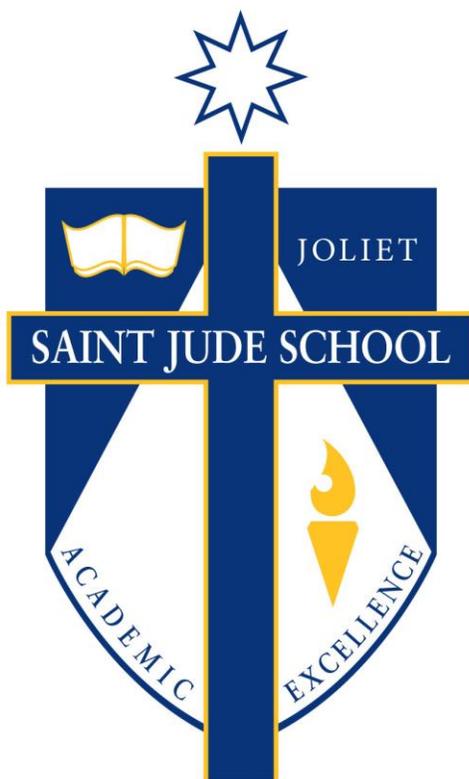


Parent/Student Handbook



ST. JUDE CATHOLIC SCHOOL

2204 McDonough Street · Joliet, Illinois · 60436

School: 815.729.0288 · *Parish:* 815.725.2209

School fax: 815.729.0344

www.stjudejoliet.net

twitter.com/StJudeFlyers

facebook.com/StJudeInJoliet

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Dear Parents and Students,

Thank you for choosing to send your student to St. Jude School. We know that entrusting the education and safety of your child to us is an amazing responsibility which we take on with great care and integrity. We accept this responsibility with enthusiasm, because we are excited to share the love of our Lord. We look forward to watching your children grown in their love for Christ, their quest for knowledge, and their development of friendships with each other.

Our school is Christ-centered; everything we do revolves around our Lord and savior, Jesus Christ. As a school community, we will begin and end each day in prayer as well as praying throughout the day. We will attend mass as a community once a week and seek to find the Truth, Beauty, and Goodness of our Lord within every aspect of our curriculum.

Our staff consists of dedicated, faith-filled, and passionate professionals that always keep the best interest of their students as their main focus. We will strive to create a rigorous, intriguing curriculum that challenges your child while also giving them the care and attention which they need to be successful. In addition to our classroom instruction, we hope to offer extra-curricular activities that pique your child's interests. We will nurture our students' minds, spirits, and bodies in a variety of ways.

While we promise to do all that we can to make your child's experience at St. Jude the best that it can be, we also ask for your partnership in this process. We will only achieve our greatest possible results if we work together as a team. Please reach out to your student's teacher with any questions or concerns throughout the course of the year. Also, be sure to use all of the resources at your disposal to keep up-to-date with the events at school and in the classroom. Our main school communication tool is <https://www.schoolspeak.com> where you will be able to check your student's grades and/or see announcements from their teacher. You can also stay connected by checking out our website at <http://www.stjudejoliet.net/> or our Facebook page at <https://www.facebook.com/StJudeInJoliet/> throughout the course of the school year. If you have any questions, please don't hesitate to call the office at 815-729-0288.

The rest of the handbook will thoroughly cover the policies and procedures under which our school will operate, subject to change at any time.

God bless,

Lucas Stangler
Principal

ST. JUDE CATHOLIC SCHOOL FACULTY AND STAFF

Name	E-mail	Extension	Position
Father Michael Lane			Pastor
Mr. Lucas Stangler	lstangler@stjudejoliet.net	Ext. 302	Principal
Mrs. Lisa Widlowski	lwidlowski@stjudejoliet.net	Ext. 101	Pre-Kindergarten
Mrs. Jill Ryan	jillryan@stjudejoliet.net	Ext. 103	Kindergarten
Mrs. Jodie Dziuba	jdziuba@stjudejoliet.net	Ext. 102	1 st Grade
Sr. Rose Dominic, O.P.	srrosedominic@stjudejoliet.net	Ext. 104	2 nd Grade
Mrs. Stephanie Holland	sholland@stjudejoliet.net	Ext. 106	3 rd Grade
Ms. Marilyn Zable	mzable@stjudejoliet.net extendedcare@stjudejoliet.net	Ext. 202	4 th Grade Extended Care Coordinator
Mrs. Karen Hatfield	khatfield@stjudejoliet.net	Ext. 203	5 th Grade
Mrs. Becky Himes	bhimes@stjudejoliet.net	Ext. 206	6 th Grade (6 th -8 th Language Arts)
Mrs. Melissa Pierce	mpierce@stjudejoliet.net	Ext. 204	7 th Grade (6 th -8 th Math & Science)
Sr. Maria Catherine, O.P.	srmariacatherine@stjudejoliet.net	Ext. 207	8 th Grade (6 th - 8 th Religion & Social Studies)
Mrs. Kathleen Byrd	kbyrd@stjudejoliet.net	Ext. 105	Technology Teacher
Mrs. Jennifer Marino	jmarino@stjudejoliet.net	Ext. 307	Physical Education
		Ext. 304	Music and Art
		Ext. 323	Library
Mrs. Mary Workman	mworkman@stjudejoliet.net	Ext. 300	School Secretary
Ms. Claudia Hernandez	cromero@stjudejoliet.net	Ext. 301	Receptionist, 2 nd semester
Mrs. Eileen Martin	hotlunch@stjudejoliet.net	Ext. 309	Hot Lunch/Kitchen
Paula Bucciferro	pbucciferro_stjude@comcast.net	Ext. 402	Business Manager

St. Jude Catholic School

St. Jude Catholic School is a Pre-Kindergarten (half day three-year-old Pre-Kindergarten and full day four-year-old Pre-Kindergarten) through 8th grade elementary and middle school under the Diocese of Joliet Catholic Schools Office. St. Jude Catholic School adopts wholly the Handbook of School Policies of the Diocese of Joliet as the school's own policies.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. The Diocesan curriculum guidelines, consistent with the State of Illinois guidelines, are followed for the teaching of all subject areas.

St. Jude Catholic School is further committed to meeting the instructional needs of all students. The Teacher Assistance Team (TAT) is utilized to document teacher concerns and provide intervention strategies for teachers to implement in the classroom. The differentiated model of instruction will continue to be implemented in all subject areas.

Dominican Sisters of St. Cecilia Congregation

The Dominican Sisters of St. Cecilia Congregation in Nashville, Tennessee have taught at St. Jude Catholic School since 2008. The Congregation has approximately 300 sisters who teach prekindergarten through college age students throughout the world. The Sisters teach in 47 schools in the United States and abroad. In addition, the Sisters serve in campus ministry in various universities across the world. The sisters at St. Jude teach all subjects with a special emphasis on religious education.

Since 1216, the Catholic Church has looked to the Order of Preachers (Dominicans) founded by St. Dominic to preach and teach the Word of God. The Dominican Sisters of St. Cecilia Congregation have continued this mission of St. Dominic through their dedication to the Christian education of youth in institutions of learning. For over 150 years, St. Cecilia Congregation has owned, operated, and served in schools in which students are instructed in a well-rounded curriculum that endeavors to instill, even in the very young, a love for learning and a desire for prayer. For more information about the Sisters, visit www.nashvilledominican.org.

Diocese of Joliet Catholic Schools Mission Statement

Jesus commissioned His apostles to teach and make disciples. Mindful of this twofold mandate, Catholic Schools in the Diocese of Joliet provide formation in the Catholic faith as well as superior academic education to students of diverse backgrounds. Our Christ-centered education nurtures a personal relationship with Jesus and service to others. Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. Working in partnership with parents and parish communities, Catholic schools prepare students for success in further education, a productive career and a life eternal with God.

School Mission Statement

St. Jude Catholic School is an elementary school in the Dominican tradition. In partnership with parents, we offer children an excellent academic and religious education. We provide a Christ-centered atmosphere in which students may grow in knowledge, truth and love.

School Beliefs

Formed by Catholic tradition, we believe a Christ-centered educational community:

- Strives to form the whole person spiritually, intellectually, emotionally, and physically
- Recognizes the uniqueness and dignity of all persons
- Works in unity with parents, the primary educators of their children
- Continuously improves academic instruction for learners and professional development for teachers

- Provides quality academic programs that prepare students for life-long learning
- Offers a variety of instructional practices, activities and assessments that recognize different learning styles and needs
- Models and incorporates Catholic teachings throughout the curriculum to properly form the Catholic intellect
- Provides opportunities to serve others in response to the Gospel message
- Provides a safe and disciplined environment where a love for the Catholic faith, life, family, and country is fostered

School Motto

Passionately Catholic, Academically Excellent, Distinctly Dominican

Core Values

Four features mark education in the Dominican tradition at St. Jude Catholic School: prayer, study, community, and service.

Accreditation

St. Jude Catholic School is an approved parochial elementary school in the Diocese of Joliet, Illinois. It is accredited through the Illinois State Board of Education and AdvancED.

St. Jude Catholic School is a member of the following organizations:

- Catholic Diocese of Joliet
- National Catholic Education Association (NCEA)
- Association for Supervision and Curriculum Development (ASCD)
- Illinois Elementary School Association (IESA)

I. PHILOSOPHY OF EDUCATION

School Philosophy

St. Jude Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Joliet.

The aim and content of the St. Jude educational program considers not only the child's mind and body but also, and most importantly, his/her immortal soul. To form true and honest young men and women who will live in this world in such a way as to enter the happiness of heaven is the aim of Catholic parents who have the first and greatest responsibility for the education of their children. St. Jude Catholic School is committed to supporting this fundamental task of parents through a school program aimed at providing spiritual, intellectual, social and physical opportunities for students to grow and explore their gifts, talents and responsibilities of service to the wider community.

Aware that the educational process is not simply a human activity but a Christian journey toward the Triune God, students are encouraged to recognize God in the sacraments, in doing His will, in one another, and in the everyday simple tasks which they perform. They are encouraged to develop a prayer life that unites them with Christ.

In providing a quality education, St. Jude Catholic School strives for personal and academic excellence in both its students and its faculty. Relying on the grace-filled cooperation of all, St. Jude Catholic School aims to be a school that provides for the Catholic education of the child in every aspect of his/her growth and development. Education is of the utmost importance because through education and guidance the children of today become the Catholic citizens and leaders of tomorrow.

Parent's Role in Education

The faculty and staff of St. Jude Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to assume the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Jude Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with St. Jude Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K through 8th grade), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, parents must make investigation of the complete story the first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At

times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Diocese of Joliet Policy of Christian Conduct

Our Catholic schools are rooted in a **vision and values**:

- The vision for the Diocese of Joliet Catholic Schools is: an integrated network of vibrant schools that makes Catholic education available to all within a community of lifelong learners formed in faith, educated for excellence and sent to serve.
- The values for the Diocese of Joliet Catholic Schools are: incorporating faith into the classroom, balancing challenging courses with a nurturing environment, collaborating with families, holding each other to a higher standard, and looking ahead.

