violate the Internet User and Parent/Guardian Agreement (Diocesan School Board Policy 4520 & 4550).
14. Students will not engage in sexual/racial harassment.
15. Students will not possess a knife in a manner inconsistent with school safety.
16. **Gun Free School.** Students are prohibited from bringing firearms to school or functions. Further, students are prohibited from possessing firearms in route to/from school, or at school activities on/off school property. For purposes of this policy the term "firearm" means:
 - A. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a **projectile by the action of an explosive.**
 - B. the frame or receiver of any such firearm; or
 - C. any firearm muffler or firearm silencer; or
 - D. any destructive device. (For description see Diocesan Handbook.)

A violation of this policy carries an automatic expulsion from school of not less than one calendar year (Diocesan School Board Policy 4560).

Consent to Search

All students who enroll at St. Jude Catholic School must consent the search of their person and personal belongings, lockers, school desks, pockets, book bags, purses, back packs, gym bags, etc. at any time and for any reason consistent with diocesan policy (Diocesan School Board Policy 4590).

Cafeteria Rules Violations of these rules will be reported to the Dean(s) of Students or the school administration.

1. Students will obey and respect cafeteria supervisors.
2. Students will display proper dining manners while eating.
3. Students will not engage in loud talking, food throwing, table hopping, or leaving an area in an unclean condition.
4. Students must receive permission to leave the lunch table.

Playground Rules Violations of these rules will be reported to the Dean(s) of Students or the school administration.

1. Students will obey and respect playground supervisors.
2. Students will play safely and behave reasonably while on the playground.
3. Students will not engage in rough (e.g. tackling), rude, or unreasonably noisy activities while on the playground.
4. Student activities are limited to designated areas while on the playground.
5. Students will not leave the playground area for any purpose without permission of the playground supervisors.
6. Students will not bring games, toys, balls, etc., to the playground without permission of the teacher or playground supervisor.
7. Students will enter the school building when the playground supervisor commands, and must do so in an orderly manner.

Faculty Level

In most instances of routine violations of classroom rules, the teacher will determine the appropriate corrective action, which may include requiring the student to serve detention or requiring attendance at a parent conference. Assignment of detention shall be properly recorded, detention notices shall be sent to the student's parents on the day the detention is received, and the parent must sign and return the notice by the following school day. No student will be required to serve a detention on the day received unless the student's parent agrees to allow the student to serve it that day. Failure to serve a detention or attend a parent conference may result in further disciplinary action.

Administration Level

Repeated violation of the classroom rules or other serious violation of the discipline policy may result in the matter being referred to the school administration for appropriate actions. The Dean(s) of Students, the Assistant to the Principal or the school Principal may impose corrective actions. They may include, but are not limited to, detention, mandated counseling, in-school suspension, or referral to the Disciplinary Review Board. Failure to comply with the corrective actions or terms of a contract may result in further action, including recommendation of expulsion.

Disciplinary action taken by the school administration will be properly recorded. The student's parents will be promptly notified of the action taken. Parents and students have the right to attend a conference with the Principal upon the imposition of any corrective action taken by the Dean(s) of Students, the Assistant to the Principal, or the school Principal.

A parent conference may be required upon a student's suspension. Unless specifically provided otherwise, a student will be suspended from school immediately upon notification of the Principal's request to convene the Disciplinary Review Board.

Any discipline imposed for substance abuse (drug/alcohol) may include a substance abuse assessment and counseling (Diocesan School Board Policy 4570).

Failure or Refusal of Parents to Participate in a Disciplinary Review

The failure or refusal of parents to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C.31-6-4-3(a) (7), and, in that case, the matter shall be referred to Child Welfare Services of the Division of Family and Children (Diocesan School Board Policy 4420).

Discipline Implementation for Significant or Repetitive Violations

Detentions

1. Teachers will give detentions to all students who engage in significant or repeated breaches of the Code of Conduct or school policies.
2. A detention class will usually be held on Tuesdays and Thursdays from 2:45 – 3:30 p.m. A teacher will supervise the class.
3. The number of detentions a child has received in a quarter will be recorded on the report card so that there is a permanent record.
4. A parent or legal guardian must sign their child out of detention or have previously submitted written documentation for other transportation arrangements.
5. Students who are not picked up on time from detention will be assessed a fine at the rate of \$5.00 for every 15 minutes past the 3:15 p.m. pick-up time.

In-school Suspensions (ISS)

1. An ISS will be given by the Dean(s) of Students or the school administration on the 3rd referral. (1st offense – detention; 2nd offense –detention; 3rd offense – ISS) The fourth offense is again a detention, repeating the previous pattern so that an ISS will be given again on the sixth offense.
2. On the second (2nd) ISS a conference is scheduled with the parents, student, and administration. The student may be referred to the Disciplinary Review Board at this time. The Dean(s) of Students may be requested to make recommendations at this conference.
3. On the third (3rd) ISS the student is referred to the Disciplinary Review Board.
4. The school will employ a monitor to supervise the ISS, unless the school administration authorizes the student's parent to supervise the ISS. If the student's parent does not provide the supervision, the parent will reimburse the school for the cost of the monitor.
5. Some offenses warrant immediate ISS or expulsion as determined by the administration or Disciplinary Review Board.
6. Students who receive an ISS will not be eligible to participate in any extra-curricular activities for one week from the date of the ISS referral. (For a list of all extra curricular activities see pages 47 and 48.)
7. Students serving an ISS will be required to complete all work assigned to their classes the day of the ISS.
8. At the beginning of the second semester students who have accumulated referrals will be able to start again at offense number one, giving them in effect a "clean slate". However, previously earned referrals will remain on their permanent record.

