



ST. JUDE SCHOOL  
DRIVEN BY FAITH, INSPIRED TO LEARN

2017-2018

Parent / Student  
Handbook

*"I can do all things through  
Christ, who strengthens me"*

## Important Phone Numbers

School Office: 598-2100

School Fax: 598-2118

After School Care: 598-2125

Parish Office: 574-1234

Parish Fax: 598-2109

Director of Religious Education: 574-1230 ext 30

Parish Business Manager: 598-2103

Web address: [www.stjudebridgetown.org](http://www.stjudebridgetown.org)

TABLE OF CONTENTS

MISSION STATEMENT .....5

ADMISSION POLICIES .....5

*Underage Admittance*.....6

*Priorities of Admission*.....6

*Registration* .....7

*Tuition & Financial Aid Policy* .....7

THE SCHOOL DAY AND ATTENDANCE.....8

*Daily Schedule*.....8

*Arrival/Dismissal*.....8

*Attendance* .....8

*Policy for Absenteeism* .....9

*Tardiness* .....9

*Departure During or at the End of the Day* .....9

*Dismissal to Anyone Other Than Custodial Parent*.....9

*After School Care* .....10

*Weather/Emergency Closings*.....10

*8th Grade Shadow Days*.....10

*Vacations* .....10

*Take Your Child to Work Day* .....11

ACADEMIC POLICIES .....11

*Homework* .....11

*Assignment Books* .....11

*Field Trips* .....11

*Library* .....11

*Computer Lab*.....12

*Responsible Use of Technology*.....12

*Reporting of Student Performance*.....14

*Report Cards*.....14

*Academic Honor Roll*.....15

*Promotion and Retention Policies* .....15

*Intervention Assistance Team (IAT)* .....16

*Additional Student Academic Programs* .....16

*Additional Services*.....16

*National Junior Honor Society* .....16

*Extra Curricular Activities*.....16

*Other* .....17

RECORDS .....17

*Transfer of Records*.....17

*Non-Custodial and/or Non-Residential Parent Rights to Records*.....17

*Custodial Parent Documentation* .....17

*Report to the Treasurer of the Board* .....17

*Student List to the Catholic High Schools* .....18

TESTING .....18

*Textbooks*.....18

COMMUNICATIONS.....18

*Publications* .....18

*Communication Protocol*.....19

*Parent & Teacher Conferences* .....19

*Telephone Use* .....19

CODE OF DISCIPLINE .....19

<i>Discipline Philosophy</i> .....	19
<i>General Regulations</i> .....	20
<i>Personal Development Program Grades 4-8</i> .....	20
<i>Detentions</i> .....	21
<i>Personal Development Honor Roll</i> .....	22
<i>Principal’s Award</i> .....	22
<i>Suspensions</i> .....	22
<i>Expulsions</i> .....	23
<i>Immediate Detentions, Suspensions, or Expulsions</i> .....	23
<i>Corporal Punishment</i> .....	23
<i>Principal’s Role</i> .....	23
DRESS CODE .....	24
<i>General</i> .....	24
<i>Accessories</i> .....	25
<i>Gym Dress Code</i> .....	25
<i>Out of Uniform Days</i> .....	25
<i>8th Grade Graduation Dress Code</i> .....	25
HEALTH AND SAFETY REQUIREMENTS .....	26
<i>Emergency Forms</i> .....	26
<i>Medical Records and Student Health Screening</i> .....	26
<i>Immunization</i> .....	26
<i>Tuberculosis Screening for Students and Staff</i> .....	26
<i>Medicine</i> .....	27
<i>Special Needs</i> .....	28
<i>Child Abuse</i> .....	28
VIRTUS .....	28
<i>Policy Prohibiting Weapons in the Workplace</i> .....	28
AIDS Policy .....	28
<i>Engine Idling Policy</i> .....	29
<i>Emergency Procedures</i> .....	29
<i>Fire</i> .....	29
<i>Tornado</i> .....	29
<i>Evacuation</i> .....	29
<i>Lunches</i> .....	29
SCHOOL BUS TRANSPORTATION .....	29
PLAYGROUND REGULATIONS .....	30
STUDENT PERSONAL ITEMS .....	30
<i>Technology and Devices</i> .....	30
<i>Student Lockers</i> .....	31
<i>Lost &amp; Found</i> .....	31
<i>Visiting the School</i> .....	31
PARTIES .....	31
AFFILIATED ORGANIZATIONS .....	32
PTO .....	32
ADMINISTRATION’S RIGHT TO AMEND .....	32
PARENTS’ ACKNOWLEDGEMENT OF SCHOOL POLICIES .....	32

## MISSION STATEMENT

St. Jude is a parish Catholic school where parents, teachers, and students work together in an engaging and values-based environment to help students reach their full potential, becoming contributing members of their families, community, society, and the Catholic Church.

## ADMISSION POLICIES

No child will be excluded from St. Jude School solely because of race, color, religion, national origin, or ancestry.

- A. In accordance with the Ohio Revised Code (§3321.01) A child must be five (5) years of age on or before September 30 of the year of admittance to enter kindergarten. A child of 5 born between October 1 and December 31 inclusive may be considered as an underage candidate – see Underage Admittance below.
- B. Incoming first graders must have successfully completed a state approved kindergarten program. Potential entrants coming from kindergartens other than St. Jude’s will be screened prior to admission to evaluate whether the student is ready for the first grade. For those students identified as at risk by this screening, the final decision of admission acceptance will be made by the school administrator in conjunction with his/her staff, the child’s parents, and the child’s previous teacher(s) and administration.
- C. New students for grades 2-8 will be accepted at the discretion of the school administration.
- D. Admission of new students at any grade level after the school year begins is at the discretion of the school administration.
- E. Admission to St. Jude School shall not be based solely on ability or achievement. A student with special needs who is seeking admission will be accepted if the school administration feels the school has the educational program that will benefit the needs of the student.
- F. A physically handicapped child will be admitted to St. Jude School if the school can meet the needs of the child. These admissions will be made at the discretion of the school administration.
- G. Target maximum and minimum class sizes are as follows: kindergarten minimum of ten (10) per session and maximum of twenty (20) per session. To justify two kindergarten sessions a minimum of 25 students need to register. Grades 1-3 will consist of 3 homerooms with a maximum of twenty (20) per room. Grades 4-8 will consist of 2 homerooms with a maximum of thirty (30) per class. If a class is currently above the stated maximum, proper class size will be achieved through attrition. The school administration has the ability to adjust these limits as deemed necessary.
- H. It is not the intention of St. Jude School to require families to send their children to different schools due to class size restrictions. Therefore, exception to maximum class sizes may be made to accommodate all the siblings of a family. Siblings of multiple births will not be split up due to class size limitations. Acceptance of students will be based on the Priorities of Admission stated below. In the event that a child from a multiple birth maximizes the class size limitation, the class size will be increased to accommodate all of the siblings of that multiple birth. Also at the discretion of the school administration, siblings may be accepted into a grade whose maximum class size has been reached if other siblings have been accepted into other grades.
- I. The maximum class size might also be exceeded if the retention of a student causes an already enrolled class to exceed the maximum.
- J. If registration requests exceed the maximum class size, a waiting list will be created. Four (4) separate lists will be kept. If openings occur, they will be filled in this same order.
  - 1. Families registered with the parish office who have had or have siblings enrolled in good standing in the parish school.
  - 2. Families registered with the parish office with no current or past siblings enrolled.
  - 3. Families not registered with the parish office who have had or have siblings enrolled in good standing in the parish school.

4. Families not registered with the parish office. The school will maintain a family's position on the waiting list only for the year in question. If a family would like to remain on the list for a subsequent year, it is the responsibility of the parents to notify the school of this intent.
- K. All incoming students are required to produce a birth certificate, baptismal record if applicable, and any applicable court documentation(s) at the time of registration.
- L. St. Jude School hires only teachers with proper State of Ohio licensure. All are qualified to teach the students to the best of their ability. Student placement in various homerooms will be done by the school teaching staff in conjunction with the school administration. Request for certain teachers will not be solicited nor necessarily honored.
- M. Students will not be accepted to St. Jude School if there is an issue of outstanding tuition and/or fees from the child's previous school. Letters of verification from the previous school may be requested and required.

***Underage Admittance***

Parents who make application for early admission to kindergarten for their child are referred to their respective local public school district for evaluation. St. Jude School will accept the recommendation of the public district. Underage admissions are made on a trial basis. Failure to make a satisfactory adjustment will constitute grounds for removal of the underage child from the program. Underage children who have qualified and have successfully completed kindergarten are eligible, without further evaluation, for first grade promotion.

***Priorities of Admission***

Admission to St. Jude School will be accomplished using the following priority ranking. This ranking assumes that the registration package is completed, submitted by the published closing deadline, and all required documentation is included.

- A. Students presently in good standing and currently enrolled in the school program are assured admittance for the upcoming year provided they register within the deadlines published by the school administration.
- B. If registration requests exceed the maximum class size and a waiting list develops, students will be accepted according to the following guidelines. In cases where parish enrollment is an issue, families registered the longest with the parish will have priority.
  1. Families registered with the parish office who have or have had children enrolled in good standing in the parish school.
  2. Families registered with the parish office and whose child was on the waiting list the prior year.
  3. Families registered with the parish office according to the order of registration with the parish.
  4. Families not registered with the parish office and have or have had children enrolled in good standing in the parish school.
  5. Families not registered with the parish office and whose child was on the waiting list the prior year.
  6. Families not registered with the parish office. While registration applications for families not registered with the parish office will be taken, registration will not be open to non registered families until June 1<sup>st</sup> of the upcoming school year. Order of registration of families not registered with the parish office will be at the discretion of the school administration. An exception to this policy may be made at the discretion of the school administration when a family, registered with another Catholic parish, wishes to enroll a student in St. Jude's kindergarten. This exception will be made only if the other parish school does not have a kindergarten program. In such a case, subsequent enrollment for

future years will be extended in accordance with #1 above only if the family registers with St. Jude parish.

7. Families will only be placed on a waiting list if they attempt to enroll a child during or after the formal registration period and are denied due to class size limitations. Waiting lists will not be generated based on a family's intent to register for future years.
- C. The order in filling Kindergarten session requests will be made along the same priority schedule. The school administration reserves the right to deviate from this schedule if so doing enables families to receive additional bus transportation.