This vision and these values are based upon the Gospel and summarized by Jesus' command to "...love the Lord your God, with all your heart, with all your soul, with all your mind, and with all your strength.... You shall love your neighbor as yourself." (Mk 12:30-31)

In light of our Gospel vision and values, all our parents and their guests at our schools are expected:

- To display a truly Christian attitude in all activities and relationships with adults and other students. Treat others how we want to be treated.
- To be courteous and considerate of others.
- To extend courtesy to guests and visitors of the school.
- To treat the entire school community with dignity and respect.

Respect for ourselves and everyone who makes up our school community is an essential requirement for a Christian environment. Children first learn appropriate behavior demonstrated by their parents and other role models. As adults, it is our charge to help children accept responsibility for their actions and to understand the consequences.

Our whole child approach integrates Catholic doctrine, prayer, sacraments, and moral decision-making with academic achievement and physical health. This is accomplished in partnership with parents.

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline and finally toward adult discipleship.

As we teach, advocate, and model the virtues and values we wish to instill in our children, we, as adults, must also enforce rules related to our own behavior, as well as accept responsibility and consequences.

Parents as Partners

As partners in the educational process at St. Jude Catholic School, we ask parents:

1. To attend Mass and teach the Catholic faith by word and example
2. To set rules, times, and limits so that your child:
 - Goes to bed early on school nights

- Arrives at school on time and is picked up on time at the end of the day
 - Is dressed according to the school dress code
 - Completes assignments on time
 - Has a lunch every day or has a lunch ordered every day
3. To support and cooperate with the discipline policy of the school in all disciplinary matters
 4. To actively participate in school activities such as parent-teacher conferences
 5. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
 6. To notify the school with a written note when the student has been absent or tardy
 7. To notify the school office of any changes of address or important phone numbers
 8. To meet all financial obligations to the school
 9. To inform the school of any special situation regarding the student's well-being, safety, and health
 10. To complete and return to school any requested information promptly
 11. To read school notes and newsletters and to show interest in the student's total education
 12. To support the religious and educational goals of the school
 13. To treat teachers with respect and courtesy in discussing student problems

In this Handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

As the primary educators of their children, parents freely make the choice of a Catholic education for their sons/daughters. Registration and acceptance at St. Jude Catholic School constitutes an agreement of the parent to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the St. Jude Catholic School faculty/staff and parents is essential for the overall education of a student. If a parent refuses to abide by the rules and regulations of St. Jude Catholic School, or by word or action is unsupportive of its goals, or otherwise fails to meet his/her obligations under school or diocesan policies, the school administrators may require the parent to withdraw his/her child or children from St. Jude Catholic School.

Additionally, parents will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff, and students.

Issues Regarding School Personnel

The administration and staff are committed to effective and appropriate communication. If an issue arises it is first addressed to the person(s) involved. If the issue is not resolved the supervisor of the school staff is contacted. At the local level, the principal supervises teacher/staff members and the pastor supervises the principal.

The Catholic Schools Office may be contacted for advice at any time during the process. Before the Catholic Schools Office acts to resolve the issue, all local recourse is to be exhausted.

If an issue about an individual employee is brought to a supervisor, the employee involved is advised of the nature of the issue. The employee is given opportunity for explanation, comment or presentation of the facts as he/she sees them.

II. ACADEMICS

Curriculum

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social, and physical development. Our curriculum aims at the development and formation of the whole child in truth, goodness, and beauty.

The Diocesan curriculum guidelines, consistent with the State of Illinois guidelines, are followed for the teaching of all subject areas. The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (Grammar, Writing, Speaking and Listening, Handwriting), Mathematics, Science, Social Studies, Art, Music, Physical Education, Computer Education, Foreign Language, and Library.

Religious Instruction

Since religion is the distinctive mark of every Catholic school, systematic religious instruction is provided daily at St. Jude Catholic School. Religion permeates the school and is an integral part of everyday living. The child should show a deep interest in religion by diligent study and by taking an active part in religious exercises. Non-catholic students must attend the religious functions in which the students are engaged. They are expected to participate in classes of religious instruction. Throughout the week, students are reminded about the Sunday Mass obligation. Parents are strongly encouraged to assist their children in living out their faith by fulfilling this basic obligation of worship.

Sacramental Program

The sacramental life of the children of the Catholic faith is an important component of the religion program at St. Jude Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the Sacrament of Reconciliation prior to First Eucharist. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Students in Grade 8 receive instruction for the Sacrament of Confirmation.

If a student in Grades 3-8 has not received the Sacraments of Baptism, Reconciliation, or Eucharist, the parent may contact the Principal to arrange for sacramental instruction.

Parents are required to be active partners in the preparation of their children for these sacraments.

Student Assistance

St. Jude Catholic School believes that every student has the potential to learn by using the gifts which God has given them. To help foster areas in which a student and classroom teacher may need extra help to bring out that potential, resource instruction may be a component of the educational process.

The St. Jude Catholic School will strive to support children experiencing difficulty in the regular classroom due to properly identified learning deficits. Students that qualify for services will receive their assigned minutes from a Special Education Teacher provided by Public Schools District 86.

Our staff will do all that they can to provide any services or accommodations deemed appropriate and necessary within their classroom and will provide additional assistance outside of the classroom as whenever they are able to do so.

Formal Writing Policy

St. Jude Catholic School has developed a successful writing curriculum founded on solid educational principles. This curriculum teaches the art of writing to students, beginning in Kindergarten and incrementally progressing by grade level through 8th grade. An important component of this writing program is that formal writing assignments are completed at school, under the guidance and supervision of the classroom teacher, trained in the writing program.

Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for future lessons or classroom activities. Homework time does not include long-range projects or assignments.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. At St. Jude Catholic School, the guidelines below are a rough estimate on the amount of time spent on homework in the evening:

Grade K (*Parental help encouraged*): 10-15 minutes
Grade 1: 20-30 minutes
Grade 2: 20-30 minutes
Grade 3: 30-45 minutes
Grade 4: 45-60 minutes

Grade 5: 60-75 minutes
Grade 6: 60-75 minutes
Grade 7: 75-90 minutes
Grade 8: 90-120 minutes

If a problem arises, or the time frame above is consistently exceeded, the teacher should be contacted.

Penalty for Missing Homework

Students are expected to turn in assigned homework the following day unless otherwise instructed by the teacher. Students in Grades 6-8 who fail to complete or turn in homework will receive a Missing Work Notice, which should be signed by a parent and returned to the teacher the next day *with* the missing work.

Homeroom teachers in other grade levels will develop their own procedure for missing homework.

Homework Policy Due to Illness

A parent may call the office and ask for their child's work. Calls must be placed before 10AM. Work will be sent with a sibling or brought to the office by 3PM.

Students will be allowed one day for each day of absence due to illness to make up their work. For example, a student who was absent three days should be given three school days to complete the missed work.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required produce homework, tests, or quizzes in advance of a planned absence. In certain circumstances, a teacher may be able to assign work or give an assessment in advance; however, school policy dictates that a teacher is not required to do so.

Textbooks

Textbooks rented by the student must have a proper book cover. Writing in rented textbooks is not permitted. The student will pay a fine or replacement fees for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Testing

The IOWA Benchmarks Assessments are used to monitor progress of all students from grades K-8 in the areas of reading fluency, comprehension, and math in order to identify problems that may be causing difficulties in the classroom.

The Iowa Test of Basic Skills is given in Grades 3 through 8.

The ACRE/IFG Test (Assessment of Catechesis and Religious Education/Information for Growth) is given to students in Grades 5 and 8.

Middle School students (Grades 6 – 8) may be given a maximum of three quizzes or tests per day.

Middle school students will be involved in final exams to assess the cumulative knowledge of subject matter taught during the academic year. Final exams will help students be more fully prepared for the assessment challenges and expectations of high school.

Irregularities during Tests/Assignments, Plagiarism, Cheating

Honesty and truthfulness are virtues that are held in high regard at St. Jude Catholic School. There are standard regulations affecting all testing – students have no extraneous material on their desk, they keep their eyes on their own paper, they stop writing when told to do so, etc. These regulations are made to assure the validity of the testing. All irregularities during testing and plagiarism are failures against these standard regulations and indications of possible dishonesty.

The Principal is informed by the teacher of all such infractions. Plagiarism and cheating of any type will not be tolerated. Where, in the judgment of the Principal, plagiarism or cheating/testing irregularity has taken place, commensurate punishment is assigned and the offender receives an “F” on the test or assignment on which the cheating/testing irregularity occurred. Students who choose to plagiarize or cheat face a failing grade, detention, suspension, and/or expulsion. A student who is involved in plagiarism or cheating may also be unable to participate in sports or extra-curricular activities.

Parent-Teacher Communication

Teachers will regularly communicate with parents in a variety of ways that will defer from one teacher to the next; however, parents can expect to receive regular communication through such mediums as newsletters, email, schoolspeak, websites, and phone calls.

Parent-Teacher Conferences will be held twice a year, once near the end of first trimester and again near the end of 2nd trimester. We highly recommend that parents schedule conferences for both sessions to get this face-to-face communication, especially if they have concerns about their student. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first contact a teacher with any concerns about a student or class before seeking intervention by school Administration.

Parents may contact teachers in writing, by phone, or by e-mail to discuss concerns and make an appointment for a conference. Please do not approach a teacher at arrival or dismissal, at lunch or recess, on field trips or other school sponsored events, or at sporting events to discuss classroom concerns.

Report Cards and Progress Reports

Evaluation of the student is based on teacher judgment and observation, independent work, teacher prepared tests (which may include but is not limited to projects, portfolios, and other tools for assessment), class participation, and effort.

The purpose of grade reports is to present an assessment of a student's achievement in his/her academic studies to parents. Parents of students in Grades 4-8 are encouraged to stay informed about their child's academic progress using the school's online reporting system. Information about how to log-in to this account will be sent home at the beginning of the school year.

Progress Reports

Progress Reports are sent home midway through the trimester for all students.

Report Cards

Report Cards are important tools for communication. Report Cards will be given three times during the academic school year as the school is on trimesters.

No student will be given a Report Card if tuition, fees, or library fines are outstanding.

Grading Scale

Grading Scale for Grades 4-8

A+ = 100%	B+ = 91-92%	C+ = 83-84%	D+ = 75-76%	F= 0-69%
A = 96-99%	B = 88-90%	C = 79-82%	D = 72-74%	
A- = 93-95%	B- = 85-87%	C- = 77-78%	D- = 70-71%	

Grading Scale for Grades 1-3

4= Work Exceeds Expectations

- Student demonstrates an in-depth understanding of grade level concepts, skills, and processes taught to date and exceeds the expectation of the curriculum. Student completes tasks *without* teacher assistance.

3 = Work Meets Expectation

- Student consistently demonstrates an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student completes tasks with *little* teacher assistance.

2 = Work Approaches Expectation

- Student's work demonstrates that he/she is approaching an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student requires *some* teacher assistance: prompts, directions, and reminders.