Out-of-school Suspensions or Expulsions (OSS)

An OSS or expulsion may be sought when the school administration deems all other disciplinary measures to be insufficient. The grounds for suspension or expulsion below apply to student conduct which occurs (Diocesan School Board Policy 4520):

1. On School grounds.
2. Off school grounds, while at a school function, or event.
3. Traveling to or from school or a school activity, function, or event.
4. At any other time when the principal determines that the students conduct either causes harm to other students, school employees, or property, or the reputation of St. Jude School or the Diocese.

Students subject to OSS suspension or expulsion will be afforded the following process. The school administration will provide:

1. An explanation of the student's alleged violation.
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before the principal. An impartial tribunal may be established by the school's administration for the purpose of making a recommendation to the principal.

Student Accused of a Non-school Related Criminal Act

(Diocesan School Board Policy 4550)

A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt

through the civil law process.

Some circumstances, such as a need to protect the safety and/or the privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardians will be considered, but the final decision regarding removal is the principal's, after consultation with the pastor and/or Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student.

Discipline Review Board Level

The Disciplinary Review Board shall consist of the parish Pastor, the school Principal, and the Pastor's designated member of the faculty (The designated faculty member shall not be a person who was involved in the student conduct which is being reviewed). The Disciplinary Review Board shall examine any matter it feels is relevant to the issues before it, and shall communicate its written decision to the parties involved in a timely manner. The Disciplinary Review Board shall not expel a student unless at least two of the three members of the Board so approve (Diocesan School Board Policy 4530).

Any outstanding tuition or fees become due immediately upon expulsion, and the right to a refund for any fees or tuition paid prior to expulsion are waived upon expulsion. If a student has been expelled from St. Jude Catholic School, that student will not be permitted to re-enroll in St. Jude Catholic School in the future.

C. SEXUAL/RACIAL HARASSMENT POLICY (Diocesan School Board Policy 4580)

It is the policy of the Catholic school of the Diocese of Fort Wayne/South Bend to maintain a learning and working environment that is free from sexual and racial harassment. It shall be a violation of this policy for any employee of the Catholic schools to harass another employee or student through conduct or communications of a sexual/racial nature as defined in Section I of the procedure to this policy. 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 or racial nature as defined in Section I. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

DEFINITIONS of HARASSMENT

Types of Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written (including electronic forms of communication) or physical conduct of a sexual nature when made by any employee to a student, when made by an employee to another employee, to an employee when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.
4. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has control of their behavior while on school property.

Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal, written or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal, written or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee or student has indicated, by his or her conduct or verbal objection, that it is unwelcome.
3. An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harassed that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

Types of Racial Harassment

Racial harassment shall consist of unwelcome, derogatory, and/or inappropriate verbal or physical comments or conduct of a racial, ethnic or national origin nature ("racial nature") when made by an employee, when made by a student, when made by any employee to another employee, when made by any student to another student, when made by any student to an employee, or when engaged in by volunteers and/or non-employees over which the school corporation has control of their behavior while on school property, when:

1. Submission to such comments or conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such comments or conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
3. Such comments and/or conduct have the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

Unwelcome Comments or Conduct of a Racial Nature

1. Comments or conduct of a racial nature may include verbal or written comments or physical gestures regarding physical or personality characteristics of a racial nature.
2. Verbal or physical comments or conduct of a racial nature constitute racial harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
3. An employee or student who has initially welcomed such comments or conduct by active participation must give specific notice to the alleged harasser that such comments or conduct is no longer welcome in order for any such subsequent comments or conduct to be deemed unwelcome. However, in no event, is such behavior condoned or deemed acceptable the Diocese, regardless of whether it is considered welcome. The Diocese retains the right to take those steps necessary to prevent and/or terminate the occurrence of any type of racial harassment or other inappropriate behavior of such nature in the School.

COMPLAINT PROCEDURES FOR STUDENTS

Any student who alleges sexual or racial harassment by an employee or by another student in the school may complain to the Pastor (in the case of an elementary school), Principal, teacher, or counselor and will use the complaint procedure explained below.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. All reports of sexual or racial harassment shall be handled in the following manner:

1. Reports are preferred in writing on forms supplied by the school. If a verbal complaint is made, the receiver of the complaint shall complete a written report.
2. Reports must name the person(s) charged with sexual or racial harassment and state the facts.
3. If the victim or perpetrator is a student, the report must be presented to the Principal where the alleged conduct took place. The Principal will inform the superintendent, Pastor, and/or school attorney.
4. The Principal who receives a report shall thoroughly investigate the alleged sexual or racial harassment and should consult with the superintendent.
5. The Principal should determine if the complaint meets the definition of sexual or racial harassment
 - a. If the complaint is legally considered child abuse, it should be handled according to the Child Abuse Reporting Policy (P3610).
 - b. If the complaint appears to constitute sexual or racial harassment the Principal should consult with the superintendent and:
 1. Complete the Investigative Report of Alleged Sexual/Racial Harassment.
 2. Conduct an information gathering interview with any students, staff, or other witnesses who have knowledge of the situation.
 3. Contact the parents of all students known to be involved.
6. The Principal is responsible for the decision in the matter but may establish a Discipline Board to

- assist. The report and the results of the investigation will be utilized by the school to:
- a. Determine appropriate disciplinary action.
 - b. Determine need for counseling referral.
 - c. Determine who will be responsible for continued monitoring and appropriate follow-up of the situation.
 - d. Determine Sanctions for Misconduct.