### ***Registration***

Registration takes place in two stages: pre-registration and final registration. Pre-registration takes place typically in February for all returning students and potential new students. Staff needs are based on pre-registration and students who are not pre-registered by the stated closing run the risk of losing their place due to class size restrictions. Final registration takes place with the first tuition payment due June 1st.

### ***Tuition & Financial Aid Policy***

Through a shared sense of community responsibility, past and present members of St. Jude parish have given generously of their time, finances and faith. This support has enabled St. Jude families to attend the school at below the actual per pupil cost of education. The remainder of the cost is absorbed by a parish subsidy.

Two rates of tuition are published: parish subsidized rate and full rate. In order for a family to qualify for the subsidized rate families must meet the following criteria:

1. Register as a member of St. Jude Parish.
2. Consistently worship at St. Jude by attending at least 36 weekend Masses at St. Jude Church during each calendar year as evidenced by your use of church envelopes. Families new to the parish and school have this requirement waived for their entry year but – like all families – must immediately be working towards fulfilling and maintaining this obligation in order to receive future subsidies.
3. Regularly participate in the community life of the Parish by volunteering your time and talents to various Parish and School ministries and organizations as your ability allows.
4. Make all tuition payments on a timely basis. Families not fulfilling the criteria above will be required to pay the full rate of tuition.

Families registering a child for kindergarten who are not members of St. Jude Parish but are members of a Catholic parish where kindergarten is not offered are eligible for the parish subsidized rate for kindergarten. If the family chooses to stay at St. Jude for subsequent grades they must fulfill the criteria above or they will be subject to the full rate of tuition.

Financial support of the parish is also very important to the stability of the school. The tuition collected accounts for only a percentage of the actual cost of educating your child. The parish at large subsidizes a percentage of this cost as well. Therefore, the parish expects its members to actively participate in the Sunday liturgies and donate to the church as a family's means provides. Currently parents are expected to return their Sunday envelopes while attending Sunday Mass a minimum of 36 weeks in the year. A minimum amount of donation is not stated, however, it is suggested that each family contribute a minimum of \$20 per week.

Rates of tuition are published at the time of pre-registration typically done in February. At that time registration fees are due. The first tuition payment is due at the time of final registration in May. The parish office and not the school will determine eligibility for the subsidized tuition rate.

As stated above, tuition payments are expected to remain current. The school reserves the right to hold student records and/or withdraw enrollment when the tuition account is not current. Tuition reimbursement due to a student's discontinued enrollment in the school is not guaranteed. The parish

office reserves the right to retain all paid tuition. On a case-by-case basis, tuition may be reimbursed on a pro-rated basis less a \$200 fee.

St. Jude School was established to serve all parishioners not just those financially secure. A fund of financial aid has been established to potentially assist families in need. This fund is limited and will be used at the discretion of the parish office. Financial disclosures may be required to qualify.

All matters concerning tuition should be directed to the parish business office at 598-2103.

## THE SCHOOL DAY AND ATTENDANCE

### ***Daily Schedule***

7:00 a.m. Students may begin being dropped off to the gym. Absolutely no students are to be dropped off prior to 7:00 a.m. and St. Jude School will accept no liability for students not following this policy as supervision is not provided before this time.

7:40 a.m. Students are dismissed to their homerooms

7:50 a.m. Opening bell, prayers, and announcements.

10:30 a.m. Morning kindergarten session dismissal\*

11:30 a.m. Afternoon kindergarten session begins\*

11:00 a.m. – 11:45 a.m. Lunch & Recess Period Extended Day Kindergarten and Grades 1, 2, & 3

11:55 a.m. – 12:40 p.m. Lunch and Recess Period Grades 4-6

11:00 a.m. – 11:45 a.m. Flex Time and Lunch Grades 7-8

2:15 p.m. – Primary students released to After School Care

2:20 p.m. - Bus riders begin dismissal

2:25 p.m. - Car rider dismissal – all car riders must be picked up no later than 2:40 p.m.

2:30 p.m. – Grades 4-8 After School Care students are dismissed from the homerooms

\* Students in the morning kindergarten session should be picked up no later than 10:35 a.m. and afternoon kindergarten students should not arrive prior to 11:15 a.m.

### ***Arrival/Dismissal***

When arriving at St. Jude in the morning, parents should enter off of Bridgetown Road at the light into the church driveway. Proceed in front of the school, pull up as far as possible, and let your child exit the car. Continue past the parish center, through the front circle, and exit onto Bridgetown Road.

At dismissal, students are to be picked up only in the front and upper parking lots. Car riders are not to be picked up in front of church or behind the school. Park in line formations on the lower parking lot or the upper lot. You may also park in the spaces on the right side of the upper lot if you have business in the school after dismissal.

Exit using the driveway behind the school and proceed behind and around the school to Bridgetown Road. Cars turning left onto Bridgetown should use the drive behind the parish center. Cars exiting to the right on Bridgetown should exit via Chatwood. Absolutely no cars should be exiting in front of church. For the safety of the students, please follow any directions given by the principal or teachers on traffic duty.

Students are not permitted to ride bicycles to or from school.

Do not park in the lot in front of school or in the upper lot between 7:30 a.m. and 2:00 p.m. The students use this area for recess. Please park in the lower lot behind school during these times.

### ***Attendance***

Regular attendance is necessary if one is to be successful in school. Please try to make dentist, doctor, and other appointments at other times, if at all possible, outside of school hours. Please do not send a sick child to school. A healthy student has been fever free for 24 hours without the aid of a fever-reducing medicine, has not vomited for 24 hours, and does not have a contagious rash or disease. When antibiotics are required, the child must take the medication for twenty-four hours before returning to school. Attendance records will be kept and become part of the student's permanent record along the following:



Absent: a student misses an entire day or is present in the classroom during times of instruction for an hour or less on a day scheduled for regular attendance.

Tardy: a student reports for classes between 7:50 a.m. and 8:50 a.m.

Early Dismissal: a student is released sick or at the parent's request after 1:20 p.m. and before 2:20 p.m.

½ Day Absent: a student reports for classes after 8:50 a.m.; is released from classes for any reason prior to 1:20 p.m.; or is released from school at the parent's request for more than 1 hour.

Truancy and habitual tardiness and/or early dismissals are not permitted. Violators will be subject to disciplinary action.

Missed assignments are to be requested and completed following the child's return to school after any absence.

### ***Policy for Absenteeism***

It is the parents' responsibility to make sure that their child attends school and arrives on time according to Ohio Revised Code 3321.

In accordance with the Child Safety Act, when a student is absent from school, one of the parents is required to call the school by 8:30 a.m. each day and state the reason for absence. Upon their return, the child must bring a note signed by a parent to their teacher stating the reason for the absence even though contact has been made during the absence. The note should contain the date(s) of the absence as well as the reason for the absence. E-mails are not acceptable for this note. Absences are unexcused when "parents overslept", child had to "baby-sit", child was "too tired from a full weekend of activities" or like excuses.

Only if an absence is excused may a student ask teachers for help to make up missing work. In general, the students must get their missing assignments from their classmates. A student who is absent ten days in a school quarter will ordinarily not receive a report card. A student who is absent forty days or more in a given year will need to repeat the grade unless for extended illness in which case a certified tutor approved by the school may be engaged. In this case, the make-up work must be submitted to the school and an assessment given indicating that the material has been mastered. Administration will consult with the child's parents and teachers to create a plan in the case of an extended illness.

### ***Tardiness***

Any child privately transported who arrives after the starting time of 7:50 a.m. but before 8:50 a.m. is marked tardy. Repeated tardiness (other than necessary medical reasons) interferes with learning and will be brought to the attention of the parents in order to resolve the situation. With repeated tardiness the penalty of missing recess and/or marks on the Personal Development Program will be given for each time tardy. If tardiness continues, the principal at his/her discretion may administer disciplinary action.

### ***Departure During or at the End of the Day***

No child is permitted to leave the school premises once he/she has arrived until the time of dismissal without the permission of the principal and a written note from a custodial parent. Any person picking up a child from school at any time before dismissal must inform the office personnel before removing the child from the premises. Persons picking up students early should not go to the classrooms but instead report to the school office to meet the child. If a child has permission to leave school early, the adult specified in the parent's note must report to the school office to sign out the respective student before leaving the building.

Students will not be called out of class until the adult who is picking him or her up has arrived. This is in an effort to keep students in class as long as possible. Please do not indicate on the note to have the child at the office at a given time.

### ***Dismissal to Anyone Other Than Custodial Parent***

Students will not be dismissed to anyone for any reason other than to a custodial parent without first receiving prior written permission from the custodial parent. Exceptions to this policy will be in the case of sickness or the early emergency close of school once students are present. In such cases, the school office will secure verbal parental permission before dismissing the child to anyone who is not listed on the child's Emergency Medical Authorization procedure sheet.

If there is a question of a restraint court order, this should be submitted to the principal to be kept on file.

### ***After School Care***

An after school care program is available on an "as space permits" basis. For an additional fee, students will be supervised between the normal dismissal time up to 6:00 p.m. There is a separate handbook detailing the policies and procedures of this program. Contact the After School Care director, Mrs. Amy Grote, at 598-2125 for more information.

### ***Weather/Emergency Closings***

St. Jude follows the decision of the Oak Hills School District regarding closing in inclement weather. Therefore, if the Oak Hills School District is delayed or closed, St. Jude is delayed or closed. There will be no special media announcement for St. Jude. Listen to the radio or TV for information. Those using Three Rivers buses will have to transport their children if Three Rivers is on a different schedule. Families may also elect to be notified of delays or closings by our One Call system

The morning kindergarten session will be cancelled in the event the school is on a starting time delay. Both the afternoon kindergarten session and the extended day kindergarten will be in session on delayed start days unless announced differently. The extended kindergarten session will begin at the delayed starting time.

If school is to be closed early and you have granted permission for the school to give out your contact information, the Room Mother phone chain will notify you. If an early dismissal is possible (for instance, it is snowing) and you cannot be reached at the emergency number on your form, please make arrangements for your child and contact the school office. It is your responsibility to keep the office updated of any phone number changes to avoid a young child going home to an empty house.

After school Care will not be in session on days the school is closed or has an early dismissal due to inclement weather or other issue requiring a previously unannounced early closure (example: loss of utilities in the building, etc.) In the event of a previously unannounced early closing due to extreme weather, all student extracurricular activities are cancelled for the day.