1 = Needs to Improve

- Student has not yet demonstrated an understanding of grade level concepts, skill, and processes taught to date and needs consistent support. Student requires *significant* teacher assistance with prompts, directions, and reminders.

NG = Not Graded (Used when a particular subject is not taught.)

Christmas and Spring Programs

St. Jude Catholic School produces two musical productions each year: a Christmas program and a Spring program. Participation in these events is mandatory. A penalty, determined by the administration, will be imposed for students who do not participate in these programs without prior permission from the administration.

Graduation Requirements/Ceremonies

The school does not guarantee a certificate of satisfactory completion of any course of study to students. In order to qualify for graduation, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and be in compliance with the school's code of conduct and with all school regulations and policies.

The principal shall have the right not to certify a student's graduation or provide transcripts of the student's academic record to third parties such as other schools, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

8th Grade Valedictorian/Salutatorian

An 8th grade valedictorian and salutatorian will be selected at the end of the 8th grade year. The valedictorian is the student with the highest overall academic grade percentage. The salutatorian is the student with the second highest overall academic grade percentage. This percentage is determined by averaging the grade percentage in each academic class (specials classes are not included) over the 3 trimesters of the 8th grade year. In the case of a tie, multiple students may receive this award. Should it be the case that a student's conduct, effort, or attendance is in question, the administration reserves the right to make a decision regarding the recipient of these awards.

8th Grade Class Trip

Students may be denied the opportunity to participate in the 8th Grade class trip. This trip is a privilege earned by the students, not a right. Students may be denied participation if they fail to meet academic or behavioral expectations.

Awards

Principal's Leadership Award

This award is given to one 8th Grade student who demonstrates consistent Christian leadership throughout their 8th Grade year.

Spirit of St. Jude Award

Grades 1 and 2: One boy and one girl in each grade

Grades 3 through 8: One student per grade

Recipients of this award exemplify the spirit of the mission of St. Jude Catholic School.

Criteria:

- | | |
|--|----------------------|
| +Spirit of reverence | +Academic effort |
| +Integrity | +Appropriate conduct |
| +Evidence of service (willingness to help) | +Respect for others |
| +Exhibits leadership | |
| +Goes above and beyond the norm | |

St. Dominic Award for Excellence in Religion

Grades 1 – 8 (one student per grade)

Criteria:

- +Academic effort
- +Appropriate conduct
- +Academic achievement (A's and B's)
- +Exhibits interest in the Catholic faith
- +Goes above and beyond the norm

St. Vincent de Paul Service Award

Grades 7 and 8 (one student per grade)

Criteria:

- +Commitment to service outside of school above and beyond the classroom.

St. Cecilia Award for Excellence in Music

Grades 1 – 6 (one student per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement
- +True love for Music performance and learning
- +Active participation in Musical Programs
- +Goes above and beyond what is expected in the curriculum

St. Albert the Great Award for Excellence in Science

Grades 3 – 8 (one student per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in applied Science
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Thomas More Award for Excellence in Social Studies

Grades 3 – 8 (one student per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Social Studies
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Thomas Aquinas Award for Excellence in Math

Grades 3- 8 (one student per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Math
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Paul Award for Excellence in Language Arts

Grades 3 - 8 (one student per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in Language Arts
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

Bl. Pier Giorgio Frassati Award for Excellence in Physical Education

Grades 1 – 8 (one student per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement
- +Exhibits interest in applied Physical Education
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Joseph Award for Excellence in Art

Grades 1 – 8 (one student per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement
- +Exhibits interest in Art
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

St. Isidore Award for Excellence in Computer

Grades 1 – 8 (one student per grade)

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement
- +Exhibits interest in Computer
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

Honor Roll (Grades 6-8)

High Honor Roll

For a student to attain High Honor Roll, the student must:

- Have a 93% or better in all subject areas
- Receive no indicators on the report card of areas lacking in “Study Habits and Attitudes”
- Receive an “Appropriate” or “Outstanding” mark for Effort on the report card

Honor Roll

For a student to attain Honor Roll, the student must:

- Have a 85% or better in all subject areas
- Receive no indicators on the report card of areas lacking in “Study Habits and Attitudes”
- Receive an “Appropriate” or “Outstanding” mark for Effort on the report card

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students whose average in any subject is an F will not be allowed to participate in any sports or extra-curricular activity until the grade has improved to a passing grade of D (70% or higher).

Promotion Policy and Retention Policy

Advancement to the next grade in St. Jude Catholic School is based on a student’s daily performance, test results, recommendations of teachers, and the student’s ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

A decision to retain a student in the Pre-Kindergarten or Kindergarten program shall be based on the progress of the child, especially with regards to level of maturity attained and the ability to handle the academic program of the next grade level. This decision will be a consultative one involving the teacher, parents, and Principal.

Grades 1 – 3

The inability to read causes more children to experience failure or lack of progress in school than any other single factor. The foundation in reading is laid in the primary grades, especially the first two grades. Hence, in the primary grades, promotion is to be determined mainly by the child's progress in reading. It is important to determine the overall ability of the child in making such decisions. Retention in primary grades is advised over lack of achievement in the next level.

Grades 4 – 8

Promotion in Grades 4-8 is to be determined by a combined average of the grades students receive in the following subject areas:

- Religion
- Language Arts (Reading/Literature, Grammar, Writing, Speaking and Listening)
- Mathematics
- Science
- Social Studies
- Specialty Subjects (Foreign Language, Computer, Art, and Physical Education)

A student who has received a general average of 70% (D-) or above in these subjects for the year is to be promoted provided he/she has passed two of the three core subjects including English, Literature, and Mathematics.

The school reserves the right to recommend retention for a student whose academic performance and/or behavior indicates that the student needs an additional year in order to mature. This is done only in cases where it is believed that the student will benefit from the additional year.

Students may also be transferred to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at St. Jude Catholic School.

Library

The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out.
3. Students who have lost or damaged books do not receive progress reports or trimester report cards until their account is cleared.

III. ADMINISTRATIVE PROCEDURES

School Office Hours

The school office is open on all school days from 7:30 AM – 3:05 PM, and 3:20 – 3:30 PM. All messages left on the general voice mail after 3:30 PM will be retrieved the following morning. Each teacher and staff member has voicemail to leave a message.

Admission Information

Non-discrimination Policy

Schools operated under the auspices of the Diocese of Joliet admit students of any race, color, gender, national and ethnic origin, and immigration status to all the rights, privileges, programs and activities generally available to students at the schools. The names of the elementary and secondary schools can be found in the Official Catholic Directory, published annually.

As openings become available, the following priorities will be used to accept students to St. Jude Catholic School:

- Current families with siblings enrolled
- Members of St. Jude Parish
- Members of other Catholic parishes
- Non-Catholic students

The admissions policy for St. Jude Catholic School adheres to the laws of the State of Illinois and the Diocese of Joliet Catholic Schools Office which determines the age for admittance as well as health and academic records required for admittance.

Age for Admission to Pre-Kindergarten and Kindergarten

- Children entering Pre-K 3 must be three (3) years of age by September 1st
- Children entering Pre-K 4 must be four (4) years of age by September 1st
- Children entering Kindergarten must be five (5) years of age by September 1st

General Conditions for Admission

St. Jude Catholic School seeks to serve families who desire to participate in its mission and the mission of the Roman Catholic Church. Parents understand that the mission of St. Jude Catholic School involves active and regular involvement in the Catholic faith through prayer, attendance at Sunday Mass, support of the Catholic Church and Her teachings, and regular reception of the Sacraments.

A family/student is admitted to the school on the premise that the family/student intends to learn about the Catholic faith and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavior), which cannot be reasonably accommodated by the school, may be denied admission.

The following documents are required:

- Birth Certificate (original and official)
- Baptismal Certificate
- Immunization Records
- Health Records
- Report Cards
- Standardized Test Results
- Record of IEP
- Signed school contract

Students applying for admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Jude Catholic School will meet the educational needs of the students. An interview with the parents and student is part of the admission process. Testing in some academic areas may be held for new incoming students in Grades 2-8.

Although St. Jude Catholic School attempts to meet the needs of its students, it is not equipped to serve all special needs. Parents are asked to supply all pertinent information having impact on the school's ability to provide for the child's needs. Special academic and/or psychological evaluation may be required.

All admissions are subject to the approval of the Principal and are based on such criteria as:

- Active/contributing parish membership
- Active support of the mission of St. Jude Catholic School
- School records (Academic, Psychological, Attendance, Conduct)
- Predetermined class size

All new students will be given a trial period of one trimester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Jude Catholic School. The recommendation and decision of the school is final.

Non-Catholic students whose parents support the mission of St. Jude Catholic School will be accepted on a space available basis.

Withdrawal or Transfer of Students

Notice of withdrawal of a student must be made by the parent in writing to the Principal in advance of the withdrawal date. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. **No student records will be forwarded to another school until Business Office accounts have been settled.**

In accordance with diocesan policy, any student requesting admission as a transfer from a Catholic school will be provided with a diocesan Student Transfer Form to establish the transfer protocol and verify that the student is in 'good standing.' In good standing means that the school has not disciplined the student with an out-of-school suspension or expulsion and the student is entitled to attend classes as of the date of this form. Furthermore, the diocesan transfer policy requires that the family has no outstanding tuition balance owed to the school. No diocesan Catholic school may admit a new student from another school until this protocol is complete.

Custody Issues

At the time of enrollment, proof of custody is required. All report cards, conferences, or information concerning the progress of the child/children are sent to the custodial parent unless otherwise authorized.

Buckley Amendment

St. Jude Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the Principal.

Non-custodial parents will be provided records of their student's progress after the custody agreement is presented to the Principal. A fee will be charged to non-custodial parents for shipment and handling of records.

Office Records

Parents/Guardians are requested to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Family Directory

Each family will receive a Family Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. Parents may choose to exclude any personal contact information from the Student Directory.

The Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used or sold for other purposes.

Student Records

St. Jude Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Jude Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Missing Persons and His/Her School Records

Upon notification by the Illinois State Police of a person's disappearance, a school in which the person is currently or was previously enrolled shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person. The school shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

Photos and Other Media

St. Jude Catholic School gives parents an opportunity to object before students participate in videotaping, audio recording, photography, news media releases, or Internet media. An *Objection to Photo/Video Release* form is included in this Handbook. For families that do not wish their children's photo/video to be used, please sign and return this form to the school office. This form is kept on file during the academic year. St. Jude Catholic School does not put student names with photos that are used on the St. Jude website. Any student or parental publications are subject to review and approval of the Principal prior to publication.

Video and/or Photographing of Students

The Diocese and Schools of the Diocese of Joliet allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to Diocesan guidelines. **However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video**

sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.

I. Videotapes, photographs, and digital images of students may be utilized by teachers, administrators, or their designee within the Diocese and/or School for classroom instructional purposes without advance consent of a student's parent/guardian. Such School and or Diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.