SANCTIONS FOR MISCONDUCT

A substantiated charge against a student in the school shall subject that student to disciplinary action consistent with the school discipline policy.

FALSE REPORTING

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual may be subject to disciplinary action.

D. SANCTITY OF LIFE

When a student becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the student and student's family.

(Diocesan School Board Policy 4410)

E. EXTRA-CURRICULAR ACTIVITIES

St. Jude School sponsors extra-curricular activities for all students.

Sports Teams (subject to availability of coaches and players).

Fall Sports

Football	Boys	Grades 4 – 8		
Volleyball	Girls	Grades 5 – 8		
Cheerleading	Girls	Grades 5 – 8 (all year)		
Cross Country	Coed	Grades 5 – 8		

Winter Sports

Basketball	Boys	Grade 5 – 8	Girls	Grade 5 – 8
Wrestling	Boys	Grade 5 – 8		

Spring Sports

Soccer	Boys	Grades 5 – 8	Girls	Grades 5 – 8
Track	Coed	Grades 5 – 8		
Softball	Girls	Grades 5 – 8		

Other Activities

Drama Club		Grades 6 – 8		
Science Club		Grades 4 – 8		
Student Council		Grades 6 – 8		
Destination Imagination		Grades K – 8		
Boy Scouts		Grades 1 – 8		
Girl Scouts		Grades K – 8		

Eligibility Requirements

The primary purpose of a St. Jude School education is set forth in the Mission Statement. The many fine extra-curricular activities that the school sponsors are intended to enrich the academic and social experiences of the student-participants. However, extra-curricular activities shall not be permitted to diminish the academic performance of students. Therefore, students participating in any extra-curricular activity sponsored by St. Jude School must meet minimum academic performance and conduct standards in order to be eligible to participate. These extra-curricular activities include; all interscholastic athletics, cheerleading, drama club, science club, the student council, Boy Scouts, Girl Scouts, Destination Imagination, and other activities as determined by the Principal.

Academic Requirements

Prior to beginning participation in an extra-curricular activity, student participants must have earned eligibility on their prior end of quarter report card, by not having either 2 "D's" or 1 "F" on that report card. Regaining eligibility is available in two manners. The first is by not having any grades below "C" at the next mid-term. The second is by not having 2 "D's" or 1 "F" on the next end-of-quarter report card. Until a student-participant regains academic eligibility, further participation of any type in that activity is forbidden, unless it has been determined that a waiver be given for the best interest of the student. In that case, administration, teachers, and parents will work closely to provide a Plan of Action which will result in student success and regaining eligibility. The following provides clarification to the above:

1. Unsatisfactory mid-term academic grades (either 2 "D's" or 1 "F") do NOT make a student ineligible to participate in extra-curricular activities; when this occurs, the School will send a letter to parents stating that it recommends the student discontinue extra-curricular involvement until academic progress is clearly visible; however, the choice to act on that recommendation is fully up to the parents.
2. Mid-term academic grades can be used to reinstate extra-curricular eligibility, but please note that a purposely higher standard has been established to enable such.
3. Implications of grades earned on the final report card of one year carry over to the following year.

Conduct Requirements

To earn eligibility for extra-curricular activities, student-participants must maintain a grade of at least "a "C" in conduct on both mid-terms and end-of-quarter report cards, regardless of academic grades in order to maintain eligibility for all school sponsored extra-curricular activities.

New students entering St. Jude School will be subject to academic eligibility until the first end-of-quarter report card. In exceptional circumstances the Principal shall exercise discretion in implementing this policy.

Each adult supervising each extra-curricular activity must submit a roster to their representative and receive confirmation of the students' eligibility before allowing the students to participate in that activity. It is the representatives' obligation to verify the eligibility of each student by contacting the Principal before permitting participation.

Extra-Curricular Activity Misconduct

Violations of the Code of Conduct committed during extra-curricular activities shall be addressed in an appropriate manner by the supervising adult. Serious or repetitive violations shall be promptly reported to the school administration.

F. LOST AND FOUND

A lost and found area is kept in the school for unidentified items found in the school and left unclaimed. Parents and students may check this area for lost items during normal school hours.

G. SERVERS

Students in grades 6-8 are invited to become Mass servers. In grade 6, instruction is provided for those students who are interested in becoming servers.

H. AWARDS/SCHOLARSHIPS

The following monetary awards/scholarships are available for deserving fourth, fifth, sixth, seventh and eighth grade students who are St. Jude Parishioners and who plan to continue their Catholic education. Awards/scholarships are awarded annually and presented at the end of the school year.

Fourth, Fifth, Sixth Grade Awards/Scholarships

Marilyn Wunderlin Scholarships

These awards are given to students in grades 4, 5, and 6 for academic achievement and outstanding mental attitude.

Seventh Grade Awards/Scholarships

(The monetary awards are applied toward the student's eighth grade tuition at St. Jude School.)

Joseph J. Voors, Jr. Memorial Award

This scholarship is awarded to one seventh grade boy or girl who has best exemplified the spirit of "striving to do one's best."

Paula Parmeter Scholarship

This scholarship is awarded to one seventh grade boy and one seventh grade girl for demonstrating scholastic achievement, athletic ability, Christian citizenship, goodwill, helpfulness, and spirit. "No goal is too high if we climb with care and confidence."

HASA Scholarship

This scholarship is awarded to one seventh grade boy and one seventh grade girl based on academic achievement, positive attitude, school spirit, and the display of respect, reverence, and responsibility. (Scholarships may go to two boys or two girls if no others meet the above criteria.)