### ***8th Grade Shadow Days***

8th grade students who wish to shadow area high schools should make every effort do so on scheduled St. Jude off days. However, this may not always be possible. Shadow days are to be coordinated between both St. Jude's and the particular high school's administration at least two weeks prior to the proposed shadow date. This must be communicated in writing to the child's teacher at this two week date.

### ***Vacations***

Family vacations are discouraged when school is in session and absences due to vacations are considered unexcused. Unexcused absences can be detrimental to a child's educational progress and should be avoided. Parents assume responsibility for such absences. If a child is to be taken out of school for a vacation or any other unexcused absence, parents should notify the school in writing at least several days beforehand.

- a. If parents decide to remove a student for an unexcused absence, they are advised that teachers may be able to but are under no obligation to give students work ahead of time. Any assignments missed, including tests, will be given to the student upon return.

- b. Upon returning to school, the student must return all assignments within a reasonable time frame as agreed upon with the teacher.
- c. If the student is missing assignments no credit will be given.
- d. If the student experiences problems in class with material that was covered during the student's absence, the teacher will notify the parents. It will be the parent's responsibility to make arrangements to provide the student with needed instruction. If the tutoring is done by the teacher, the parents will be charged at the standard tutorial rate. The fee must be paid prior to the tutoring.

### ***Take Your Child to Work Day***

If parents wish to take their child to work with them, they is encouraged to do so during the summer and/or on any other day that school is not in session. Children not in class during this or similar days are counted absent for the day or part of a day as detailed above.

## **ACADEMIC POLICIES**

### ***Homework***

Homework is given as a help to the students. Assignments evolve out of class experiences. They are geared to the needs, interests, and abilities of the students. One of the values of homework is to help students acquire good study habits. Homework teaches self-discipline. The students must learn to budget time and to make an effort to meet a deadline. Home assignments provide practice in needed skills.

Homework may not necessarily have to be written. Pupils, especially in the upper grades, should review notes taken in class. Working on projects, reading books, watching a special TV program, memorizing needed facts, or studying for a test can all be part of the home assignments. Homework gives the pupils a chance to get away from the situation and to prove to themselves they can do the work.

Giving a firm estimation on student homework completion times very is difficult due to the vast differences in students' self-discipline, organization, and ability. Generally, however, a typical student should spend 10-15 min per evening times their grade level. If you find that your child is spending excessively more or less time than this, please contact your child's teacher.

### ***Assignment Books***

Each student must use a homework assignment book. The purpose of this book is for each student to record all assignments in the book to ensure the completion of assignments and to improve the organizational skills of the student.

### ***Field Trips***

Field trips are an outgrowth of the classroom learning. Field trips are privileges afforded to students; no student has an absolute right to a field trip. With prior warning to parents, students can be denied participation in a field trip if they fail to meet academic or behavioral requirements. All grades strive to have at least one field trip per year which are well planned to provide enrichment in a variety of areas. Information regarding the field trips will be sent home in advance of the trip, and written permission will be mandatory for your child to attend. All children must stay with their assigned chaperones on field trips. At times, students will be expected to help defray the cost of the trip. Unless specifically defined, all students are required to wear their proper regular uniform on field trips.

Parents who are chaperoning field trips will meet in an assigned area before the trip. All chaperones must complete the *VIRTUS* training and an online background check (more info below). Students driven to the field trip should be taken directly to the location of the event, without detours or side trips.

All chaperones must behave in a responsible Christian fashion throughout the duration of the trip.

### ***Library***

The library is available to all students as a place to read, research, and study. Classes will be regularly scheduled for library, but students are encouraged to make frequent visits, especially for

Accelerated Reader testing. Library rules are posted; silence and consideration of others is expected. A librarian is present to supervise and assist the students. There will be a fine for overdue or damaged books. The library welcomes books as gifts. St. Jude encourages children to participate in the Birthday Book Club whereby, for a small fee, a book is purchased and donated to the school Library. A bookplate is placed in each book with the child's name, age, birthday and year donated.

### **Computer Lab**

The computer lab is available for all students during their regularly scheduled time and other times as deemed appropriate by the teachers. Consideration of others and compliance with all rules is mandatory.

### **Responsible Use of Technology**

The following policy/statements were generated by the Catholic School Office of the Archdiocese of Cincinnati. This policy will be followed by St. Jude School. Parent acknowledgment of their reading of this handbook constitutes agreement to abide by this policy.

#### *General Information for Users of Technology*

*Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes. In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.*

#### *Agreement Form*

*In order to ensure the proper use of technological resources, it is necessary that each user and parent guardian annually sign the attached Responsible Use of Technology Policy - User Agreement Form. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.*

#### *Responsible Use of Technology Policy*

*All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has right of access to any electronic devices on school property.*

*All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.*

*\*The term student applies to any individual enrolled in the school regardless of age.*

#### *School Responsibility*

*The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of technology. The school does not guarantee the accuracy of information gathered from school computers. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors is forbidden.*

#### *User Responsibility*

*The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.*

#### *Disciplinary Action*

*The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.*

In computer classes, at age-appropriate grade levels, the following topics shall be addressed: appropriate online behavior, including interacting with other individuals on social networking sites and chat rooms, and cyber-bullying awareness.

#### **Guidelines for Google Drive**

The guidelines in this section are supplementary to the *Responsible Use of Technology Agreement* above. These deal more specifically with the use of Google Drive and Gmail.

**Introduction:** St. Jude School has actively pursued making advanced technology and increased access to learning opportunities available to our students. Using the most current research and best practices as a guide, St. Jude School will be providing students, as appropriate to grade level, a Google account. This program will continually be refined to be certain it provides the greatest educational benefit for our students. Access will be granted to students in the 4<sup>th</sup>-8<sup>th</sup> grades.

The Google accounts will allow students to access documents and other work from the cloud, making it accessible on any internet-connected device. Students will then be able to use this cloud connectivity from the classroom and home.

**Email and the Google Drive:** E-mail will be provided to each student for a Google account identifier and for use in the St. Jude domain. Email accounts are set up such that no email can be neither sent nor received from a non-St. Jude account. Email use is a privilege; in order to maintain this privilege each student must abide by the following guidelines:

- Email and the Google Drive are the property of St. Jude School and all student email and items in the drive can be read by school or parish officials at any time.
- Email and Google Drive items should be used for school related communication and use only.
- Email and Google Drive should NOT be used for distribution of advertising, jokes, or any other non-school/non-educational purpose.
- E-mail should NOT be used for sending attachments unless it is for educational purposes (e.g.. sending a homework assignment to a specific teacher).
- Students may NOT change the username or display name on this account. Students may not add Google+ to this account. Students may change the “skin” of the email account and the account picture with permission of the computer teacher.

**General Use:** The Google accounts are intended for educational use. Any use of this privilege contrary to the mission of St. Jude School will lead to disciplinary action as set forth in the student handbook. As such, the items below are strictly prohibited.

- Submitting, publishing, and/or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws, including multimedia content.
- Employing the network for non-educational and/or commercial purposes.

By signing the St. Jude Parent-Student Handbook Acknowledgement, the parent and student agrees to the conditions set forth above.

### ***Reporting of Student Performance***

Quarterly report cards are sent home as described in the next section. In-between reporting times, parents of 4<sup>th</sup>-8<sup>th</sup> grade students may access their child’s ongoing grades over the web through Progress Book. This is an excellent way to track a child’s progress and parents are responsible for doing so. Another way to keep track of a child’s progress is the completed work that is periodically sent home.

At the approximate mid-point of each quarter, parents will be reminded to check their child’s Progress Book account so that they are up to date on their progress. Families that do not have internet access are encouraged to check with their child’s teacher for updates.

### ***Report Cards***

The formats of report cards used are standardized by the Archdiocese of Cincinnati Education Office and are issued four times a year within a week of the end of each quarter. The report card provides for an academic grade and a space for comment where applicable. The social and personal development section is a very important part of the report.

Report Cards are sent out after each quarter. The first kindergarten report cards are sent out after the second quarter. Report card marking codes and areas for comments used by St. Jude School were developed by the Education Office of the Archdiocese of Cincinnati. It is the recommendation of the Education Office that all schools use these uniform report cards. Upon their issue, report card envelopes are to be signed by a custodial parent and returned to the homeroom teacher of each student by the published deadline.

The report cards for grades K-3 are Standards-Based report cards. The grading scales and codes for each individual report card are communicated on the report cards.

Grading Scale for Grades 4 – 8

St. Jude School uses the report card as recommended by the Archdiocese. The following percentage breakdowns are used for the academic subjects:

Superior	A+	99 – 100
	A	95 – 98
	A-	93 – 94
Very Good	B+	91 – 92
	B	87 – 90
	B-	85 – 86
Satisfactory	C+	83 – 84
	C	79 – 82
	C-	77 – 78
Below Avg	D+	75 – 76
	D	72 – 74
	D-	70 – 71
Failing	F	Below 70

The teachers have the right to adjust a student's letter grade from the strict percentage up or down at their discretion based on legitimate circumstances such as extra credit, complete or incomplete homework assignments, class participation, etc.

### ***Academic Honor Roll***

The Academic Honor Roll is posted after each quarter. Students in grades 4 – 8 are eligible for First Honors, Second Honors, Third Honors, and Honorable Mention. The Academic Honor Roll is based on the subjects of Religion, Reading, Expression, Math, Social Studies, and Science. To be named to the Honor Roll, students may not have a grade below B- in any of these subjects. Qualifications for each level are listed below:

First Honors:	All "A"s
Second Honors:	All "A"s with 1-2 "B"s
Third Honors:	All "A"s with 3 "B"s
Honorable Mention:	4 or more "B"s with nothing below a B-

Students achieving the Academic Honor Roll will have their names posted in the school throughout the following quarter, and will receive a certificate of recognition from the principal.

### ***Promotion and Retention Policies***

It is the policy of St. Jude School to consider retention of a student in the primary and intermediate levels (Grades K through five) when a student has an average of a failing grade (NP, N, OR F) in the two major subjects (Language Arts and Math) at the end of the year.

It is the policy of St. Jude school to consider retaining a student in junior high level (grades 6 through 8) when a student has a failing grade of F in two of the major subjects (required by State Proficiency) on the final report card.

The parents of students who are at risk will be notified in writing at the end of the 2nd and 3rd quarters. Plans of intervention will be discussed under the normal operation of the Intervention Assistance Team (IAT).