II. Photographs or videos of students posted on the School website shall not be captioned with the student's full name or identify the student by name in any manner. Disclosure of student information will be limited to first name and last initial. No image of a student may be posted in such a way that the image of that student may be linked to or associated with the student's full name.

III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc.

- A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.

IV. Students under the supervision of the administrator/teacher or approved designee, may videotape or photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.

V. Forms of release for videotaping and photographing of students **are not required** from the parent/guardian when:

1. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
2. The student has chosen to be an officially designated school leader or role model, such as athlete, student council leader, etc. for which there is potential for informal contact with news media.
3. Stock videotape footage or generic pictures. (i.e. yearbook individual and group pictures) are being obtained in public places. (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.
4. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.
5. Video cameras are in use to monitor public areas of a school/church facility or bus.

Parent Sex Offenders

When the parent or guardian of a student is on the sex offender list, it is necessary to clearly outline the parameters of that parent's or guardian's presence on school property. It is necessary to have these parameters formally written, reviewed and agreed upon by the parents, principal, pastor and the Diocesan attorney. The signature of these parties is necessary before the child is accepted in the school. Failure to comply with the agreement may be cause for disenrollment of the child.

IV. GENERAL SCHOOL PROCEDURES

Attendance

Daily attendance is a key factor in student achievement, growth, and development. Students are expected to be in school every day that the school is in session unless illness or other emergency situations prevent them.

When a student is absent from school, a parent should call the office by 8:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted by 9:00 AM. This policy is for the protection of St. Jude Catholic School students.

The school day is seven hours. A student must be present a minimum of three (3.5) hours to be considered present for a full day of school. All absences, tardies, and early checkouts are recorded in the student's attendance record and on the report cards.

Students should be fever and vomit free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. If a student is absent for more than three consecutive days, a physician's note must accompany the student's return to school. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility and are not permitted to be issued in advance of family vacation during the school year.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (*See also Homework due to vacations/planned absences.*)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (18) days or the equivalent of 18 days including tardies, can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for three (3) hours or more will be counted as absent for half a school day.

Tardiness

Promptness is an important virtue. School begins promptly at 7:50 AM. Students are to be dropped off at school between 7:30-7:45 AM. A rare occasion may necessitate arriving after 7:50 AM. In this circumstance, please accompany the student to the school office to sign the tardy slip that will allow your student into class. Tardies will be tracked cumulatively and will reset upon the return from Christmas break.

The following system will be in place for PreK – 3rd grade students:

<u>Infraction</u>	<u>Consequence</u>
1 st – 4 th	Documented
5 th	Written Notification
6 th – 9 th	\$20 fine for each infraction
10 th	Meeting with the Principal

The following system will be in place for 4th – 8th grade students:

<u>Infraction</u>	<u>Consequence</u>
1 st & 2 nd	Documented
3 rd	Written Notification
4 th & 5 th	1 Hour After School Detention
6 th & 7 th	1 $\frac{1}{2}$ Hour After School Cleaning Detention
8 th & 9 th	2 Hour Saturday Detention
10 th	Meeting with the Principal

Release of Students

Parents must provide a written notice when requesting that a child be dismissed prior to the school's dismissal. Authorization for release must bear the signature of the parent. Students will not be released to anyone other than parents/guardians unless the person is named in the notice from the parent.

Parents sign their child out of school at the school reception area. Parents do not go to the classroom, unless specifically directed to do so by the school personnel.

If a student is walking home from school or if there are changes to the normal carpool arrangement, please provide the office with this information.

School Hours

The length of the school day is six and a half hours.

7:30 AM	Students may enter the building and gather in the parish hall
7:50AM	Classes begin
7:55 AM	Morning prayers/Announcements
11:30-11:55AM	Lunch (Grades K-4)
	Recess (Grades 5-8)
12:00 -12:25PM	Lunch (Grades 5-8)

	Recess (Grades K-4)
12:30 PM	Classes resume
2:50 PM	Homeroom/Prayers
3:05 PM	Dismissal
3:20 PM	All students who have not been picked up, will be escorted to After School Care.

Arrival

Students may be dropped off in the morning beginning at 7:30 AM. Cars are to pull up to the front of the church to allow the line of traffic to flow safely and smoothly. Teachers will be present for supervision. Students in Grades K-8 enter through the parish hall/gym doors (east entrance of the school). The outside door will close at 7:45 AM.

Pre-K students enter through the west (main) entrance of the school and proceed directly to their classrooms. For the safety of our students, when entering through the main entrance of the school, do not pull up to the front of the building. Please park cars behind the line of cones.

Dismissal

Beginning at 3:05 PM, car numbers will be called over the school intercom. Car numbers will be provided to each family the first week of school. Place this number in a visible location when arriving at school in the afternoon. Please assist students in memorizing their car number. Car lines will form in the parking lot in front of the church. To ensure the safety of students and to assist the flow of traffic, please remember a right turn must be made out of the parking lot. Any students remaining at 3:20 PM will be taken to After School Care.

Parents are asked to pay close attention during the carpool process. It is strongly suggested that cell phones not be used at this time.

Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

At the end of the day, the teacher will walk Pre-K and Kindergarten who are not meeting older siblings to the main entrance of the school where they will be dismissed to their parent/guardian. Again, for the safety of the students, please do not pull up to the front of the building. Please park cars behind the line of cones.

This same procedure will be followed when school dismisses at 11:30 AM on the designated Early Dismissal days.

Excusal from Physical Education Class

All students are expected to be in proper -uniform and to participate in Physical Education. If due to illness a student needs to be excused from one class, a note from a parent is acceptable. Students who have sustained a significant injury or for another valid reason need to be excused for a longer period of time from Physical Education class must present valid doctor's note to the office for approval. Students that are unable to participate in gym class will not be allowed to participate in recess either.

Returning to School After Dismissal

Students are not permitted to return to the school building after dismissal unless accompanied by a teacher. Students who choose to return to school without a teacher, face detention, suspension, or expulsion. This policy is designed for the protection of the students in addition to helping them to become more organized and personally responsible.

Extended Care

The St. Jude Catholic School Extended Care program serves children (Pre-K—8th grade) enrolled at the school and operates only on days when school is in session.

Guidelines

- Before School Care begins at 6:30 AM and ends at 7:30 AM each school day.
- After School Care begins at 3:20 PM and ends at 6:00 PM each school day, except on Wednesdays when it begins at 1:45 PM and ends at 6:00 PM.
- On Early Dismissal Days, After School Care begins at 11:45 AM and ends at 6:00 PM.
- The cost of the Extended Care Program for the 2019-2020 school year is \$6.00/hour per child. Charges will be assessed in 15-minute increments.
- A \$45 one-time fee is required for each family using the Extended Care Program in the 2019-2020 school year. Please include payment with your registration form.
- If using After Care on Early Dismissal Days, please send your child with a lunch. No lunch will be provided.
- Payment is always due the following Monday of each week. Statements are sent home in the brown envelope on Thursday. If an account exceeds 30 days past due, a family may be prevented from using the Extended Care Program.
- Children are to be signed in/out by parent/guardian each day. Arrangements must be made in advance of any change in the guardian picking up your child.
- All children are expected to behave as they would in the classroom. All discipline problems will be handled according to school policies and procedures.
- All children are expected to be picked up by 6:00 PM. If an emergency arises you must contact the Extended Care Coordinator at 815-729-0288 ext. 304. An additional contact number will be sent home in August. A \$20.00 late pick up fee will be assessed as well as the additional time, if no notification is received prior to 5:00 PM.

If students arrive prior to 6:30 AM or are not picked up by 6:00 PM:

1. A phone call will be made to the parents as a reminder not to drop off the student early or to pick up him/her on time.
2. A letter will be sent to the parents as a reminder that dropping the student off at school prior to 6:30 AM or failure to pick up him/her on time constitutes neglect. Child Protective Services may be notified.
3. Repeated early drop off or failure to pick up your child on time will result in permanent exclusion from the Extended Care Program.

Deliveries to School

Please refrain from delivering items (binders, homework, instruments, uniforms, etc.) to school. The purpose of this policy is to maintain an orderly environment in our classrooms and to promote student responsibility.

Phone Calls

Students will not be permitted to call home for any reason, unless an emergency arises. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. What constitutes an emergency will be determined by the Administration. The telephone in a teacher's classroom is for the use of the teacher only.

Messages for Students

Ordinarily students will not be called to the telephone for outside messages. If the matter is urgent, please give the message to the receptionist.

Visitors

At all times, the doors to the building are locked. Any person entering the school building (parents, volunteers, etc.) must ring the bell at the main entrance. Visitors may be asked to show identification in the form of a driver's license or other government issued identification. All visitors are asked to conduct their business, wait for children, etc. in the front reception area.

For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

Volunteers

All individuals who volunteer in the school during the school day must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check, as well as attending a Diocesan training, *Protecting God's Children*. Once the background checks are complete and a certificate is received in the office confirming participation in *Protecting God's Children*, a parent or guardian will be eligible to volunteer.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, pre-school siblings are not allowed to accompany parent volunteers to school for any reason.

Lunch/Milk Program

Students may choose to bring their lunch each day. St. Jude Catholic School also offers a hot lunch program through an outside vendor, *Lunch at Hand*, for all students. Monthly calendars with lunch options are sent home to return your choices and payment. **Orders will not be processed without payment.**

Students may not bring glass bottles, cans, soft drinks or excessive amounts of candy. When planning and packing a lunch, please make healthy choices. These good choices will affect the child's ability to focus and learn well in the classroom. **Parents cannot bring lunches or drinks from carry-out restaurants.**

Students are expected to use appropriate manners when eating lunch. Courtesy toward other students and cooperation with lunch monitors are required at all times.

Water Bottles

Students may bring disposable or reusable water bottles to school for use during the school day. Water bottle refill stations are provided for the health of the students. Only water is permitted in the water bottles. No other drinks such as juice, tea, etc are permitted.

Home-School Communication

Weekly communication

St. Jude Catholic School's primary form of weekly communication is via an e-newsletter each Thursday. This weekly communication informs parents of school, parish, and community events and news. Please ensure that a current e-mail address is provided to the school office and notify the office of any changes to your e-mail address. A weekly Thursday brown envelope communication is used for forms that need to be returned to the school, tuition and

Extended Care statements. If you are unable to receive electronic communications, please notify the school and a hard copy will be provided in the Thursday brown envelope.

Money

When sending money to school, please mark the envelope with the child's name, grade and the item enclosed.

School Speak/Messenger®

In an effort to ensure quick and accessible communications between parents and the school, St. Jude Catholic School uses a messaging system which enables school personnel to notify all households and parents by phone, e-mail, and text within minutes of an emergency or unplanned event that will cause early dismissal, school cancellations, or a late start. The services may also be used to communicate general announcements or reminders. The contact information provided at the beginning of the year will be entered into this system and on such occasions parents will be notified through a School Speak/Messenger® voicemail and e-mail message. (Please remember to notify the office of any changes to this contact information.)