Lara Ngyuen Fine Art Scholarships

These scholarships are awarded to four (4) seventh grade students who demonstrate talent and interest in the fine art areas of art, chorus, instrumental, and drama.

Virginia Talarico Scholarship

This scholarship is awarded to one seventh grade girl who has attended St. Jude School for all seven years. It is based on display of respect for their teachers and fellow students and academic effort.

Henry & Marie Allgeier Memorial Scholarship

This scholarship is awarded to a 7th grade student who has excelled in academic performance.

Eighth Grade Awards/Scholarships

(The monetary awards are applied to a student's tuition and fees at a local Catholic High School.)

Sisters of Notre Dame Distinguished Graduate Award

Recognizes one eighth grade student for being the most authentic witness to Notre Dame education.

Paula Parmeter Mental Attitude Scholarship

This award is awarded by the Athletic Committee to an eighth grade student who has promoted a positive mental attitude during his/her years at St. Jude School.

Distinguished Student Award

The Allen County Non-Public School Association presents awards to two eighth grade students from St. Jude School who have displayed achievement, Christian witness in attitudes, and service to their school and community.

Presidential Academic Fitness Award

This award is presented to those eighth grade students who have met the following criteria:

- a. Scored in the 80th percentile or above in all standardized tests since the fourth grade.
- b. Maintained an A-B scholastic average since the fourth grade.

Pat Crowley Scholarship

This scholarship is awarded to a 7th and 8th grade student for their school sprit, academic performance along with reverence, respect and responsibility.

Stewardship Scholarship

This scholarship is awarded to one St. Jude 8th grade student who has exemplified the qualities of Stewardship in the form of service to their school, church, and/or community.

St. Jude Scholarship

These scholarships are awarded to two eighth grade students who have performed highest academic achievement.

Rosary Society Scholarships

These scholarships are awarded to an eighth grade girl(s) and an eighth grade boy(s), respectively, who have shown good mental attitude, good spirituality, good citizenship, and academic achievement.

Marilyn Wunderlin/Sam Talarico Scholarships

These scholarships are awarded by the Athletic Committee to one eighth grade girl and one eighth grade boy who demonstrate scholastic achievement, athletic ability, Christian citizenship, goodwill, helpfulness, spirit, and good sportsmanship.

Thompson Scholarship

This scholarship is awarded to one student who has best exemplified the spirit of "striving to do one's best," with consideration given to financial need. (This scholarship is limited to those attending Bishop Dwenger High School.)

Delaney Scholarship

This scholarship is awarded to one Catholic student who values and desires to pursue a Catholic education and who exhibits the following qualities:

- a. Helpful, positive attitude, generosity, serves the community, academic achievement, and goes beyond the call of duty.
- b. Consideration is given to students from a larger family.

VI. PARENTAL RESPONSIBILITY/ INVOLVEMENT

- | |
|--|
| <ul style="list-style-type: none"> A. Leaving School Grounds B. Transportation C. Parental Concerns D. How to Contact Teachers E. Doctor Appointments F. Address Changes G. Parent Bulletin Board H. Volunteer/Parental Help I. School/Parent Agreement J. Parental Access Rights to Student Records |
|--|

A. LEAVING SCHOOL GROUNDS

Students are permitted to leave school grounds during school hours only with written permission of the parent/guardian. **After dismissal, students are expected to leave school grounds in a timely manner. Failure to do so can subject the student to disciplinary action.**

B. TRANSPORTATION

Cars: Arrival in the morning and afternoon pickup:

The Parish Safety Committee has established traffic patterns for the parking lot and for Pemberton Avenue. **PARENTS ARE EXPECTED TO FAMILIARIZE THEMSELVES WITH THESE PATTERNS. YOU ARE EXPECTED TO FOLLOW THESE PROCEDURES.**

Drivers should pull their cars up as far as possible and students should be ready to exit when the car stops to avoid unnecessary delays. Children must cross the street only at the intersection. If parents need to

come into the school for business, please park near the convent.

Bicycles:

- Students may ride bicycles to school provided:
- students walk bicycles from the corner of State and Randallia
 - bicycles must be walked across all intersections
 - bicycles must be walked on the parking lot
 - bicycles must be LOCKED in the bicycle racks provided

Walkers:

Walkers must cross only at the corners. Adult crossing guards are provided by the Fort Wayne Police Department to secure safe crossing at Randallia Drive/State Blvd, Pemberton and Forest Avenue, and N. Anthony Blvd/Forest Avenue. Skateboards and mopeds are not permitted at any time during the school day, which includes going to and from school.

C. PARENTAL CONCERNS

School concerns which require faculty or administrative attention must be raised via a four-level process:

Level One - Teacher

Level Two - Principal

Level Three - School Board

Level Four - Pastor

The basic concept of this process is to first address the concern to the person whom it involves, and to not proceed to the next level unless necessary. According to the Catholic Church principle of “subsidiary,” when a problem or an issue arises with someone in school, parents should first raise the problem or issue with that person. The idea is to always try to resolve difficulties at the lowest level - that level where the issue first arose. Another important role that the Church teaches in this regard is the principle of “collegiality” – working together as partners to solve problems in the community.

Level One - The Teacher:

Most matters should first be addressed at Level One – the child’s teacher (e.g., grades, discipline, assignments, and other classroom matters).

Level Two - The Principal:

Concerns appropriate for Level Two - the Principal are matters not related to the classroom (e.g., school safety, curriculum) or matters which have been raised with the teacher, but have not been properly addressed (generally the teacher must first be given the opportunity to address the concern before the matter is raised with the Principal.)