Some circumstances do warrant retention. However, a child will not be retained without prior consultation with teachers, the school psychologist, principal and parents. Parents who do not wish or refuse to permit the school to retain their child must sign a waiver. This states that the child has failed the grade, but is being placed in the next grade for a probation period of one month at the wish of the parents. The school may reserve the right to refuse to accept the placement. That is, the child will be placed in the next grade at the parent's request, but the child must complete their education at another school. The waiver also states that the school is relieved of any responsibility for problems the child may encounter with any subject matter in the next or subsequent grades. Alternatively, parents may request that their

child be retained. This request will be considered carefully by the appropriate personnel. If granted, a statement must be signed by the parents, explaining their wish for retention.

### ***Intervention Assistance Team (IAT)***

The IAT is composed of the school psychologist, concerned school staff members, parent(s), and when applicable, the principal. Its purpose is to assist the student through a chronic difficult situation whether it is academic, psychological, or behavioral. Parents, students, or school staff may institute an IAT meeting by contacting the school psychologist who will in turn coordinate a meeting if deemed appropriate. Upon convening, the IAT will attempt to identify the root of the problem and propose a strategy towards its resolution.

### ***Additional Student Academic Programs***

St. Jude School uses a significant percentage of its allotted state funding to aid both the student who is in need of extra remediation or extra challenge. State regulations require that the personnel hired through these funds be of a third party contract and can not be paid directly by St. Jude.

Remediation: St Jude currently offers programs in academic intervention and speech and language. Together parents and teachers decide if a student would benefit from such a program and they are conversely offered as appropriate.

Enrichment: Currently offered to students in grades 4-8 is general enrichment (4<sup>th</sup> starts second semester). To qualify, a student must be highly ranked among their peers using a rubric of their IOWA scores, previous year's academic performance, and teacher recommendations. A student enrolled in either of these program must maintain a certain level of academic and behavioral performance as outlined on the parental permission form that originally enrolls the child. Enrollment eligibility is revisited each year.

### ***Additional Services***

Also purchased via state funding are the services of the school nurse, counselor, and psychologist.

### ***National Junior Honor Society***

The National Junior Honor Society (NJHS) chapter of St. Jude School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Students in the seventh and eighth grades are eligible for membership. For the scholarship criterion, students who achieved First Honors (all A's) or Second Honors (all A's with one or two B's) during both the third and fourth quarters of the previous school year are eligible to become members.

Those students who meet this criterion will be invited to apply shortly after the beginning of the school year.

The applications are carefully reviewed to determine membership. To evaluate a candidate's character, we use two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, citizenship, and leadership. Candidates will be notified regarding selection or non-selection by a date indicated on the application form.

Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year, participation in individual and chapter service project(s), and showing prestigious character.

Students who have questions regarding the application process, or membership obligations can contact Mrs. Doran or Ms. Siefke person, or by email at [siefke.k@stjudebulldogs.org](mailto:siefke.k@stjudebulldogs.org), or [doran.d@stjudebulldogs.org](mailto:doran.d@stjudebulldogs.org).

### ***Extra Curricular Activities***



All students are eligible to participate in extracurricular activities at St. Jude, unless the student is under suspension from school. If a student's grades are failing, a teacher may make a recommendation to the parents that extracurricular activities should be limited until the grades are improved.

**Athletics:** Athletic programs include soccer, football, basketball, volleyball, lacrosse, baseball, softball, track, and golf. The St. Jude Athletic Association sponsors these programs and can provide more information on them. This group meets on the second Thursday of each month in the undercroft at 8:00 p.m.

**Scouting:** The Scouting program offers valuable experiences for boys (Tiger Cubs, Cub Scouts, and Boy Scouts) and girls (Daisies, Brownies, and Girl Scouts). Check with the school or parish office for the appropriate contact if you would like more information.

### ***Other***

Many other programs are available to your child, including music lessons, choir, academic contests, etc. These are frequently mentioned in the "Hey Jude" and church bulletin.

## **RECORDS**

It is the responsibility of the parent to make ensure we have updated and current records concerning the child's place of residence and phone number contacts.

If a parent wishes to view the student's permanent record, please notify the school office in writing and arrangements will be made for a prompt and mutually agreeable time. Parents may also request an unofficial copy of all records. A reasonable fee may be charged for all such copies.

### ***Transfer of Records***

When transferring to another school, parents must sign a release form so records can be sent to the new school. Records will not be sent if there is an outstanding tuition balance or if other fines are unpaid.

### ***Non-Custodial and/or Non-Residential Parent Rights to Records***

In the absence of a court order to the contrary, we will provide the non-custodial or non-residential parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Each family receives one copy of regular school information such as copies of report cards, school newsletters, etc. Copies will be made available to the non-custodial or non-residential parent in a reasonable fashion after receipt of a written request. A reasonable fee may be assessed. This information will be available on a "pick-up" basis, and it is the responsibility of the non-custodial parent or non-residential parent to be specific concerning the type of information they request. The information must be picked up promptly as the school office will not hold it after a reasonable time. If the non-custodial or non-residential parent wishes such information to be mailed, they must appeal to the school in writing, pay any reasonable costs, and supply self-addressed envelopes with the proper postage affixed.

### ***Custodial Parent Documentation***

In the case of divorce or legal separation of a student's parents, it is the responsibility of the parents to provide the school with appropriate custodial documentation.

### ***Report to the Treasurer of the Board***

St. Jude School will comply with the State of Ohio law § 3321.12 "...The principal or teacher in charge of any public, private, or parochial school, shall report to the treasurer of the board of education of the city, local, or exempted village school district in which the school is situated, the names, ages, and places of residence of all pupils below eighteen years of age in attendance at their schools together with such other facts as said treasurer requires to facilitate the carrying out of the laws relating to compulsory education and the employment of minors."

### ***Student List to the Catholic High Schools***

The Archdiocese of Cincinnati has requested we supply – with parental permission – contact information regarding our students in grades 5-8. This information will then be made available to the Catholic High Schools of the Archdiocese of Cincinnati upon their request for the purpose of presenting their programs to the parent and student. St. Jude School secures parental permission (or denial) by family at the time of registration. Parents may change their status at their discretion via written communication with the school office. Permission is gathered by family and not by individual student. Once information is provided to the Archdiocese St. Jude School cannot control its future dissemination.

It is the intention of St. Jude School to work fairly and equitably with all of the Catholic High Schools of the Archdiocese by following the Archdiocese’s “Recruitment without Boundaries” policies. However, the school administration for good reason reserves the right to restrict the dissemination of recruitment material and other promotional materials.

## **TESTING**

All students enrolled in St. Jude School will participate in the following tests and screening procedures:

Standardized tests chosen by the Archdiocese are given to the students in grades 2-7 during the spring of the school year. The Cognitive Achievement Test (CogAT) is given to grade 2. The Iowa Test of Basic Skills and CogAT is given to students in grades 3-7.

The AIMSWeb Literacy and Numeracy Assessment shall be administered 3 times per year to kindergarten through third grade students.

It is believed that standardized tests, along with more frequent formal and informal teacher assessments, will assist the teachers in improving the quality of instruction, and help them meet the needs of the individual students.

### ***Textbooks***

Students are responsible for all the textbooks given them for their use. Hardbound books are to be covered at all times. Contact paper is not to be used in the covering of textbooks. Students will be fined for damaged and lost books. Final report cards and records will be withheld until all textbooks and workbooks, both consumable and non-consumable, are returned and assessments are paid. A bag of some durable water repellent material must be used for carrying books to and from school. Books will not be issued to students who have not settled their previous account for a lost or stolen book(s).

## **COMMUNICATIONS**

### ***Publications***

Open lines of communication are an important means of strengthening the cooperative efforts among students, parents, and teachers. A weekly school newsletter, “Hey Jude,” will be emailed to parents and guardians each Wednesday. All correspondence from the school office will be held and enclosed with this newsletter. If circumstances warrant, additional flyers will be distributed at other times at the discretion of the principal.

All items distributed through the school are at the discretion of and must be approved by the principal. Any such correspondence should in some way directly benefit the students, parents, staff, school, or parish at large. In some instances, communications involving outside programs are distributed. These items are distributed as a public service to our students and parish at large. They should not necessarily be inferred as an endorsement. Persons wishing to have items included in the weekly newsletter should submit them electronically to [heyjude@gmail.com](mailto:heyjude@gmail.com) by 6 pm on Monday.

Any publications associated with, bearing the name of, or in any way generated by a direct or indirect connection to St. Jude School, its students, parents, staff, and/or parish at large must be approved by the pastor and/or principal before its public dissemination.

### ***Communication Protocol***

Timely and accurate communication between students, parents and staff is crucial. Emails, notes, and phone calls can be used by both parents and teachers to help each other communicate effectively about student, classroom, or school related information.

This communication becomes even more critical if a conflict arises between a student or parent and a teacher or other staff member. In any successful organization, problems are solved at the lowest possible organizational level. Under most circumstances, parents and teachers should discuss any questions or issues with each other before involving the principal to attempt a strategy or resolution.

However, sometimes circumstances arise that a parent or teacher feel warrant the immediate attention of the principal. In these cases, either party is welcome to contact the principal or assistant principal for assistance.

### ***Parent & Teacher Conferences***

Formal parent-teacher conferences are held once a year. Others may be held at a mutually agreeable time at the request of the parents or teacher. Parents are encouraged to call any of the teachers whenever they feel that a conference is necessary for the child's advancement. Parents wishing to arrange a conference are advised to email the teacher directly or call the teacher through the school office so that a conference may be arranged with the teacher.

Parents are not to go to classrooms before, during, or after school without checking in at the school office. Forgotten lunches, schoolwork, books, etc. must be dropped off at the office. As stated above, conferences with teachers must be arranged ahead of time.

### ***Telephone Use***

Use of the office telephone by students is limited to emergency calls and school business only. Calls for social reasons, homework, gym clothes, lunches, etc., are not permitted. The school secretary will not deliver messages from parents to students unless it is an emergency. See Student Cell Phones under Student Personal Items below.

## **CODE OF DISCIPLINE**

### ***Discipline Philosophy***

The word discipline is derived from the word disciple. Since the parents, students, and teachers at St. Jude School profess to be disciples of Jesus Christ, it follows that the actions of all demonstrate that this school is a community striving to act out the gospel values.