Inclement Weather/School Closing

If it should be necessary to close the school because of weather conditions, or for any other reason, an announcement will be made over School Speak/Messenger®, local television stations and radio stations (WJOL 1340 AM; WSSR 96.7 FM; WRXQ 100.7 FM; WCCQ 98.3). Also, cancellations can be accessed online at www.emergencyclosings.com and enter St. Jude Catholic School. This information will also be posted on the school facebook page. Ordinarily, when school is canceled all practices and events are canceled.

Field Trips

Field trips are privileges planned by teachers and approved by the school administration. Field trips are considered an extension of the school day and the code of conduct will apply. Any parent who accompanies students on school activities has the responsibility and duty to enforce all rules of good conduct and safety.

Other information:

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
7. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. Note: A fax does not take the place of an original signature.
10. Students who do not attend a field trip will either remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. All money collected for the field trip are non-refundable.

13. Student cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
15. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
16. All chaperones must be 25 years of age or older.
17. All chaperones must have completed the diocesan training “Protecting God’s Children,” complete proper paperwork and background check.

In the event private automobiles/vehicles of parents/guardians or other authorized adults are to be utilized to transport students on field trips, the drivers and/or vehicle owners must have:

- A copy of a valid driver’s license
- Sufficient liability, medical, and uninsured motorist insurance coverage (\$300,000)
- A background check
- Protecting God’s Children Training

Evidence to this effect must be presented to the school office for review and approval prior to the use of such vehicles. The Principal has the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.

Outside Speakers/ Distribution of Literature

Only speakers enhancing the school curriculum will be allowed to speak to groups of students. The individual responsible for the speaker or group meeting must present a format to be approved by the Principal. Other organizations may leave literature in the school office for distribution with approval from the administration.

Students or teachers, on school property, or at group meetings of students during school hours or after school functions, can only distribute literature approved by the Principal.

Class Parties

Planning and organization of parties is the responsibility of the teacher and room parent. Communication between the teacher and room parent is important in planning class parties. When deciding on snacks for the parties, please be considerate of all food allergies and, as far as possible, make healthy food choices. Parties may also consist of games, activities, or crafts. Because of various food allergies, it is strongly recommended that treat bags that are sent home include items other than food.

Yearly parties:

Halloween/All Saints:

- Pre-K through Grade 3

Christmas:

- Pre-K – Grade 5 room parties
- Grades 6-8: Junior High Party during the day

Valentine’s Day:

- Pre-K –Grade 3 room parties

Birthday Observances

Students in Pre-K—Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday (if their birthday occurs during the summer months). If their birthday falls on a weekend or day off school, students may choose the day closest to their actual birthday to come out of uniform.

Birthday treats may be brought to school for students in grades Pre-K–Grade 4 only. Grades 5-8 cannot bring in birthday treats for the class. Treats sent in must be pre-packaged items that can be sent home. This treat will be sent home at the end of the day. Treats do not have to be edible. Parents may choose to send in treat bags that have pencils, trinkets, stickers, etc. Teachers will celebrate in the classroom by making the day special for the student. A list of ‘safe snacks’ can be found online at <http://snacksafely.com/snack-guide-intro-2011-09> . If notified that a student in the class has a peanut allergy, please ensure that the treat sent in is peanut free.

Home Parties

If a student distributes an invitation to the class for a home birthday party while on the school premises, the invitation must go to all students in the class. Similarly, a family may instead choose to invite all students of the same gender from that class. For example, if a girl in the class has a birthday and would like to invite her classmates, she may extend an invitation to the entire class or choose to invite all the girls in the class.

St. Jude Catholic School is not responsible for parent sponsored parties/social functions involving students of St. Jude Catholic School.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Parent Association Organization

The St. Jude Parent Association is sponsored by the school and works to support and enhance the educational ministry of the school. All parents are encouraged to take an active interest by attending meetings and taking part in volunteer opportunities within the school. All Parent Association activities and materials prepared by parents must be submitted to the Principal for approval prior to implementation and/or distribution.

The organization should strive to:

- Support the pastor, principal/administration, teacher, parents
- Bring a closer relation of the home and the school so that parents and teachers may cooperate in the training of the child
- Support and promote quality Catholic education
- Encourage Catholic values of family life
- Provide parental assistance for school functions as deemed necessary by the principal/administration
- Unify parents in an effort to raise funds each year for the school
- Build community

Lost and Found

Parents are encouraged to mark all articles with the child’s name. A lost and found bin is located in the main hallway. Articles not claimed are given to a charitable organization at the end of the trimester. St. Jude Catholic School is not responsible for items lost by students. Students should not bring valuable items or large sums of money to school.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

V. HEALTH AND SAFETY

Illness Policy

If a child becomes ill during school time and needs special attention, parents will be contacted. If we are unable to locate the parent, the name and number noted on the Emergency Form will be called. In the event that there is still no response, we will attempt to call a relative or friend. No child will be sent home without permission of the parent, or one designated to take the place of the parent. No child will be sent home alone during school hours, therefore, it is important that an emergency number be filed for each student and kept up-to-date.

If a student has been ill with a fever, cold, sore throat, skin rash, or skin eruption, he/she should not be in school nor attend or participate in after school activities. A child should be free of ailments and/or fever for twenty-four (24) hours before returning to school and after school activities.

A child should not be sent to school with a stomachache, headache, or other ailment. If a child is not well enough to stay in class, a parent will be called to come and take him/her home.

A written statement giving reasons for the absence **must** be brought to the student's teacher upon the student's return. If a student is absent for more than three consecutive days, a physician's note must accompany the student's return to school.

Communicable Diseases

When a suspected case of chicken pox, measles, impetigo, mumps, contagious conjunctivitis (pink eye), streptococcal infection (including scarlet fever), head lice, or other communicable diseases is reported, the parent will be called immediately to take the child home.

The Department of Public Health states that children who have the following illnesses must remain at home for a required time period:

- *Vomiting and temperature 100 degrees and above:* Students are required to stay at home for 24 hours after the onset of symptoms and must be symptom free before returning to school.
- *Cough/Runny Nose with Green Discharge:* Students are required to stay at home for 24 hours after the onset of symptoms.
- *Pink Eye:* Students are required to stay at home for 24 hours after the onset of symptoms related to an eye(s) that is draining, itching, and /or appears pink or swollen. Students are required to stay at home for 24 hours after the start of antibiotic eye drops.
- *Chicken Pox:* Isolation is required for not less than six days after appearance of eruption.
- *Measles:* Isolation is required from diagnosis until seven days after the appearance of a rash.
- *Mumps:* Isolation is required for nine days following the swelling of the glands.
- *Rash, Ringworm, Skin Conditions, Wounds:* Students will not be allowed to attend school with any noticeable rash or skin condition unless a physician's note is on file stating the student has a non-contagious condition. Any noticeable lesion or wound that shows signs of drainage must be covered.
- *Scarlet Fever and/ or Impetigo:* The student is excluded from school until seen by a doctor.

Head Lice

Head lice are a fairly common problem in school age children. It is most prevalent among preschool and elementary school age children and their household members. While head lice are a nuisance it does not pose a significant health hazard and is not known to spread disease. Head lice can be acquired anywhere in the community and may not be identified until weeks to months after exposure. Having head lice is not related to cleanliness of the person or their environment.

If a child is assessed as having head lice during the school day, the child's parent or guardian will be notified that day and the child will be sent home. The child should receive the immediate proper treatment at home. If head lice are discovered at home, the parents should notify the school and the treatment that has been followed. Parents should continue the treatment at home and continue to check their child for active lice. All active lice and eggs must be removed and remain clear from the child's hair for 24 hours before he or she will be allowed to return to school. Parents of other students in the class will receive a notification letter indicating that a case of head lice has been reported in the class. Parents should check their child for head lice. The school will not conduct such checks unless the situation warrants such action.

Record Keeping

At the beginning of each school year, or when a child joins St. Jude Catholic School, parents are asked to submit their child's medical record. From this information the school keeps its medical register which is available for all school staff. If medication changes at any time, parents are asked to inform the school.

Each child enrolled at St. Jude School must have all health immunization records, eye exam, and dental exam on file before the first day of school. If an appointment occurs after the first day of school, a note from the doctor which includes the doctor's name and date/time of the appointment must be turned into the school office until the appropriate forms can be obtained. A child will not be permitted to attend school until these records are on file showing the following information: physical/immunizations, eye and dental exam.

All children entering Kindergarten must have a physical, eye and dental exam prior to entrance and they must show proof of having two doses of live rubella virus vaccine, two doses of live mumps virus vaccine and two doses of varicella vaccine (chicken pox) or a written letter from the physician showing proof of having had the disease. Dental exams for Grades 2 and 6 are required per the State of Illinois effective July 1, 2005.

Notifications

The school secretary and parents/guardians will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Medication

St. Jude Catholic School will not dispense any type of non-prescription medication to students. If a child needs to take an over-the-counter medication (i.e., Tylenol, cough syrup, etc.) a parent must come into school to administer the medication or sign a release form to give the school permission to administer this medication.

When it is necessary for school personnel to administer prescribed medication, the following guidelines are to be followed:

- The principal will appoint a responsible person or persons to supervise the storing and administering of the medication.
- Written request must be obtained from the physician and the parent/guardian before any medication may be administered by school personnel. Forms may be requested from the school office.
- The request must include instructions as to name of medication, dosage, time, and duration medication is to be taken and possible side effects.
- Medication must be in the original containers (child proof) and have an affixed label including the student's name, name of doctor prescribing the medication, name of medication, dosage, route of administration, and time of administration.
- New request forms must be submitted each school year and as necessary for changes in medication order.

At the end of the school year parents are responsible to pick up all medications. All medication left in the school office at the end of the school year will be disposed.

Students are not allowed to carry medicines of any kind with the exception of inhalers, Epi-Pens®, and a diabetic testing kit. If children are to carry one of the aforementioned medical items, a note from the physician stating this, along with a signed permission form from the parent, must be on file in the school office.

Asthma

St. Jude Catholic School recognizes that asthma is a serious condition affecting many school children. Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever (emergency) inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever (emergency) inhaler. All inhalers must be labeled with the child's name by the parent.

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

Food Allergies

St. Jude Catholic School recognizes that life threatening food allergies affect many school children. In order to minimize the incidence of life threatening allergic reactions, St. Jude Catholic School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Reasonable accommodations will be made for children with food allergies. Parents are advised to schedule an appointment with the principal to discuss procedures in the event that their child's allergies may result in a severe reaction.