Level Three - The School Board:

Involves school policy (e.g., setting annual tuition, admissions policy, school planning) only. Matters pertaining to a specific student or school employee must be raised directly with the Principal.

Level Four - The Pastor:

The final parish appeal, the Pastor, becomes involved only when matters raised with the Principal or School Board have not been properly addressed by the Principal or Board (generally, the Principal or Board must first be given the opportunity to address the concern before the matter is raised with the Pastor).

It is recommended that the following two steps be taken when raising concerns at any level:

First, those concerns should be submitted in writing (e.g., in a letter addressed to the correct level).

Second, an appointment should be set to meet with that level to follow-up the letter. In addition to providing the opportunity to focus on the exact nature of a concern, the written message creates a paper trail. When parents are unsure at which level to raise a concern, they should ask the principal or a school board member. This system is the most efficient and fair manner in which the school may address concerns.

(Diocesan School Board Policy 2310)

Parents who observe Code of Conduct violations committed by students during school hours or during school sponsored activities should feel free to point out the misbehavior to the student and/or report such violations to the supervising adult, supervising faculty member, or school administration. The supervising adult, supervising faculty member, or school administration shall take appropriate corrective action.

D. HOW TO CONTACT TEACHERS

Meet the Teacher Night:

St. Jude School provides an opportunity for parents to meet their child's teacher at this event. Parents are strongly encouraged to attend. Parents are encouraged to communicate with teachers whenever the need arises. Contact the school office to leave a message for the teacher.

E. DOCTOR APPOINTMENTS

Students who need to leave the school premises for a dental or doctor appointment **MUST** present a note to the HOMEROOM TEACHER and then bring the note to the OFFICE. When a student leaves for the appointment, the student **MUST** report to the school office before leaving and when returning to school.

F. ADDRESS CHANGES

Parents must complete the emergency information papers. If any of this information changes during the course of the year, parents must call the **school office immediately**.

G. PARENT BULLETIN BOARD

The Parent Bulletin Board is located right inside the playground entrance in the main hall. The Board contains events happening in school, in the local community, and programs that are available for the students to participate in during the year. Many of these programs are offered by Fort Wayne Community Schools, the Parks and Recreation Department, or Catholic High Schools and other civic groups.

H. VOLUNTEER/PARENTAL HELP

Parents are expected to volunteer to support St. Jude School. According to the Diocese, volunteers are individuals who provide services at a Diocesan elementary or high school on their own initiative for no compensation or payment of any kind. Further, volunteers assisting in a school or in any school related or athletic related activity may perform any number of suitable functions for which they are qualified based on their training or background.

Parents are needed to volunteer for a variety of activities, and are strongly encouraged to offer whatever assistance or services they feel able to provide. Such participation is vital to the continued growth of the school. Suggested areas of need are identified each year. Parents are encouraged to contact the HASA Volunteer Coordinator to volunteer.

Prior to any volunteer activity, volunteers must comply with the Diocesan policy requirements. This includes the completion of a Volunteer Application, consent to a limited criminal history check, and viewing of a video entitled "Safe Environment Training Video", all available at the Parish Office. In addition, volunteers will complete any other pertinent training necessary to any anticipated volunteer duties. These requirements must be completed every 5 years. Individuals who apply for volunteering but are not eligible will be contacted by the Pastor or the school administration.

I. SCHOOL/PARENT AGREEMENT

The primary mission of St. Jude Catholic Schools is to prepare the children of St. Jude Parish to become adult Catholic Christians. Children are taught the essential truths of the Catholic Church and are urged to cultivate good habits of daily prayer, works of charity, and faithfulness to the sacramental life of the Church. **Parents must show their intent to abide by these principles by signing and returning the Handbook Receipt Acknowledgement form in the packet of paperwork received at the beginning of the year.**

Mass Participation:

The work of the school is frustrated if parents do not make an effort to practice their Catholic faith at home. The time and effort taken in school to teach children the truths and good habits of our faith are negated if parents do not practice what is taught at school. Most especially, the work of the school is greatly

undermined if parents and their children do not participate in Sunday Mass on a weekly basis. Therefore, St. Jude Catholic Church requires that parishioners who enroll their children in St. Jude Catholic School **MUST PARTICIPATE IN WEEKLY SUNDAY MASS ON A REGULAR BASIS.**

Financial Contribution:

School tuition and fees cover approximately 38% of the cost of educating a child at St. Jude School. Tuition is kept low due to a large parish subsidy which comes from Sunday contributions. Approximately 62% of the cost of operating the school comes from parish funds. Therefore, St. Jude Catholic Church requires that parishioners who enroll their children in St. Jude Catholic School **MUST USE THE SUNDAY COLLECTION ENVELOPES ON A REGULAR BASIS.** Parents are urged to keep in mind the principles of Sacrificial Giving in making their contributions.

J. PARENTAL ACCESS RIGHTS TO STUDENTS RECORDS

Saint Jude School follows diocesan policy and procedure, in accordance with federal law regarding requests for access to student records (Diocesan School Board Policy 4170). Any parent, guardian, or custodian of a student has certain rights to school records as provided by federal law. These rights include:

- Inspect and review the student's education records.
- Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Obtain a copy of the diocesan policy (P4170 Access to Official Student Records) and procedure for access to student's records.
- Copies of the diocesan school's policy and procedure for access to student's records will be maintained in the principal's office for each diocesan school.
- Other rights set forth in the law. (Under some circumstances these rights may be limited.)