St. Jude staff strive to create a positive learning environment in which the teacher is able to teach and the student is able to learn in a manner that is respectful to the rights of all. All discipline has as its objective the creation of a positive and safe environment in which teaching and learning can take place. Discipline is fundamental in Catholic education. Parents need to assist the teachers in guiding their children to grow in the acceptance of responsibility. Children should be taught to accept the consequences of their own actions. Our discipline is based on the philosophy that all students CAN and WILL behave appropriately at school.

Teachers are instructed to begin each year by clearly communicating their expectations of student behavior in their classrooms as well as the negative consequences for those students who choose not to behave appropriately. Our discipline procedure is intended to achieve our goal, namely changing behavior for the benefit of the personal development of the child.

Any staff member present at the time of misbehavior will intervene immediately in a manner consistent with our stated philosophy of discipline.

## ***General Regulations***

The following is a list of general regulations for all students of the school. This list is a representation of appropriate behaviors – it includes, but is not limited to, these behaviors. A more comprehensive list is provided in Addendum B. These regulations are designed to promote an atmosphere conducive to learning while upholding a safe Christian learning environment.

Each student is expected to:

1. Behave respectfully towards self, other students, adults, and property.
2. Arrive to school promptly with homework assignments and materials for class.
3. Abide by the uniform policy.
4. Limit the consumption of food and beverages to the Cafeteria unless otherwise noted by classroom teacher. Gum is not permitted.
5. Exhibit appropriate use of technology as outlined in the technology policy.

All students will have the classroom rules explained and disseminated by the homeroom teacher.

Students that fail to meet these behavioral expectations are subject to discipline as outlined in the below sections at the discretion of the school personnel.

## ***St Jude Statement on Bullying***

It is our expectation that students and adults treat each other in a kind and Christ-like manner. To that end, we are committed to fostering a safe environment for all students free of bullying. Bullying is defined as repeated, unwanted, aggressive behavior. This can include but is not limited to written, verbal, electronic, or physical harm directed at another student. We take reports and observations of bullying seriously and will investigate and take appropriate action as seen fit by school administration. The below is a basic outline of the problem-solving guidelines followed by the staff and administration. Incidences vary in nature, frequency, and severity, thus the implementation of these guidelines is adapted for each situation.

1. Incident is seen by or communicated to staff members.
2. Appropriate school personnel conduct an investigation
3. School personnel determine if intervention, education, and/or the assignment of consequences is appropriate, carries out said actions. Due to the varied nature, frequency, and severity, of the incident, consequences may vary from, but are not limited to, a verbal warning up to and including expulsion.
4. Incident and outcomes are documented.
5. Outcomes are communicated to appropriate parties.

## ***Personal Development Program Grades 4-8***

Constant and consistent communication between school and the home about a child's behavior and homework completion are crucial to the success of the child. To this end, two types of slips are used for the school to communicate on a daily basis any behavioral or homework completion issues.

### **Behavior Notice Slips**

- 1) A pink Behavior Notice slip will be sent home at the end of the day by the child's teacher when a child makes a poor choice. The slip will state the nature of the offense.
- 2) Custodial parent(s) will sign the slip and the child will bring it back to school the next day. Failure to return this notice may result in an additional Behavior Notice slip or other consequences.
- 3) Behavioral Notice slips serve as warnings to students and give them the opportunity to change their behavior. However, students that receive multiple Behavior Notice slips will receive additional consequences as stated in the "Detention" section of this handbook.

### **Homework Notice Slips**

- 1) If a student does not turn in his/her homework assignment, does not complete an assignment, or did not follow directions on an assignment he/she will receive a yellow Homework Notice Slip.

- 2) This slip will be sent home at the end of the day by the child’s teacher who issued it. The slip states why it was given and the assignment that it pertains to.
- 3) Custodial parent(s) will sign the slip and the child will bring it back to school the next day along with the completed assignment. Failure to return either may result in loss of recess, a Behavior Slip, or other consequences.
- 4) Homework Notice Slips serve as warnings to students and give them the opportunity to change their behavior. However, students that receive multiple Homework Notice slips will receive additional consequences as stated in the “Detentions” section of this handbook.

***Detentions***

- 1) Unless otherwise noted, detentions are served after school on Wednesdays for 1 hour.
- 2) Detentions will be tallied in two separate groups: Behavior and Homework Completion. Behavior Notices and Homework Notices accumulate separately towards detentions and further consequences. These values will be accumulated at a grade level, not classroom level.
- 3) Behavior Notice and Homework notice counts are reset to zero at the end of each quarter.
- 4) As students become older and more mature, the school expects them to exhibit more responsibility for themselves and their actions. As such, different amounts of notices earn detentions.

**Behavior OR Homework Notices – Number per Quarter**

	4 <sup>th</sup> Grade	5 <sup>th</sup> & 6 <sup>th</sup> Grade	7 <sup>th</sup> & 8 <sup>th</sup> Grade
1 <sup>st</sup> Detention	5	4	3
2 <sup>nd</sup> Detention	7	6	5
3 <sup>rd</sup> Detention	9	8	7

- 5) It should be noted that although multiple Behavior or Homework Notices are accumulated for consequences, students should not take them lightly and should view these official notices as consequences in and of themselves.
- 6) The first and second detentions earned in either category are each 1 hour.
- 7) The third detention in either category will result in a meeting of the Disciplinary Board. This group includes some combination of classroom teachers, specials teachers, the school psychologist or other specialists, the principal, and/or the pastor as well as any other professionals that the administration deems appropriate. This board will advise the principal on the appropriate action to be taken. This action may include, but is not limited to, a behavior modification plan, further detentions, disciplinary probation, in or out of school suspension, or expulsion.
- 8) Students receiving Behavior or Homework Notices after the third detention will be subject to further discipline including, but not limited to, further detentions, in or out of school suspension, or expulsion.
- 9) When a student receives a detention for any reason, a detention slip will be completed and given to the student. This slip must be signed by a custodial parent and returned the next school day to the staff member who issued the detention.
- 10) Failure to return the slip on time will result in the principal possibly issuing further detentions or administering other discipline as he/or she deems appropriate.
- 11) Once a detention is issued it must be served on the assigned date and time. No exceptions will be made except in the case of a prearranged medical appointment or by circumstances deemed reasonable by the principal.

- A) In the case of a medical appointment, proper documentation on the physician or therapist's letterhead or prescription pad must be submitted the following school day to the principal as confirmation the appointment was kept. Failure to submit this documentation may result in further disciplinary measures.
  - B) Proposed inability of the parent or their chosen surrogate to transport the child in a timely manner after detention is not considered a reasonable cause to reschedule detentions. It is the responsibility of the parent to see that the child will be supervised once detention is served. After School Care is a potential option pending room availability. Parents should make these arrangements ahead of time to ensure that After School Care is available. The parent will be responsible for all fees incurred if they exercise this option.
  - C) Conflicts with extra-curricular activities such as but not limited to Scouts, sport practice, or sport competitions at any level are not deemed as reasonable circumstances to exempt a student from serving detention on the assigned date and time. Under no circumstances will the school permit participation in such events until the detention is served.
  - D) If an assigned detention is missed due to the student's absence from school, the cancellation of all detentions for that day by the school, or formally excused by the principal the student will serve the detention on the next regularly scheduled detention date.
  - E) Regularly scheduled detentions will not be served on days when school is not in session i.e. snow days, etc. and will be automatically re-scheduled for the next detention date.
  - F) Students not reporting to detention without being excused by the principal are subject to further discipline.
- 12) Parents picking up their child from detention must enter the building and sign their child out of detention.
- 13) As deemed necessary and certainly towards the end of the school year, the principal may bar students from school activities i.e. Field Day, field trips, etc. if a student has accumulated more detentions than can be served through regularly scheduled detention dates. Suspensions or other discipline may also be a possible consequence of this situation.

### ***Personal Development Honor Roll***

The Personal Development Honor Roll is posted after each quarter. All students in grades 4-8 are potentially eligible.

To be named to the Personal Development Honor Roll a student must have no more than one (1) total Behavior or Homework Notices and have received no detentions throughout the quarter. Students achieving the Personal Development Honor Roll will have their names posted in the school throughout the following quarter, will receive a certificate of recognition from the principal.

### ***Principal's Award***

Students who attended St. Jude School for more than 3 quarters of a given school year, have earned no more than one (1) total Behavior or Homework Notices, and received no detentions the entire year will receive a special award from the principal at the end of the year.

### ***Suspensions***

Students may be suspended from classes and serve an in school or out of school suspension for repeated violations of school regulations or for a serious offense. Parents will receive written notification of any suspension that will detail the nature of the offense and the start and ending time of the suspension. The student is responsible for obtaining, completing, and turning in of all work missed during the

suspension. This work will be returned before the student is permitted back to class. The dates and time of the suspension are at the discretion of the principal who will take into account what is best for both the student and school at large. Any student suspended from school is ineligible to participate in any extra-curricular activities connected to the school or parish. This includes weekend activities if the suspension is still in effect. Suspensions will be added to and tallied with behavior detentions as noted above.

### ***Expulsions***

Serious and repeated violations of school regulations can indicate that the student has a more basic problem. Correction of repeated offenders consumes the time and attention of school personnel that should be devoted to the instructional needs of all of the students.

While the school will attempt to help in solving these problems, it is in the best interests of the entire student body that serious behavioral or disciplinary problems be solved if possible or eliminated from the school environment. Expulsions may take place after a hearing between the school administration and the custodial parent(s). The school may suspend the student from all classes and extracurricular activities until the hearing. An expelled student's status concerning extracurricular activities will be determined on an individual basis at the time of the hearing.

### ***Immediate Detentions, Suspensions, or Expulsions***

Discipline by-passing the normal Personal Development Program may occur in cases of serious offenses against the welfare of the school or all it serves, for gross and/or repeated violations of the rules of the school, and in instances where other forms of discipline seem to be ineffective.

The following are examples of unacceptable behavior that upon interpretation by the school administration could be cause for immediate detention(s), suspension or expulsion. A more specific list may be found in Appendix B. Additional consequences or actions may be assessed as the teacher and/or administration deems appropriate (e.g. lowering of grade for cheating, participation in counseling, etc)

The list of unacceptable behaviors contains, but is not limited to, the following:

1. Continued class or school disruption
2. Insubordination
3. Physical or psychological abuse of another person
4. Threatening or intimidating acts toward another person
5. Verbal, written or gestured obscenity
6. Possession or use of drugs, alcohol or cigarettes
7. Possession of firearms, knives, or other dangerous objects, including firecrackers
8. Stealing
9. Consistent failure to submit school assignments or perform work in class
10. Cheating
11. Truancy
12. Hazing
13. Other actions that are seriously opposed to school policy or the philosophy of the Catholic school.