Peanut Allergy Policy

St. Jude Catholic School makes an effort to provide a safe environment for all students, especially those with a peanut allergy. If a student in a particular class has a peanut allergy, a note will be sent home to each family in the class with the following requirements:

- Children can have peanut butter in their lunch only on days that lunch is served in the cafeteria.
- In the cafeteria, students with a diagnosed peanut allergy will sit at the end of the table with their class. Children who have a lunch that does not contain nuts will sit next to them. The table and bench will be wiped off with a bleach/water mixture before and after lunch. Children with peanut butter in their lunch will be asked to sit at the opposite far end of the table.
- When students are scheduled to eat in the classroom, a note/message will be sent home prior to that day to remind parents to not send peanut products in school lunches. The students will wipe off their desks and chairs before and after lunch. Students with peanut allergies will be seated slightly separated from the group at a separate table if possible.
- Snacks that have peanut butter, including pre-packed peanut butter crackers, cannot be sent into school.
- **Birthdays treats may be brought to school for students in grades Pre-K–Grade 4 only.** Grades 5-8 cannot bring in birthday treats for the class. Treats sent in must be pre-packaged items that can be sent home. This treat will be sent home at the end of the day. Food that is not pre-packaged will be sent home with the student who brought it in. Treats do not have to be edible. Parents may choose to send in treat bags that have pencils, trinkets, stickers, etc. Teachers will celebrate in the classroom by making the day

special for the student. A list of ‘safe snacks’ can be found online at <http://snacksafely.com/snack-guide-intro-2011-09> . If notified that a student in the class has a peanut allergy, please ensure that the treat sent in is peanut free.

Staff Training

In order to minimize the incidence of life threatening allergic reactions, St. Jude Catholic School will provide training and education for all school staff. In conjunction with the student’s parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan (provided by the parent, primary care provider or allergist) for any student identified with a potentially life-threatening allergy.

The training will be provided to all school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies
- The signs and symptoms of anaphylaxis
- The correct use of an epinephrine auto-injector (EpiPen®)
- Specific steps to follow in the event of an emergency
- Completion of an “Evaluation Form” by each employee after training
- Activating Emergency Medical Response - Dial 911
- Location of emergency EpiPen®
- Policy and procedure will be reviewed at the beginning of every school year

Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), emergency medical services will be called immediately. The classrooms have easy communication with the school office via direct phone or intercom.

Information will be kept about students’ food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

School Field Trips

Medications including an EpiPen® and a copy of the student’s Emergency Health Care Plan must accompany the student. A cell phone or other communication device must be available on the trip for emergency calls. The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones. There may be occasions when the school would require a parent to accompany a child on a field trip.

Heart Defibrillators

St. Jude Catholic School has an onsite heart defibrillator unit for use in an emergency that may occur during school hours or during school activities that take place in the school building. It is the hope that these units will never be utilized, but with the variety of events that happen within the school building, the presence of the defibrillators (AED) allow the school to be prepared in an emergency.

Child Abuse Laws

St. Jude Catholic School abides by the *Child Abuse Laws* of the State of Illinois. This law mandates that all cases of suspected abuse and/or neglect be reported to the Illinois Department of Children and Family Services (DCFS).

Crisis Plan and Emergency Drills

St. Jude Catholic School has implemented a Crisis Plan in case of any school wide emergency including fire, tornado, earthquake, lockdown, etc. All teachers and staff are aware of the procedures to follow to keep your children safe. Monthly drill practice is enforced per State regulations.

Asbestos Management Plan

Please be advised that the Asbestos Management Plan for St. Jude Catholic School required by 40 CFR 763.93 and the Illinois Asbestos Abatement Act is available for inspection during normal business hours by representatives of the U. S. Environmental Protection Agency and the State of Illinois, the public, including teachers, other school personnel, and their representatives, and parents.

In 2015, St. Jude Catholic School underwent the required asbestos re-inspection process. The results of that are included in a document available from the school office. If our school conducted an asbestos removal project, that information is also contained in the asbestos management plan.

If you would like a copy of the asbestos management plan or other asbestos management documentation, please contact the school office. We will provide a copy within 5 working days after receipt of a request for inspection. The school may charge the reasonable cost of making any copies requested.

If you have any questions about the school asbestos management plan or its contents, please contact the principal or Richard Kaffka, the Diocese of Joliet asbestos designated person at 815.722.6606.

Reporting Drug Violations to Authorities

A “drug violation” is when any of the following occurs on school property, on a public way within 1,000 feet of a school, or on any property owned, leased, or contracted by a school to transport students to or from school or to or from a school related activity:

- A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or
- A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or
- A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 *et seq.*

Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately **and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

Reporting Firearms on School Property to Authorities

Upon receiving any report from any school personnel regarding a verified incident involving a firearm in a school or on school owned or leased property, the superintendent or his or her designee shall report such firearm-related incident occurring in a school or on school property to the local law enforcement authorities no later than 24 hours after the occurrence of the incident **and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/27.1A, 5/34-8.05

Reporting Attacks on School Personnel to Authorities

Upon receiving a written complaint from any school personnel, the superintendent or his or her designee shall report an incident of battery committed against a teacher, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack **and** to the Illinois State Police’s Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack. Note that reporting through the Uniform Crime Reporting Program does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-21.7

VI. FINANCES

Financial Obligations

Catholic education is a responsibility of the entire parish community. Tuition does not cover the entire cost of education or all of the costs to maintain and operate St. Jude Catholic School. The difference is made up primarily through a subsidy St. Jude Parish gives the school to cover costs. Parents who have their children's education subsidized have an obligation to support the parish financially, unless there are serious extenuating circumstances.

Registration and Other Fees

An Early-bird Registration Fee of \$75 per existing family is due by March 1, 2019. A registration fee of \$100 is due for any family that registers after March 1, 2019.

A Technology Fee of \$40 per student and a \$40 Parent Association Fee per family is also assessed.

A Curriculum Fee for Kindergarten - Grade 8 is \$250 per student. The Curriculum Fee for Pre-K is \$100 per student. This fee covers hard-cover textbooks, consumable workbooks, classroom supplies, planners, art materials, physical education equipment, etc. This fee does not cover field trips, Extended Care, the athletics program, or other after school activities.

The payment of all fees is due on July 20, 2019.

Tuition Payment

Tuition payments are processed through the St. Jude Parish Office and the St. Jude School Office. Questions regarding payment options should be directed to Paula Bucciferro at the Parish Office.

There are three options for tuition payment:

- One annual payment due on or before July 20, 2019
- Beginning of the year down payment that lowers monthly payments, due on July 20, 2019
- The 10 month payment plan beginning August 20, 2019

If paying monthly by check or cash, payment is due 15 days from the date on the statement. If paying with direct debit or credit card, payment will be charged on the 20th of each month. For credit card payments, a convenience fee will be added to your payment.

St. Jude Catholic School asks those parents or those responsible for tuition to communicate with the school if tuition payments have not been regular or are behind. Transfer of records or test scores will not be forwarded until the account is paid in full. Registration is suspended for the next school year until the tuition account is paid. Families whose tuition payments are in arrears at the time of registration will not be permitted to register until their account is up-to-date.

Late registration will not guarantee that a space will be available for the student. Students will not be admitted to classes for the new school year until the previous year's account is paid in full. Families whose tuition is delinquent risk losing their child's place in the class.

Tuition is a parental responsibility. Parents may be asked to withdraw their children from St. Jude Catholic School if they fail to meet their financial obligations.

2019 - 2020 Tuition and Fees

FEES

Early-bird Registration Fee: \$75 (due by March 1, 2019)

Registration Fee: \$100 (after March 1, 2019)

Supply Fees for K-8 (*per student*): \$250

Supply Fees for Pre-K (*per student*): \$100

Technology Fee for K-8 (*per student*): \$40

Parent Association Fee (*per family*): \$40

CREDITS

Credit for Direct Debit Payments: \$50

Credit for Payment in Full: \$50

Credit for Family Referral: \$200

ANNUAL TUITION RATE

Tuition 4 Year Old (*5 Full Days*): \$4,020

Tuition 4 Year Old (*3 Full Days – Mon, Tues, Wed*): \$3,590

Tuition 4 Year Old (*2 Full Days – Thurs, Fri*): \$2,940

Tuition 3 Year Old (*5 Half Days*): \$2,675

Tuition 3 Year Old (*3 Half Days – Mon, Tues, Wed*): \$2,325

Tuition 3 Year Old (*2 Half Days – Thurs, Fri*): \$1,810

1 Child: \$4,700

2 Children: \$6,950

3+ Children: \$9,375

Late Payments

All payments are due on the selected due date. Financial adjustments will not be made for scheduled holidays, sports-related trips or family vacations.

If payments are not received by the due date, a late fee will be assessed.

- If a payment is more than 15 days late, a \$30 late charge will be added to the tuition payment.
- If payment is not received by the 30th day the student will be suspended from school and all other related activities such as but not limited to athletics, clubs, and extended care until the balance is paid.
- If a student is suspended for nonpayment of Tuition/Fees, the parent/guardian will be assessed a \$50 reinstatement fee. Tuition continues to accrue during suspension, the balance due must be paid, along with the reinstatement fee, before the student may return to the classroom.
- If a student does not return to St. Jude, all school-related items such as, but not limited to books, supplies, athletic uniforms are to be returned to the school within 3 days. If items are not returned, a charge of the current cost to replace the items will be added to the balance due to St. Jude. Furthermore, no school records will be sent to the school the student is currently attending until all balances are paid in full.

Terms of Agreement

1. I acknowledge and appreciate the parish financial and spiritual investment on behalf of St. Jude Catholic School. I will actively support our parish by giving back through time, talent, and treasure.
2. I will contribute my time and talents for the many activities that benefit the school community by volunteering at St. Jude Catholic School. I understand that I will be given a list of opportunities at Back to School Information Day. I understand that it is part of the school's mission to get every family involved in service.
3. I/We agree to pay the family registration fee when we register or re-register our family.
4. I/We agree to pay the tuition, fees, and fundraising.
5. I/We agree to pay a \$35 fee for each returned check and automatic bank payment and credit card payment that is rejected.
6. I/We understand and agree that any and all fees assessed to our account are credited before any tuition amount is credited.
7. I/We agree to support and fulfill the mandatory fundraising as outlined on this agreement.
8. Pre-Kindergarten Only: I/We understand that Pre-Kindergarten tuition is separate, and the multi-child discount does not apply.
9. I/We understand that by opting for the Direct Debit Plan at the start of the year, a onetime \$50 credit/discount will be applied to my/our account.
10. I/We understand that by paying in full at the start of the year, a onetime \$50 credit/discount will be applied to my/our account.
11. I/We understand that any deviation from the above must be arranged in advance with the Principal or Pastor of St. Jude Catholic School with acknowledgement made to the Business Manager.
12. I/we agree to make tuition payments for the 2019-2020 school year according to the options I/we have selected. I/we have read the school Tuition Policy regarding payment and agree to abide by this policy.

Fundraising/Volunteering

Various fund raising events occur throughout the school year and are required by diocesan guidelines to help offset the costs of providing a Catholic education. While not all fund raisers are deemed mandatory, each family is encouraged to maintain a minimum level of participation.

Please take note of the Fundraising Events listed below and the family obligation as it relates to the contract:

I. Non-Mandatory Fundraisers

Scrip: Scrip is ongoing and provides families the opportunity to purchase gift certificates weekly for groceries, favorite local restaurants, local retailers and gas stations. Tuition credit is 1/2 of the percentage as shown on the selection sheet.