VII. OTHER

- A. Use of School Facilities
- B. Gym Use Policy
- C. School Support Organizations
- D. Environment

A. USE OF SCHOOL FACILITIES

The school administration shall provide guidelines and regulations for the use of school facilities for non-academic activities.

B. GYM USE POLICY

Groups including at least one parishioner, faculty or staff member may use the gym, subject to availability and the following restrictions. The gym will not be available for outside use during the following time period: June 1st through September 1st. When school is in session, the gym will not be available for outside use on weekends. The gym will be available Monday through Friday from 8:45 p.m. to 10:00 p.m. for a fee of \$40.00 per evening.

Those using the gym are responsible for any damage that is done to St. Jude property. The players are responsible for sweeping up the gym after its use. The restrooms to be used are next to the locker rooms on the first floor. Payment will be made to the Gym Supervisor. The payment is split as follows:

- \$15.00 to the Gym Supervisor
- \$25.00 to a Gym Improvement Fund

The Gym Supervisor will be responsible for turning off the gym lights and making sure all doors are locked. Those using the gym should enter and leave the school from the Forest Avenue entrance. Those using the gym should not enter the school.

The Gym Supervisor will check on the gym at 10:00 p.m. to collect the money, make sure the gym is vacated by 10:00 p.m., check for damage, turn out the lights and lock the door. If a group misses two weeks in a row without notice, they will lose their use of the gym. Only parishioners are allowed access to the gym and an adult must be present at all times (18 years and older). On the days school is not in session, during

holiday seasons or due to bad weather conditions, the gym will not be available.

St. Jude is not responsible for any injuries that might occur during the use of the gym.

C. SCHOOL SUPPORT ORGANIZATIONS

1. SCHOOL BOARD

The Pastor is responsible for the administration of St. Jude School. The Principal functions as the chief administrator of the school and is directly responsible to the Pastor. The School Board is established by the Pastor to assist him and the Principal in the governance of the school. The School Board serves in a capacity of assisting in the development of policies guiding the activities of the school on behalf of St. Jude Parish. Once the Board reaches consensus on a matter of policy, the decision is effective and binding when, and if, it is approved by the Pastor. The Board is consultative in the following sense: The members cannot act apart from the Pastor and Principal and cannot make decisions binding on the school without the approval of the Pastor. The functions and the responsibilities of the School Board include:

1. Assisting the Pastor and Principal in developing the school's administrative policies in conformity with Diocesan and State mandates (including policies relating to the planning, operation, and maintenance of the school facility and equipment). This includes ensuring the implementation of previously ratified policies.
2. Assisting the Pastor and Principal developing an annual school budget, including setting tuition and devising means to finance the school. Upon approval by the Board, the budget is submitted to the Parish Finance Committee for inclusion in the overall parish budget.
3. Maintaining a strategic plan for the development of the school, and working towards the goals set out in this plan.
4. Assisting the Pastor in selecting the Principal. However, the Board may waive this responsibility if the Principal is appointed by the religious community serving St. Jude Parish.
5. Assisting the Pastor in an annual evaluation of the Principal.
6. Assisting the Pastor and Principal in the development of the school, including public relations and marketing.
7. Conducting an annual assessment to review communication, effectiveness and goals.

The School Board consists of the Pastor, the Principal, eight elected members, the HASA President, two faculty representatives, and the Athletic Committee President. The eight elected members must be parents of school children (Catholic or non-Catholic) or must be interested parishioners. Four of these eight elected general members are elected by the school parents and four are elected by the School Board. Annually, there are elections where two members are elected by vote of school parents, and two members are elected by vote of the School Board. The terms of service on the Board are two years. All elected Board members serve no more than two consecutive terms. The School Board normally meets every third Wednesday of each month, except for July and December. The Board's constitution and by-laws are available upon request.

2. HOME and SCHOOL ASSOCIATION (HASA)

Mission Statement:

HASA strives to enhance our children's' Catholic education through effective home and school communications, actively dedicated parents, and the promotion of stewardship to benefit the children of St. Jude School.

Goals:

Enrichment: To enhance teacher, cultural, student, and curriculum opportunities on an annual basis.

Communications: To ensure open communications between home, school, and the community regarding our school's needs and successes.

Stewardship: To organize and support student educational programs and corresponding materials about stewardship, a spiritually motivated approach of time, talent, and treasure. Parents are encouraged to become active in HASA. Please contact a HASA representative to volunteer.

3. ATHLETIC COMMITTEE

The St. Jude Athletic Committee is an arm of the St. Jude School Board. One of the committee's purposes is to appoint coaches for our CYO and 5th and 6th grade teams. The committee is to provide an opportunity for competition at the grade school level according to the CYO constitution, and to instill a Christ-like code of sportsmanship.

Mission Statement:

St. Jude Athletic Committee will provide an opportunity for athletic competition according to the St. Jude rules and the CYO Constitution. St. Jude athletic participants, coaches, and fans should place a special emphasis on instilling a Christ-like code of sportsmanship.

Athletic Code of Conduct:

Respect, Reverence and Responsibility

St. Jude School places a special emphasis on the values of respect, reverence, and responsibility. These values, which are derived from the St. Jude philosophy and Mission Statement, are a central focus of the educational purpose of our school. Students, staff, coaches, and parents should be examples of this special emphasis. All athletes must agree to comply with the St. Jude Code of Conduct and understand that failure to do so may result in suspension from athletics at St. Jude.

St. Jude athletics are available to students attending St. Jude in the 5th through 8th grades. CYO restrictions apply to all participants.

Insurance--The Diocese requires that school insurance is mandatory for each student. The student insurance premium is included in the School Book and Activity Fee. The insurance program provides secondary coverage for students injured in school sponsored activities.