All immediate detentions are tallied as Behavior Detentions regardless of the circumstances that prompted the detention. The exception to this are detentions issued because a student failed to return an item by its proper deadline i.e. signed Report Cards, etc.

### ***Corporal Punishment***

Corporal punishment is not deemed as appropriate or Christian. Therefore, it will not be used at St. Jude School.

### ***Principal's Role***

The principal is the final recourse in all disciplinary matters and may interpret and/or waive any and all rules at his/her discretion for just cause.

## DRESS CODE

### *General*

Parents and teachers agree that there is a relationship between being properly dressed and groomed and productive work habits at school. Shirts must remain tucked in during class time and while students are in the building. Hair should be well groomed and appropriate for school. Hairstyles and coloring that have the potential of disrupting the academic atmosphere of the school are not permitted. “Mohawk” or haircuts that display symbols or numbers are not permitted. The school administration will make the final determination of what is appropriate. Regular uniforms are required on all field trips unless specifically stated and approved by the school administration. To maximize productivity, minimize competitive dressing, and maintain a distinctive “St. Jude” appearance, the following dress code provisions must be followed:

- Uniform Skirts: Plaid uniform skirts or jumpers should be about level with the knees and not rolled up at the waist. Jumpers are worn in grades K – 3 and skirts in grades 4-8.
- Slacks: Beige/khaki, made of cotton twill or corduroy. No knit pants, faded pants, or denim are permitted. If there are belt loops, a belt must be worn. Belts must be of a solid non distracting color and have no metal studs or logos. There can be no extra pockets, zippers or seams and no metal tabs or studs. Cargo pants are not permitted.
- Shirts/Blouses: White or red uniform shirts/blouses must be traditional cotton, “polo” style, or oxford cloth. They may be short or long sleeved, and with a round, pointed, or button down collar. The blouse/shirt must be tucked in or of the banded waist variety. If desired, plain white T-shirts and/or undergarment are permitted under the uniform shirt/blouse provided they do not have logos or printing visible through the uniform shirt/blouse.
- Sweaters: Solid (without additional writing or symbols) white, navy blue, or red button-front cardigan, crew neck, and slipover sweater with V-Neck styles are permitted. Oversized, long, hooded and/or cowl-necked sweaters are not permitted.
- Sweatshirts: Permitted sweatshirts may be worn during class time, but are to supplement and not replace the regular uniform shirt/blouse. The only sweatshirts permitted worn during class time are the St. Jude uniform line, the red fleece, and the black dri-fit top. These items are available through the PTO. Apparel sold by the Athletic Association may be worn to and from school and at recess but not during the school day. Other appropriate styles of sweatshirts are permitted during recess and to and from school but are not permitted in the classroom
- Socks: Black or white socks are permitted. Socks with a school color combination (red, yellow, white, black), such as Nike “Elite” socks or those sold as spirit wear or similar are also acceptable. Socks must be easily visible above the shoe.
- Shoes: Gym shoes and non-scuff casual shoes are acceptable. Clogs, high heels, high soled, sandals and open toed shoes are not permitted. Boots may be worn to school in inclement weather but then must be taken off and replaced with regular shoes during the school day.
- Tights/“Leggings”\*: When worn under a uniform skirt, black, navy blue, or red tights/leggings are acceptable. Tights and leggings are form fitting to the leg and extend to the ankle. Sweat pants, which are baggier, may be worn to school and then taken off, but may not be worn during school.
- Turtlenecks: Solid colored traditional turtlenecks may be worn under the uniform blouse/shirt, but may not be worn in place of a blouse/shirt. Permitted colors are white, red, or gold.
- Shorts: Both boys and girls may wear shorts from the first day of school thru September and from May 1st until the end of the school year. The school administration may extend these dates due to differing weather patterns from year to year. This info will be communicated in the “Hey Jude.” Shorts must be solid beige/khaki and of bermuda length (just above the knee). If there is a belt loop, a belt must be worn. There can be no extra pockets, zippers or seams and no metal tabs or studs. Knit and Umbro shorts are not permitted. No cargo shorts are permitted.
- Hair: For both boys and girls hair must be cut or pulled back in such a way so that the hair in no way blocks the eyes or impedes vision.



### ***Accessories***

Permitted: One watch or simple bracelet may be worn. A single, non gaudy ring is permitted provided it is not a distraction to the wearer or to others. A single religious necklace is permitted. Girls are permitted clear nail polish and a single post (non dangling) earring in each ear. Girls in the 7<sup>th</sup> and 8<sup>th</sup> grades may wear colored nail polish, but nothing black, bright, or distracting may be worn.

Not Permitted: No logos (other than the St. Jude logo) may be worn on any article of clothing during class time. Suspenders, makeup, nail art, dangling or large earrings, body piercing other than as mentioned above, multiple jewelry (i.e. multiple bracelets), perfume, after shave, excessive hair spray or gel, non-traditional colored hair (part or whole), distracting “fad” hair styles, or tattoos are not permitted. Writing on the skin is not allowed.

### ***Gym Dress Code***

A solid white or solid colored t-shirt and shorts are worn only for gym. Only St. Jude logo shirts are permitted. Brightly colored shirts may not be worn under the uniform shirt. Shorts must be of a modest length with nothing written across the backside. Sweat pants may be worn in cold weather. St. Jude “Spirit Line” items may be worn. Gym shoes must be worn. For hygiene purposes, PE clothes are not to be worn under the regular uniform after PE classes.

Note: In the interest of saving time, K thru fourth grade teachers may elect not to have students change clothes for gym class.

### ***Out of Uniform Days***

From time to time the school may permit students to attend school out of their regular uniforms. The mode of dress should keep with both the safety of the child and the academic atmosphere of the school in mind. Clothes worn should be clean and without holes. Shorts if worn should be of bermuda length and of the non-mesh type. No low cut shirts or blouses are to be worn. Examples of items that are not permitted during out of uniform days: open toe shoes and sandals; dangling earrings; wallet chains; radical hair coloring; shorts that have writing across the backside (shorts may only be worn on out of uniform days during the months of August, September and May); tank tops worn by themselves (tank tops may be worn if an appropriate shirt is worn underneath); bare stomachs or backs may not be exposed due to the length of the shirt worn; hooded garments such as sweatshirts may be worn to school but are not to be worn during class times; garments that through their verbiage or depiction promote association with a group or organization not conducive to a learning environment or teachings of the Catholic Church. No form fitting pants, yoga pants, exercise pants, tights, or leggings may be worn unless they are under shorts or a skirt. Covering these sorts of pants with long sweaters or sweatshirts is not acceptable either. Pajama pants are not permitted. The school will be the final judge on the appropriateness of the dress. Students who are wearing clothing that is deemed inappropriate will call home for the proper dress or the principal may find an alternative to the garment in question. Subsequent out of uniform day(s) may be revoked for students who do not follow these guidelines.

### ***8th Grade Graduation Dress Code***

This dress code is in place to allow the students to appear together as a class with dignity, modesty, and with the proper respect as expected of young Catholic men and women. Below is the attire that is expected of our young men and women who wish to participate in the class picture, and subsequent celebrations. The school retains the authority to exclude students from any and all the evening’s activities that do not adhere to this policy.

Young men: Dress pants, a dress shirt (long sleeve preferable, however, short sleeve is acceptable), a tie, and dress shoes. A suit coat, sport coat, sweater, etc is optional. Shorts, sandals, gym shoes, and any other type of shirt other than a dress shirt with buttons are not permitted.

Young ladies: A simple Spring dress. The dress needs to be of appropriate knee or tea length and without a low cut neckline. The top of the young lady’s shoulders should be covered by the dress, but

dresses with spaghetti straps or halter style are permitted only if worn at all times with a light weight sweater or jacket. This sweater or jacket must be worn through the entirety of the evening. Dresses with bare midriffs or dresses without straps are not permitted. An appropriate dress shoe should compliment the dress, however, a word of caution regarding high heels since most eighth grade girls are not accustomed to walking in them, especially on steps and smooth or slick surfaces. The young ladies may wear makeup and nail polish; however, parents are asked to make sure it is in good taste and not overdone.

Both the young men and young ladies: Hair style of their choice is permitted as long as it is in good taste, is of its natural color, and does not detract from the rich tradition of the Catholic Mass and the seriousness of the ceremony. Hair styles that are not permitted are mohawk or cuts that form any type of symbol or number.

## HEALTH AND SAFETY REQUIREMENTS

### ***Emergency Forms***

In the beginning of the school year, each student will be provided an Emergency Medical Authorization Form. A custodial parent must fill out this form for each of their children. This form **MUST** be on file in the school office. It is the responsibility of the parent to notify the school if any information changes once the form is filed with the school.

### ***Medical Records and Student Health Screening***

Ohio law provides for certain immunization and health testing requirements for students. There will be screenings in hearing, vision, and scoliosis, at certain grade levels annually. By enrolling their child in the school, parental permission for all students to be screened that are scheduled is assumed. Screening will be announced in the school newsletter. Parents who do not wish their child to be screened may revoke this permission provided they notify the school office in writing prior to the screening. It is the responsibility of the parent who wishes to revoke permission that this note actually reaches the school office. Parents and/or teachers may request that a student be tested if there seems to be a suspected deficiency, even though the student is not in the grade to be screened. Parents will be notified in writing if there is a suspected deficiency based on these screenings.

### ***Immunization***

The Ohio Revised Code (3313.671) indicates state regulations regarding immunization requirements for students. It states: “. . . no pupil, at the time of initial entry or at the beginning of each school year, to an elementary or high school for which the state board of education prescribes minimum standards pursuant to division (D) of section 3301.07 of the Revised Code, shall be permitted to remain in school for more than fourteen days unless the pupil presents written evidence satisfactory to the person in charge of admission, that he/she has been immunized by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code against mumps, poliomyelitis, diphtheria, pertussis, tetanus, rubeola, and rubella or is in the process of being so immunized. A pupil who has had natural mumps, and presents a signed statement from the parent or physician to that effect, is not required to be immunized against mumps. A child whose physician certifies in writing that such immunization against any disease is medically contraindicated is not required to be immunized against that disease.” It is the responsibility of the parent to see that their child is current and has received all immunizations required by law. Proof of proper immunization is required and must be on file with the school. Enrollment may be withdrawn by the school administration at any time when proper verification of immunization is not provided in a reasonable time frame.