II. Mandatory Fundraiser

Fundraising is essential to offset the cost of tuition. All families are required to participate in \$500 mandatory fundraising by selling 100 raffle tickets that cost \$5 each. The drawing for the cash raffle will take place at the Christmas Program with 1st place winning \$1000, 2nd place winning \$500, and 3rd place winning \$250. Families will receive the raffle tickets in August at the Meet the Teacher Day. All raffle tickets must be returned by the first Friday in December. The winners of the raffle will be drawn at the Christmas Program.

III. Service Hour Requirement

Each family is required to complete 8 hours of service during the school year. A variety of service opportunities will be offered and families can sign up for these opportunities on schoolspeak. Any family can sign up for anything in the schoolspeak system, regardless if it is for athletics or the school. Any family that will have their

student participate in Athletics throughout the school year will be required to complete an additional 8 hours during the school year. Certain service opportunities will require competition of the Protecting God's Children class and background check.

If a family does not want to fulfill their school service hour requirement they may opt-out of that requirement by paying a \$300 or \$600 (if student participates in athletics) fee. If a family does not fulfill their requirement, they will be charged \$37.50 for each hour they do not complete. Cancellations for opportunities that a family has signed up for must be made with 24-hour notice. If a family signs up for an opportunity and does not show up, the following consequences will occur:

- A warning will be given for the first offense.
- Each time after the first offense, the family will be charged \$37.50 per hour missed.

The signed school contract for the upcoming school year indicates that the family understands that the agreement constitutes a contractual obligation under Illinois law and agrees to the terms and conditions set forth. In the event of a breach of the contract, the family agrees to pay any reasonable fees associated with collection of this debt, including attorney fees and court costs in connection with any action commenced in a court to enforce the terms of the agreement.

Tuition Assistance

Any Families that wish to receive financial assistance *must* apply for two scholarship opportunities:

1. Illinois State Tax Credit Scholarship – <https://empowerillinois.org>
2. Catholic Education Foundation Scholarship - <https://factsmgt.com>

If a family still needs financial assistance after applying for these two scholarships they may contact the principal. The principal will give their information to the Finance Committee, a sub-committee of the St. Jude School Board, and they will determine if St. Jude can give further financial assistance to the family.

Withdrawal Policy

Families must notify the school in writing if a student is withdrawn from the school.

Registered students who withdraw before the first full day of school are responsible for 1/3 of the yearly tuition amount. Registered students who withdraw between the first day of school and December 15th are responsible for 1/2 of the yearly tuition amount. Registered students who withdraw after December 15th are responsible for the full tuition amount. Fees are not refunded if a student is withdrawn from the school.

The school will not forward records for students who withdraw with an outstanding balance.

Grades and transcripts are held until all tuition and fees are paid in full.

VII. STUDENT RESPONSIBILITIES AND BEHAVIOR

Behavior Expectations

Students at St. Jude Catholic School are expected to develop patterns of self-discipline, respect, reverence, and honesty. Our discipline policies ensure that students are protected from harm and create an atmosphere that is conducive to the total development of the human person: physically, emotionally, socially, morally, intellectually, and spiritually. As partners with the parents, the school endeavors to teach students the necessary skills to become a responsible and self-directed adult. At St. Jude Catholic School, education is formation in the likeness of the Person of Jesus Christ.

Each student is expected to demonstrate respectable Christian behavior, on and off the school grounds. The faculty and staff attempt to foster an environment that promotes the total Christian education of the student. If this goal of maturity is to be realized, discipline is necessary to provide for the health, safety, and development of each person within the context of the common good. Cooperation between faculty/staff, students, and parents will help to build a Christian atmosphere.

General expectations for behavior include:

- Show reverence to God in prayer, Mass, daily conversations
- Be respectful to all
- Be on time for school
- Be courteous and considerate of others
- Obey classroom and school rules
- Respect, preserve, and protect property
- Be honest and trustworthy
- Respect and observe the school's dress code

Discipline

Discipline is fundamental in education and in life. Each person must contribute if there is to be harmony, order, balance, and happiness. Each student is expected to be a positive influence on his/her peers in the classroom and in the school in general. A spirit of cooperation is essential. St. Jude Catholic School does not tolerate cruelty, harassment, or violence in speech, action, or intimidation of any kind. Please report any incidences to the principal, teacher or staff member immediately.

Students who lack self-discipline or who violate those rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

The St. Jude Catholic School discipline system recognizes that children in the primary grades warrant a form of correction and discipline that is different than the system used for older children. Teacher/parent communication for children in the formative grades of Pre-K through Grade 4 is essential for helping children to grow in virtue and good behavior.

Our discipline system for students in Grades 5-8 is based on a gradation of warnings, demerits, detentions, suspension, and dismissal/expulsion which pertain to different levels of responsibility.

The following are some approved disciplinary measures:

- Warnings from the teacher

- Communication notice to parents
- Demerit slip
- Assignment of special tasks
- Denial of privileges
- Conference with the student and/or family
- Detention
- Probation
- Suspension
- Dismissal/expulsion

Classroom Conduct

Students have the responsibility to conform to the rules of conduct set up by a teacher within a classroom or area of responsibility. Each classroom will have a posted set of rules which are consistent with the school's general rules.

At the start of the school year, the teacher and students will discuss the rules for their classroom. Consequences are determined by the individual teacher or the principal.

Because it is impossible to foresee all problems that may arise, this Handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) that violates the spirit, philosophy, and code of conduct of the school, even though not specified. In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the school setting.

Disciplinary Action

St. Jude School also recognizes the need for a school-wide discipline program to respond to infractions and inappropriate behavior. If students fail in what is expected of them, they must learn to accept the consequences of their chosen behavior. In order to maintain and promote good order and discipline, students must comply with the regulations listed. Failure to obey the rules will result in disciplinary action.

The Demerit System (Grades 4-8)

Demerits are given for any actions, or patterns of poor choices, that violate basic behavior expectations at St. Jude Catholic School. When a student receives a demerit, it is to be taken home, signed by the parents and returned to school the next day. Parents are asked to sign demerits so that they will have an opportunity to speak with the child regarding his/her behavior.

Violations that may result in a demerit include but are not limited to:

- Failure to obey directions, defiance, or disrespect of a teacher or staff.
- Physical altercations such as hitting or fighting.
- Repeated failure to observe dress code.
- Excessive or out-of-turn talking and loudness.
- Inappropriate language.
- Words or actions which are disrespectful of or detrimental to the well-being of peers and/or teachers, including and especially bullying.
- Getting out of seat without permission.
- Chewing gum or eating without permission.
- Inappropriate hall behavior.
- Arriving late or unprepared for class (including the absence of homework and materials such as paper or pencil needed to participate fully in the lesson).

- Being out of class without permission
- Destruction of school property.
- Any behavior that takes away from the learning environment.
- Writing or passing of notes
- Public display of affection
- Littering

The penalty for students in Grades 5-8 who do not turn in homework is explained in the “Penalty for Missing Homework” section of this Handbook.

Detentions

For serious violations of the expected behavior of students at St. Jude Catholic School, automatic detentions may be given. A detention may be given by teachers or the Principal for a violation of school or classroom rules and regulations. Reasons for giving a detention include but are not limited to:

- Disrespectful behavior at Mass/Church
- Disrespect toward a teacher, staff member, or agent of the school
- Cheating/irregular behavior during testing/plagiarism
- Impulsive behavior that is harmful to another person
- Harassment (bullying/cyberbullying)
- Forgery, lying, skipping class
- Vandalizing or defacing school property or personal property
- Deliberate physical harassment (fighting, rough play, etc.)
- Disruptive behavior at assemblies
- Major classroom disruptions (throwing objects, etc)
- Profanity (verbal or written) or obscene gestures directed toward any person
- Unauthorized accessing of computer programs, data or message capabilities, inappropriate use of the Internet
- Using another person’s password to access computer network or programs
- Use of cell phone or other unauthorized electronic/media device during school hours (7:50AM-3:20PM), in the school building or during extended care.

Penalty for the Violation of Expectations

A series of disciplinary consequences will result for students who accumulate demerits and detentions during the school year:

- 3 Demerits = After-School 1-Hour Detention; Reflective Essay, Conference with Principal and student
- 6 Demerits = After-School $1\frac{1}{2}$ – Hour Cleaning Detention, No extra-curricular activities, including practices/games for one week
- 9 Demerits = 2-Hour Saturday detention, No extra-curricular activities, including practices/games for one month
- 12 Demerits = 1-Day Suspension, Parent/Principal/Pastor/Student Conference
- 15 Demerits = 1-Week Suspension, Re-registration Denied

- 18 Demerits = Expulsion

Serving the Detention

The administration will determine when detention will be served: on a Saturday or after school. Students must serve detention in full uniform. If a student is late to or absent from detention, he/she will serve two successive detentions. If a student misses two detentions, he/she may be suspended. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.** No detention is excused without the expressed permission of the principal.

Suspension

Suspension is a serious consequence used when all other methods of discipline have failed to change a student's inappropriate behavior. In the event of a suspension, the student cannot participate in athletic events or extracurricular activities. Suspensions, in-school or out of school, may result in the loss of privileges, such as field trips, class parties, etc. Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Jude Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the Pastor and Principal. Students whose parents have violated the Parents as Partners agreement in this Handbook may also be excluded from St. Jude Catholic School.

Off Campus Conduct

The administration of St. Jude School reserves the right to discipline its students for off campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to, cyberbullying.

Harassment

Harassment is defined as any verbal, physical, or visual conduct on the part of a student that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment. Harassment includes, but is not limited to, the following:

- unwelcoming and persistent behavior that makes a student feel threatened or unsafe, including hitting, kicking, spitting, pushing/shoving, and social alienation
- verbal conduct such as repeated teasing, taunting, mocking or ridiculing, the use of vulgar or obscene language, repeated racial slurs, derogatory jokes or comments
- behaviors that are sexual or intimidating in nature including physical contact such as assault, unwanted touching, and blocking of normal movements that interferes with another student's work, study, or play
- retaliation or intimidation for having reported or threaten to report serious misconduct
- visual gestures, notes, pictures, graffiti, e-mails, or other means of electronic media/cyberbullying

Procedure for Reporting Harassment

Harassment of any type is not tolerated at St. Jude Catholic School. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

1. Student(s) should tell a teacher or staff member and their parents of any concerns.
2. Parents are asked to inform the student's teacher(s) of their concerns.
3. Teachers will address the concern and determine if further action is needed. If necessary, the teacher will refer the situation to the Principal.

4. Athletes should tell their coach and parents. Coaches and parents should inform the Athletic Director. If necessary, the Athletic Director will contact the Principal. The Principal keeps the Pastor informed of serious or repetitive incidents.
5. Privacy protects all parties from the disclosure of information regarding a student to anyone other than his/her parent or legal guardian and school staff. Reports are not shared with those who are not in a position of authority. They may be shared with others in a position of authority on a need-to-know basis.