Parents of student athletes are financially responsible for all uniforms and equipment issued. Uniforms and equipment must be returned to coaches at the end of the season. Athletes not returning equipment will be invoiced for the cost of the replacement. Athletes will not be permitted to participate in any other sport until uniforms and equipment are returned or invoice is paid.

Athletes and parents are responsible for returning all forms for participation in each sport (Uniform Responsibility, Consent and Release, Medical Information, CYO Participation (for 7th and 8th grade)) and pay any participation fees at the start of the season. **Students are required to have a completed St. Jude/CYO Physical Form turned into the school office prior to practice and participation in an athletic event.** All athletes will be required to receive a physical prior to participating in a sport. One physical will cover all sports for the school year.

All 7th and 8th grade teams will be subject to all CYO rules and policies.

Athletes will be subject to the St. Jude extra-curricular activity eligibility policy and any team rules set by the coaching staff. Athletes failing to meet eligibility standards and/or team rules will be subject to suspension from the team.

Eligibility Requirements

As a Catholic academic institution, the primary purpose of St. Jude School is to provide students with an excellent education. The many fine extra-curricular activities that the school sponsors are intended to enrich the academic and social experiences of the student-participant. However, extra-curricular activities shall not be permitted to diminish the academic performance of students. Therefore, students participating in any extra-curricular activity sponsored by St. Jude School must meet minimum academic performance standards in order to be eligible to participate. These extra-curricular activities include all interscholastic athletics

Academic Requirements (Based on previous semester grades)

Prior to beginning participation in an extra-curricular activity, student- participants must have earned eligibility on their prior end of quarter report card by not having either 2 "D's" or 1 "F" on that report card. Regaining eligibility is available in two manners. The first is by not having any grades below "C" at the next mid-term. The second is by not having 2 "D's" or 1 "F" on the next end-of-quarter report card. Until a student-participant regains academic eligibility further participation of any type in that activity is forbidden.

The following provides clarification to the above:

- a) unsatisfactory mid-term academic grades (either 2 "D's" or 1 "F") do NOT make a student ineligible to participate in extra-curricular activities; when this occurs, the School will send a letter to parents stating that it recommends the student discontinue extra-curricular involvement until academic progress is clearly visible; however, the choice to act on that recommendation is fully up to the parents;

- b) mid-term academic grades can be used to reinstate extra-curricular eligibility, but please note that a purposely higher standard has been established to enable such;
- c) implications of grades earned on the final report card of one year carry over to the following year.

To earn eligibility for extra-curricular activities, student-participants must maintain a grade of at least a "C" in conduct on both mid-terms and end of-quarter report cards, regardless of academic grades in order to maintain eligibility for all school sponsored extra-curricular activities. New students entering St. Jude will be subject to academic eligibility as determined by the principal.

In exceptional circumstances the principal shall exercise discretion in implementing this policy.

The adult supervising each extra-curricular activity shall submit a roster of student-participants to the principal immediately after the initial meeting of the activity. Likewise, the supervisor must provide the principal with current rosters as additional students join the activity. The supervisors of each extra-curricular activity shall contact the principal to learn of the academic eligibility status of student-participants.

Extra-Curricular Activity Misconduct

Violations of the Code of Conduct committed during extra-curricular activities, shall be addressed in an appropriate manner by the supervising adult. Serious or repetitive violations shall be reported to the School Administration.

COACHES CODE OF CONDUCT

THE ST. JUDE ATHLETIC COMMITTEE REQUIRES THE ST. JUDE COACHING STAFF TO BE POSITIVE ROLE MODELS FOR OUR STUDENT ATHLETES AND OUR SUPPORTING FANS. THE COACHING STAFF MUST INSPIRE RESPECT BY EXAMPLE IN APPEARANCE, MANNERS, BEHAVIOR, LANGUAGE, AND CONDUCT. IN REPRESENTING OUR SCHOOL, ST. JUDE COACHES SHOULD BE EXAMPLES OF THE ST. JUDE THEME OF RESPECT, REVERENCE AND RESPONSIBILITY. FAILURE TO FOLLOW THE CODE OF CONDUCT WILL RESULT IN DISMISSAL FROM YOUR COACHING APPOINTMENT.

Parent Meeting-- All teams must schedule a parent meeting at the start of the season. Review with parents what you can expect from your players and what the student athlete can expect to learn. Cover practice time and any team rules you may have. Stress to the parents that school work comes first.

Responsibility for Equipment and Property-- Coaches are responsible for any equipment or property supplied by the St. Jude Athletic Committee or St. Jude School. Keys for the gym must be obtained from the school Principal, one set per team. Keys will be issued the day before the start of the season and must be returned ten days after the end of the season.

Uniforms-- Coaches are responsible for issuing and collecting uniforms before and after the season.

Uniforms must be obtained and returned to the Athletic Committee Sports Representative.

Equipment Purchases-- All purchases must be authorized by the Athletic Committee.

Tournaments, Camps, etc. -- All must be authorized by the Athletic Committee. After the event, a recap of income and expenses must be submitted to the Athletic Committee. Profits from the event must be turned over to the Athletic Committee General Fund.

Head Coaches-- Head coaches will only be allowed to coach one team per season.

Rosters and Schedules-- Head coaches must submit a team roster, game and practice schedule to the Athletic Committee and School Principal before the first scheduled game. This is to insure all participants are eligible to play.

Team Rules-- Coaches must submit in writing to the Athletic Committee any team rules prior to the start of the sport.