### ***Tuberculosis Screening for Students and Staff***

The following policy is based on requirements from the Hamilton County Public Health TB Control Unit in accordance with Ohio Revised Codes 3313.71 and 3701.13, and Ohio Administrative Code 3701-15 02.

1. The following students and staff must provide documented evidence of having a negative TB test within 90 days of their first day of employment or enrollment in the school.
  - All foreign-born, newly enrolled students who have been in the USA for 5 years or less.
  - All foreign-born, newly hired staff who have been in the USA for 5 years or less.
2. The TB test that is required must be either a Mantoux Test 5 TU PPD (skin test) or a QuantiFERON blood test.
3. Students and staff in the process of completing the TB testing may begin attendance or employment for no more than 30 days as long as they do not have TB symptoms as verified by a licensed physician or nurse.
4. If the TB skin test or blood test is positive, the person may remain in the school, but must provide proof of the following: within 90 days of their first day of attendance or employment with the school.
  - a normal chest x-ray
  - verification from a physician of the absence of communicable tuberculosis

\*\*\*\*\* Please note: A positive skin test does not indicate active TB disease. Only those persons who display signs and symptoms of active TB disease, with or without a positive skin test, will be removed from school.
5. Any person with either: (1) a documented history of tuberculosis, or (2) a positive PPD or blood test and a normal chest xray, must provide documented proof of the absence of TB symptoms, as determined by symptom screening by a licensed physician or nurse. Repeated chest x-rays are not required in the absence of symptoms of tuberculosis.
6. Any current staff member or currently enrolled student who travels at any time to a high-risk country, as defined by World Health Organization Global TB Control, in a non-tourist capacity, must provide documented evidence of having a negative skin test or blood test in no less than 60 days but no more than 90 days after their return from travel.
7. Retesting is not required unless the person returns to a high-risk country for at least one week in a non tourist capacity.
  - A “non-tourist capacity” is defined as:
  - a mission trip,
  - staying with family/friends in a private residence,
  - spending most of the travel time in a home or facility where the residents of the foreign country live.

\*\*For a complete, up to date list of the “High-Risk” countries as defined by the World Health Organization Global TB Control please refer to the handbook appendix.\*\*

### ***Medicine***

Any medication to be administered to a student must be brought to the school office along with a permission form signed by the physician and the parent and specifying the instructions for its administration. These medication authorization forms will be given to each child at the beginning of each school year. Parents are welcome to make additional copies and are available in the school office by request. Medication both prescription and over the counter must be in the original container. Over the counter medication will not be given contrary to the labeled directions unless specifically instructed by a physician. No medication will be administered unless the above procedures have been followed.

Students are not to have medication of any type on their person at any time. All medication should be dropped off at the school office by the parent or other responsible adult. This policy includes inhalers, cough drops, etc. St. Jude School will allow students to carry such items on their person only when instructed in writing by the student’s physician.

When deemed necessary, ice will be applied to bumps and scrapes for the student’s comfort and to reduce swelling. Peppermint will be offered to soothe minor upset stomachs at the discretion of the school staff. Minor cuts and abrasions will be washed and covered with a bandage. If the parent wishes that their child not receive this minor first aid they should notify the school office in writing.

Attempts will be made to contact the parent before any additional first aid is administered unless in cases of emergency. In such a case, procedures will be followed as stipulated by the parent on the Emergency Medical Authorization Form.

### ***Special Needs***

It is the responsibility of the parent to make the school aware of any special needs of the child. This would include but not limited to allergies, dietary concerns, and seizures. The school should be made aware of these conditions and steps of remediation in writing.

### ***Child Abuse***

Any school authority having a reason to believe that a child enrolled in St. Jude school has suffered any wound, injury, disability, or condition of such nature as to reasonably indicate abuse or neglect will immediately report to the principal or school psychologist such information who will relay the information to a municipal or county authority by phone, in person, or in writing.

### ***VIRTUS***

All persons who have regular, significant relationships with children must comply with the policies, procedures and recommendations of the Archdiocese as found in the Archdiocesan Decree on Child Protection must be *VIRTUS* certified. All volunteers and employees must take or have taken the *VIRTUS* training and complete the online background check in order to work with children in any capacity. Individuals who have been fingerprinted under the previous Child Protection Decree will need to complete the online background check once the fingerprints are 5 years old. Individuals wishing to volunteer can go to [www.virtusonline.org](http://www.virtusonline.org) to sign up for a session and complete the background check. There is no cost for *VIRTUS*, but the background check is \$25. If this requirement is not completed, individuals may be prohibited from volunteering with children at St. Jude. Contact the Business Manager for more information. Once the *VIRTUS* training is complete, individuals must complete the monthly bulletins to keep their certification current. Upon the incompleteness of 3 bulletins, the individual will not be permitted to volunteer until *VIRTUS* is completed again.

### ***Policy Prohibiting Weapons in the Workplace***

St. Jude School will follow the Archdiocese of Cincinnati's policy concerning weapons in the workplace. The policy states:

The Archdiocese of Cincinnati is committed to providing a safe workplace for its employees and all those who enter its property or premises. Accordingly, the Archdiocese has adopted the following policy on weapons in the workplace. This policy applies to all employees and other persons entering Archdiocesan/Parish property or premises regardless of whether such employee or other person possesses a valid license that permits the carrying of a concealed weapon. Unless specifically authorized in writing by the Archdiocese or its administrators, the possession, transfer or use of weapons is prohibited while on Archdiocesan/Parish property or premises, including without limitation, while in Archdiocesan/Parish owned vehicles. Weapons prohibited by this policy include without limitation: firearms (including concealed handguns), firearm replicas, ammunition look-alikes (dummies or duds), explosives, night sticks, spring loaded knives, and other objects designated to intimidate or injure people. Any Archdiocesan/Parish employee who violates this policy will be subject to discipline, up to and including termination of employment. Any other individual who violates this policy will be removed from the Archdiocesan/Parish property or premises and may be prohibited from future entry to the Archdiocesan/Parish property or premises.

### ***AIDS Policy***

Each instance of Acquired Immune Deficiency Syndrome (AIDS) involving a student or employee shall be treated as a strictly confidential and an individual matter. Decisions regarding such occurrences

shall take into account Christian concern and compassion, community health and being, and individual privacy and needs.

### ***Engine Idling Policy***

In keeping with health code regulations and policies, all vehicles parked or standing adjacent to the school building(s) must have their engines turned off and not allowed to idle.

### ***Emergency Procedures***

Fire, tornado, and safety drills are held in accordance with state regulations. The exit route or shelter for each type of drill is posted in each classroom. Students are expected to observe silence and to follow the safety regulations for each type of drill.

### ***Fire***

All students will stay with their class and proceed quietly to assigned area.

### ***Tornado***

Tornado Watch: The schedule will continue as normal. School will be dismissed at the normal time if a watch is in effect. The students will be told to go straight home or directly to the cars.

Tornado Warning: All students will be taken to their designated places of protection. All students will be kept in those areas until an all clear sign is given regardless of what time it is given. When the word is given that it is clear to dismiss, we will either return to the classrooms or dismiss depending upon the time. Parents will be responsible for picking their children up at school in the event busses are missed due to this policy.

### ***Evacuation***

In the event of the need to evacuate the school and grounds of St. Jude School, arrangements have been made with the transportation department of Oak Hills Local School District to bus all staff members and students regardless of their district of residence to a safer location based on the particular circumstance.

### ***Lunches***

St. Jude School does not have the facilities to prepare hot lunches for students. However, hot lunches are catered in and available on a daily basis. Information is also on the school website. Parents have the option of this hot lunch program or packing their child's lunch. Parents should refrain from packing excessive sweets and carbonated beverages. Such items send mixed and confusing signals to students who should be developing proper health and diet regimens. Based on availability, bottled water, white and chocolate milk are offered at a minimal cost. The PTO also has snack items available for purchase in the cafeteria.

Parents are asked to refrain from bringing in a restaurant lunch for their child at lunchtime, even on days that they volunteer in the cafeteria.

If a child forgets their lunch or milk money a hot lunch, snack, or milk will be provided. Parents will be notified and are required to pay the outstanding cost on a timely basis.

## **SCHOOL BUS TRANSPORTATION**

Bus transportation is provided by the local public school district of residence. While riding on a school bus, reasonable conversation is permissible and may be regulated by the school bus driver. The school bus driver shall be in charge of the bus at all times and shall be responsible for order. Questions or concerns about transportation or bus department should be directed to the proper public school transportation department. Oak Hills: 598-2950. Three Rivers: 467-3215. Students may be barred from riding the bus or receive other discipline if their behavior is deemed inappropriate or unsafe by either the transit authority or the school administration.

## PLAYGROUND REGULATIONS

A certified teacher(s) will be assigned duty whenever the students are having recess. Teachers have great latitude in monitoring the playground in order to provide for the safety of all students. Students must remain in their assigned areas. Students may not leave the school grounds or recess area for any reason without the permission of the playground monitor. Rough playing is never permitted. Great care should be taken that balls are not kicked or thrown at any of the buildings that may cause harm to either the student or structure. Hard balls are not permitted. All footballs used must be of the Nerf type. Balls may not be kicked or thrown at any student unless it is in keeping with the normal and acceptable rules of the game being played.

## STUDENT PERSONAL ITEMS

Students should only bring items to school that add to the academic atmosphere of the school. The school administration reserves the right to ban or confiscate any item that is deemed inappropriate or has or may cause distraction from the academics and safety of the school and all it serves.

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to desks, computers, lockers, cell phones, and other devices. Additionally, any personal items are subject to inspection at anytime and for any reason, without prior notice, as a condition of bringing them onto or taking them from the schools premises. Such items include, but are not limited to, motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrongdoing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

### *Technology and Devices*

- **Cell Phones:** Students have no need to have cell phones during the school day. If an emergency requires that one of you need to contact the other during the school day, this can be done through the office. However, if you feel strongly that your child should have a cell phone with him or her for an after school activity, it should be off and in his or her school bag while he or she is under our supervision unless a teacher gives permission otherwise. If a phone is seen or heard, it will be confiscated until the parent picks it up and disciplinary measures may be taken. Any other school rules broken through use of a cell phone may be addressed with disciplinary action (e.g. communicating unkind or disrespectful words, cheating). Further violations will result in disciplinary consequences.
- **iPods:** Again, there is really no reason for children to have these at school and they should be left at home. iPod Touches will be treated with the same consequences as cell phones as they have texting capability.
- **e-Readers:** e-Readers such as Kindles, Nooks, or Sony Readers ARE permitted. However, if students are using them for anything other than reading, they will be handled in the same manner as a cell phone.
- **Fit-Bit and similar devices:** These are acceptable as long as they are used only for that purpose. Some models are capable of texting. This feature and any other feature not related to fitness may not be used.
- **Apple Watches and similar devices:** These devices, in many cases, have the same capabilities as a cell phone. Therefore, they may not be worn at school.
- **iPads and other personal computers:** At this time, these are not permitted unless special arrangements are made with a teacher for a special project, etc.

- **Nintendo DS and other handheld gaming systems:** These do not have a practical school purpose. They may not be brought to school.

Please know that you are assuming risk when your child brings anything of value to school, electronic or not. Items can “walk off” and accidents can happen. We respond to any situation seriously, but we will not be held responsible as a school if something happens to your child’s device. All students are, of course, required to comply with any teacher or administrator requests regarding a device or any item that an adult considers distracting to the child or others. Consequences other than the ones listed above may be issued at the discretion of the school based on the circumstances of the offense.

As new technologies are introduced and become more widely available to children, we will re-evaluate our policies and procedures to reflect this changing world.

### ***Student Lockers***

Student lockers are for the personal storage of a student’s books and personal possessions. They remain the property of St. Jude School and may be searched at any time for just cause. The lockers are not to have any external decorations affixed by any means and are to be closed – but never locked – when not being accessed. Absolutely no magazine, newspaper, or downloaded pictures or articles are to be affixed to any portion of the lockers. Items affixed to the inside of the lockers must be done with magnets only. Students are not to write on or in the lockers for any purpose. Students are not to access each other’s lockers without prior consent from the student or school staff member. Students are to access the lockers in an orderly fashion and not slam the doors shut.

### ***Lost & Found***

Please mark all clothing and articles with the students’ name. All unclaimed clothing, school bags, lunch boxes, etc. will be placed in the Lost and Found area located in the Cafeteria. Periodically, students will be asked to check for missing items and any unclaimed articles will be sent to the St. Vincent de Paul Society. If you are missing something, you may search the Lost and Found. If you find an unmarked item on school grounds, please place it in the Lost and Found.

### ***Visiting the School***

Anyone entering the school should report to the office first. Parents who are volunteering in school must sign the sheet located outside the school office and obtain a sticker from the secretary. Conferences with teachers should not be held during the time that you have volunteered to work with the students.

Parents should not visit with their children during school hours. Messages, lunches, etc. should be brought to the school office to be delivered to your child.

The front door is the only entrance that may be unlocked during the school day. Students are directed to not open the door for anyone. Please do not ask them to let you in if they are near the front door – even if you know them

## **PARTIES**

Parties for holidays are planned by the school and room mothers – details are forwarded to parents when appropriate.

Students are welcome to bring in a simple treat for all of their classmates to mark the anniversary of either their birth or Baptism (please not both). The teacher must be notified in advance of all in-school parties. Invitations to private parties held outside of school cannot be passed out at school unless all students in the classroom are invited or all boys/girls.

## AFFILIATED ORGANIZATIONS

### ***PTO***

The St. Jude PTO welcomes all members of the St. Jude parish; particularly the parents and guardians of the school students as well as the pastor, school administration and faculty. The purpose of the PTO is to foster a strong Catholic education for the school students, encourage parental and teacher involvement in the educational process and promote and provide cooperation among everyone involved.

Our PTO is one of the best in the country, recognized as “National Parent School Association of the Year” in 2015.

### **ADMINISTRATION’S RIGHT TO AMEND**

The administration of St. Jude School retains the right to amend this handbook for just cause and clarification. Parents and students will be given prompt written notification in the “Hey Jude” if changes are made.

Administration uses the policies and procedures within this document as a framework for decision making. However, administration may deem it appropriate and/or necessary to adjust and amend these policies and procedures on a case-by-case basis.

### **PARENTS’ ACKNOWLEDGEMENT OF SCHOOL POLICIES**

A copy of this handbook will be made available to all parents via a printable version on the school website or a preprinted copy when requested. Each family is required to have a custodial parent sign and return to the school office an acknowledgement form that accompanies the handbook. This form is to confirm that the parent has received and read the handbook and agrees to be governed by its stated policies. Failure to promptly return this form may result in the retraction of enrollment of the involved child(ren) of that family.



## APPENDIX A

### Countries with a high rates of tuberculosis (TB)\*

Afghanistan	DR Congo	Mali	Sao Tome and Principe
Algeria	Ecuador	Marshall Islands	Saudi Arabia
Angola	El Salvador	Mauritania	Senegal
Argentina	Equatorial Guinea	Mauritius	Seychelles
Armenia	Eritrea	Mexico *	Sierra Leone
Azerbaijan	Ethiopia	Micronesia	Solomon Islands
Bangladesh	Gabon	Mongolia	Somalia
Belarus	Gambia	Morocco	South Africa
Belize	Georgia	Mozambique	Sri Lanka
Benin	Ghana	Myanmar	Sudan
Bhutan	Guam	Namibia	Suriname
Bolivia	Guatemala	Nauru	Swaziland
Bosnia & Herzegovina	Guinea	Nepal	Tajikistan
Botswana	Guinea-Bissau	Nicaragua	Thailand
Brazil	Guyana	Niger	Togo
Brunei Darussalam	Haiti	Nigeria	Turkmenistan
Burkina Faso	Honduras	Niue	Tuvalu
Burundi	India	Northern Mariana Island	Uganda
Cambodia	Indonesia	Pakistan	Ukraine
Cameroon	Iraq	Palau	UR Tanzania
Cape Verde	Kazakhstan	Papua New Guinea	Uzbekistan
Central African Republic	Kenya	Paraguay	Vanuatu
Chad	Kiribati	Peru	Viet Nam
China	Kyrgyzstan	Philippines	Wallis & Futuna
China, Hong Kong SAR	Lao PDR	Qatar	Yemen
China, Macao SAR	Latvia	Rep. of Korea	Zambia
Colombia *	Lesotho	Poland *	Zimbabwe
Comoros	Liberia	Portugal *	Yemen
Congo	Lithuania	Rep. Korea	Zambia
Côte d'Ivoire	Madagascar	Republic of Moldova	Zimbabwe
Djibouti	Malawi	Romania	Zimbabwe
Dominican Republic	Malaysia	Russian Federation	Zambia
DPR Korea	Maldives	Rwanda	Zimbabwe

± World Health Organization, Global Tuberculosis Control: Estimated burden of TB in 2005

[http://www.who.int/tb/publications/global\\_report/2007/xls/global.xls](http://www.who.int/tb/publications/global_report/2007/xls/global.xls)

Birth in TB endemic country (defined as TB case rate of 50 or more per 100,000 people) is a major risk factor for exposure to TB. \* Countries with TB case rate <50 per 100,000 but where TB cases in Massachusetts are from.

May 2007

## APPENDIX B

The following is a list of behaviors prohibited at St. Jude School. School administration is the final recourse in all disciplinary matters and may interpret and/or waive any and all rules at his/her discretion for just cause.

1. Damage or destruction of school property, property of school employees, or property of other students, on or off school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Assault or threat of assault on a school employee, student or other person.
4. Harassment of school personnel or other students during school and/or non-school hours.
5. Fighting, hitting or unauthorized, unwelcome touching.
6. Hazing, bullying taunting, or ridiculing (to persecute, harass or humiliate another student and/or employee).
7. Chronic misbehavior which disrupts or interferes with any school activity, including throwing of objects.
8. Disregard of reasonable directions, rules or commands by school authorities including administrators and teachers.
9. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
10. Disrespect to a teacher or other school authority.
11. Refusing to take detention or other properly administered discipline.
12. Skipping detention or other assigned discipline.
13. Falsifying information given to school authorities in the legitimate pursuit of their jobs or withholding information from them, including one's identity.
14. Forgery or altering school-related documents.
15. Cheating, plagiarizing, or stealing.
16. Gambling
17. Extortion of a student or school personnel.
18. Theft or possession of stolen goods.
19. Arson or other improper use of fire.
20. Possession of matches or lighters or other similar devices.
21. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, mace, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks screwdrivers, knives, etc.
22. Buying, selling, transferring, using or possession of any substance containing tobacco, including, but not limited to, cigarettes, e-cigarettes or "vapes", cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
23. Buying, selling, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc .) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
24. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.

25. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
26. Violation of the school Technology/Electronics policy.
27. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
28. Cursing or use of foul, profane, or offensive language.
29. Use of indecent or obscene language in oral or written form; indecent or obscene gestures or conduct.
30. Publication or possession of obscene, pornographic or libelous material.
31. Placing of signs and slogans on school property without the permission of the proper school authorities.
32. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authorities.
33. Demonstrations by individuals or groups causing disruption to the school program.
34. Truancy.
35. Tardiness.
36. Leaving school premises during school hours without permission of the proper school authority.
37. Upon initial arrival, leaving school property without permission.
38. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
39. Failure to abide by the dress code and reasonable dress.
40. Improper or suggestive dress.
41. Indecent exposure.
42. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
43. Turning in false fire, tornado, bomb, disaster or other alarms or any other activity that induces panic defined as:
  - a. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that such a report is false.
  - b. Threatening to commit an "offense of violence" or
  - c. Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.
44. Presence on school property with a communicable disease.
45. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the school or parish.
46. Sell, order to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
47. Carrying concealed weapons.
48. Any other unlawful criminal activity
49. Any disruption or behavior, which could or does interfere with school activities.
50. Willfully aiding another person to violate school regulations.
51. Any type of prohibited activity listed herein taking place on a school bus shall be reason for expulsion, suspension or removal from the bus or school.
52. Commission by a pupil of any crime in violation of the Ohio Criminal Code or the Ohio Juvenile Code.
53. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
54. Any other activity which pupils know or should know will disrupt the academic process or a curricular or extra-curricular activity either on the school premises or on premises where a school related activity is taking place.
55. Misuse of a computer as outlined in the Technology Policy.

\*Handbook updated 8/23/2017