Care of Gym-- Coaches have the responsibility for the care of the gym. Food and drinks are not allowed in the gym. No street shoes are allowed on the playing floor. Turn off lights and blowers, check locker rooms, bathrooms and locker rooms. Supervise all children until they are picked up. Leave the gym and locker areas clean.

Special Circumstances

The St. Jude Athletic Committee sees the need to offer students the chance to compete in athletics, but the CYO limits the number of team members in certain sports i.e., volleyball, cheerleading, and basketball. In the event that the number of athletes is too great for these sports, tryouts will be held to give all participants an ample opportunity to make the team. Coaches will rate players by ability, spirit, attitude, and willingness to learn. Coaches should also consider whether the players will meet grading criteria.

5th and 6th Grade

The St. Jude Athletic Committee has a no cut policy for all 5th and 6th grade sports. With this in mind we realize that the number of participants in certain sports can cause problems for coaches and scheduling games. The Athletic Committee realizes that special arrangements may need to be made to accommodate all participants. Teams may be split into groups and the Athletic Committee will attempt to make adequate gym time available to allow fair practice time and game time for all participants.

D. ENVIRONMENT

St. Jude School encourages families to recycle materials. As part of our school effort, we use ½ clean paper for most of our student papers and some parent communications. We will accept ½ clean paper from any business or family that wishes to donate.

VIII. FACULTY

SR. KATHLEEN MARIE KNUEVEN, SND, Principal (Member of Faculty since 1998)

B.S. Mary Manse College
M.A. University of Dayton
Administration Certification

BETTY A. BUCKEL, Assistant Principal (1985)

B.S. Indiana University
M.S. Indiana University

MICHAEL S. BARNES (1968)

B.A. St. Francis College
M.S. St. Francis College

KIM BERGHOFF (2006)

B.S. Ball State University
M.Sp.Ed. Ball State University

MARY BERGHOFF (2000)

B.S. Indiana University
M.S. Indiana University

PATTY BOND (1997)

B.A. Purdue University
M.S. Indiana University

AMY BOWMAN (2003)

B.S. Indiana-Purdue, Fort Wayne

JUDY COLLIVER (2008)

B.S. Indiana-Purdue, Fort Wayne

BARBARA H. DIDIER (1974)

B.S. St. Francis College
M.S. Indiana University

THERSA DIDION (2005)

B.S. St. Joseph College – Rensselaer, IN

KATHY DYKHUIZEN (1995)

B.S. Indiana University
M.S. Indiana University

ANNE ECKERT (1998)

B.S. Indiana University
M.A. Indiana University

PATRICIA FROST (1979)

B.S. Indiana University
M.A. Indiana University

NANCY HICKMAN (1989)

B.A. Wittenberg University

KATE HOUSER (1992)

B.S. Indiana University
M.S. Indiana University

NANCY HOWE (2008)

B.A. Manchester College
M.S. University of St. Francis

KEVIN JEFFERSON (2002)

B.S. Christopher Newport University

MICHELLE SPYCHALSKI (2007)

B.S. Bowling Green State University

SHEILA KOHNEN (2007)

B.S. Ball State University

JOANNE KOLKMAN (2006)

B.S. Indiana-Purdue, Fort Wayne

MARY ELLEN MAFFEY (1989)

B.A. University of Cincinnati
M.A. Indiana University

DIANE MERZ (1998)

B.A. Purdue University
M.A. Indiana University

MARY MINSER (1995)

B.S. Indiana University
M.S. Indiana University

SARA MOELLER (2006)

B.S. Indiana-Purdue, Fort Wayne

JOHN MORSE (2004)

B.A. University of Michigan
M.A. University of Michigan

Elizabeth Nern (2009)

B.S. Indiana-Purdue, Fort Wayne

CARRIE NUSSBAUM (1996)

B.A. Indiana University

BOB PANZA (1997)

B.F.A. Indiana University

SARA QUINN (2006)

B.S. Manchester College

SUSAN SMITH (2006)

B.S. Clarion

ROBERT SPYCHALSKI (2001)

B.S. St. Joseph College – Rensselaer, IN

MARLENE A. STANGE (1973)

B.S. St. Francis College

M.S. St. Francis College

TERESA STACHOFSKY (2000)

B.A.M.E. Ohio University

ROBERTA TIERNEY (1983)

B.S. St. Francis College

M.S. St. Francis College

Reading Endorsement

ANGELA WEIMER (2005)

B.S. Indiana-Purdue, Fort Wayne

CATHY ZEIGLER (1993)

B.S. Indiana University

M.S. Indiana University

St. Jude School policy requires parents and students to sign and return a similar form to the school office at the beginning of the school year. THE ACTUAL FORM TO RETURN IS INCLUDED IN THE PACKET OF PAPERWORK RECEIVED AT THE BEGINNING OF THE YEAR.

HANDBOOK RECEIPT ACKNOWLEDGMENT

By signing below we acknowledge that we have received a copy of the Saint Jude School Student/Parent Handbook. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne-South Bend.

We agree to follow all rules and guidelines imposed in the school by the school administration and/or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgment is to be returned to the school after being signed and dated. However, the failure to read the handbook or to sign or return this acknowledgment shall not relieve us of the obligation to follow all rules and guides 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.

Student Name Printed (Grades 1 - 8)

Date

Student Signature (Grades 1 - 8)

Parent Signature

Parent Name Printed

DIOCESAN POLICIES AVAILABLE

All Diocesan School Board policies referenced in this handbook, or otherwise, are available for inspection and copying in the school office.

RIGHT TO AMEND

The principal/pastor is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.