Bullying and Cyberbullying

St. Jude Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats in person, verbally, written or via proxy (**seriously, in jest or online**) face detention, suspension, and/or expulsion.

Students, parents, faculty and staff are liable for severe consequences if they threaten another person with harm of any kind. Joking about harming another student is not Christian behavior and will be treated seriously. The student is a St. Jude student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Anti-bullying Policy (Diocese of Joliet Catholic Schools Office)

All elementary and secondary schools in the Diocese of Joliet shall actively seek to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

For the purpose of this policy, bullying is defined in conformity with Illinois Law as follows:

“Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) Placing the student or students in reasonable fear of harm to the student’s or students’ person or property;
- (2) Causing a substantially detrimental effect on the student’s or students’ physical or mental health;
- (3) Substantially interfering with the student’s or students’ academic performance; or
- (4) Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.”

105 ILCS 5/27-23.7 (b)

Bullying Conduct

Bullying conduct covered by this policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; or cyber bullying as defined hereinafter.

Cyber Bullying

This policy prohibits bullying and intimidation of students through the use of internet and social media sites on any electronic device (private, public, or school owned), whether on or off the school campus, or during non school hours.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. Behavioral interventions may be included as a component of the disciplinary actions. This may include but is not limited to mandatory counseling.

Retaliatory behavior by a student accused of bullying will also incur consequences. False accusations of bullying will result in disciplinary action taken against the accuser.

Any reported bullying issue will be promptly brought to the attention of the appropriate party: the Pastor or the Principal or designee, and thereafter investigated.

Reference: *The Illinois School Code*, 105 ILCS, 5/27-23.7

Prohibited Items

Students are not permitted to bring to school items such as, but not limited to, questionable books and pictures, Wite-out®, liquid paper, Sharpie® markers, knives, pocket knives, sharp items, fireworks, firearms, guns, matches, cigarettes, laser lights, cell phones, iPods or other mp3 players, cameras, or anything that will detract from a learning situation.

Further, for the safety of all, especially those with allergies, students are not permitted to bring into school strongly scented perfumes/lotions or aerosol deodorant spray such as Axe, Old Spice, Arrid Extra Dry. Students are only permitted to bring in roll on deodorant if needed.

The Principal, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Lockers and Desks

Each student is assigned a locker in which to store clothing, book bag, and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. Lockers may not be decorated inside or out.

Students in Grades 6 – 8 are issued a school-owned combination lock to use to protect their personal items. The school maintains a universal key and reserves the right to open student lockers at anytime without probable or reasonable cause. The locks are the property of St. Jude Catholic School. Students will be responsible for replacement of any lost lock.

Student and Student Property

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school.

Care of School Property

Students are to care for school property in a respectful manner. The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the administration. The student will pay a fine or replacement for damaged or lost textbooks before any final reports, transcripts, or diplomas are presented.

Uniforms and Dress Code

Primary supplier: Uniform components (pants, shorts, skirts, shirts, pull-overs, fleeces and sweaters) may be purchased through Sharp Sports (403 Earl Rd, Shorewood, IL • 60404 • 815-729-9509) or order online at www.sharpsports.net.

Secondary supplier: Uniform components (pants, shorts, skirts, shirts, pull-overs, fleeces and sweaters) may be purchased through Dennis Uniform Co. (1141 N. Main Street • Lombard, IL • 60148 • 630-932-7171) or order online at www.dennisuniform.com. (Use the school ID: GCJGL when ordering online).

At St. Jude, we believe that uniforms create a sense of ambassadorship and loyalty; equalize student dress so students will not be known by what they wear but by who they are; de-stress the daily routine of choosing the appropriate attire; build a sense of community spirit in the students; and encourage a sense of modesty and discipline.

The only exceptions to the uniform guidelines are on Dress Down Days and Birthdays. If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. Students who repeatedly violate the uniform policy will be denied participation in the next out-of-uniform day or will serve a detention.

Girls' Mandatory Uniform

- Grades 4-8: Red knit short or long-sleeve properly-worn uniform polo shirt with school logo.
- Grades Pre-K through 3: Plaid shift with white polo shirt (*white polo does not need to be a uniform polo*)
- Grades 4-8: Plaid skirt
- Solid (no logo) white, black or navy knee, crew or bobby/ankle socks or white, black or navy tights (cable or opaque)
- Grades 2-8: Navy blue, black, or brown belt (when wearing shorts or pants)
- For warmth: zippered red sweatshirt, red sweater, or red fleece from a uniform company.
- 8th grade only: Miraculous Medal provided by school
- Please note: Girls skirts cannot be shorter than 1 inch above the knee

OPTION for cold weather

- Twill uniform navy blue pants from a uniform company or another store with comparable pants.

OPTION for warm weather

- Twill uniform blue shorts from a uniform company or another store with comparable shorts.

Boys Mandatory Uniform

- Light blue knit short or long-sleeve properly-worn uniform polo shirt with school logo.
- Twill uniform navy blue pants from either uniform company or another store with comparable pants.
- Solid (no logo) white, black or navy ankle, crew, or tube socks.
- Grades 2-8: Navy blue, black, or brown belt
- For warmth: Zippered navy sweatshirt, navy sweater, or navy fleece from a uniform company.
- 8th grade only: Miraculous Medal provided by school

OPTION for warm weather

- Twill uniform blue shorts from a company or another store with comparable shorts.

Additional Dress Code Guidelines

School Shoes

Dress shoes should be predominately one color and only contain navy, black, or brown. Oxford style, saddle shoes, loafers, top-siders are acceptable. Top-siders should not have patterns of any kind. Shoes with laces must be tied at all times. Shoes that light up are not permitted at any time.

Tennis shoes may also be worn with the uniform provided that they only have white and/or black colors on them. Tennis shoes must have matching solid white or solid black laces. Tennis shoes that are worn with the school uniform may also be worn during gym class.

Hair

Hair should be neat and well kept. It should not extend beyond the eyebrows in the front. Boy's hair must be above the shirt collar and trimmed around the ears. A Mohawk style hair cut is not permitted. Colored, dyed, or highlighted hair is not permitted. Girls may wear simple hair accessories. Hair bows/ribbons, hairbands, barrettes, and clips should be simple and of uniform colors (plaid, solid color: navy blue, white, red, or black). No writing is permitted on hair accessories. No beads or scarves should be worn in the hair. Boys must be clean shaven.

Accessories

- No makeup, nail polish, lip gloss, colored chapstick, or artificial nails may be worn. No visible tattoos of any kind. Students who write on their body will be sent to the office to remove the markings.
- Girls with pierced ears may wear only small studs in one hole per ear. No cartilage piercings are permitted. No dangling or hoop earrings are permitted. Boys are not permitted to wear earrings. No other body piercings are permitted.
- No Hologram contact lenses.
- Simple watches (that match the school uniform) are permitted. Watches with a beeping device must be disabled during the school day. Smart-watches such as the Apple Watch are not permitted.
- Religious medals or a crucifix may be worn on a simple gold or silver chain. Other necklaces, bracelets, rings or pins are not permitted. Any item worn to excess is not permitted.

Other uniform notes:

- During the winter months, girls may wear plain sweatpants under their uniform during arrival, recess, and dismissal.
- For warmth during the school day, students can only wear the approved uniform attire.
- The uniform should be clean and pressed with all buttons attached and hem intact.
- Shirts must properly-worn (tucked-in or banded shirts must be properly folded).
- Jumpers and skirts cannot be shorter than one inch above the knee throughout the entire school year. It is recommended that girls wear navy or dark colored shorts under their jumpers and skirts.

Physical Education Uniform

Primary supplier: Physical Education uniforms can be purchased at Sharp Sports (403 Earl Rd, Shorewood, IL • 60404 • 815-729-9509) or order online at www.sharpsports.net.

Tennis shoes and socks are required. Gym socks must be regular uniform socks per the above guidelines for girls and boys. No roller skate sneakers, shoes that light up, or sneakers with zippers instead of laces.

Students in grades K-4 will wear their gym uniforms to school on days they have gym (Tuesdays and Thursdays). Students in grades 5-8 will bring their gym uniforms to school on days they have gym and change into their uniforms.

Students in grades 5-8 should bring roll-on or solid deodorant. Scented lotions are allowed. Body sprays, deodorant sprays or any type of aerosol is **not** permitted.

Out of Uniform Guidelines

Students may wear:

- jeans (no holes or patches)
- tennis shoes
- short socks
- shorts no shorter than one inch above the knee
- skirts no shorter than one inch above the knee
- sweatshirts
- jogging suits
- nail polish
- jewelry
- earrings
- dresses no shorter than one inch above the knee
- slacks

Students may not wear:

- flip-flop sandals, open back shoes
- tank tops (shoulders must be covered)
- T-shirts with inappropriate writing
- tennis shoes that convert to roller skates/light up
- biker shorts, yoga pants
- jeans with holes
- make-up
- low cut blouses/tops or v-neck tops
- clothing that is extremely tight
- hats
- articles of clothing with writing on the seat of the pants/shorts

All uniform regulations and guidelines are subject to the discretion of the Principal.

Attire for Picture Day

For picture day, students are permitted to dress up or wear their uniforms to school. No jeans are allowed. Girls are permitted to wear heeled shoes provided the heel is no taller than 2 inches.

Out-of-Uniform Notices: Any student that is in violation of the uniform code or does not bring their gym uniform to school will receive an out-of-uniform notice. Students in grades 4-8 will receive one demerit for three out-of-uniform notices.

VIII. TECHNOLOGY

Cell Phones and Other Electronic Devices

No cell phones or other electronic devices (iPods, etc.) are allowed at school, but they should be turned off during the school day and stored in the student's locker. At no time during the day (7:50AM-3:20PM) should a cell phone be in a student's possession. Cell phones are not permitted during extended care. If a cell phone or electronic device is seen or heard during the school day, it will be confiscated and turned in to the Principal.

Acceptable Use Agreement

The Schools within the Diocese of Joliet believe that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other network services available to students and teachers offer a multitude of global resources. The goal in providing these services is to enhance the educational development of all students.

To participate in the use of technology at St. Jude Catholic School, parents must discuss the *Diocese of Joliet Student Agreement for Internet Access and Related Technology Use* (located below) and the *Diocese of Joliet Acceptable Use Agreement* (located at the back of this Handbook). **Both the student and parent must sign and return the Acceptable Use form to the school office. Please note that there is one agreement for students in grades K-3 and another for students in grades 4-8.**

Diocese of Joliet Catholic Schools Office Student Agreement for Internet Access and Related Technology Use

The Catholic Schools Office of the Diocese of Joliet and _____ (insert school name) hereinafter (the "School") support the use of technology in the instructional program through internet capable devices, digital equipment, and electronic communication and associated technology services collectively referred to as ("**Technology Resources**") as a means to facilitate learning and teaching in a digital world.

DEFINITIONS:

- **User** includes anyone, including employees, students and guests using the School's Technology Resources, including but not limited to devices, wired or wireless network, Internet, email, and other forms of technology services and products.
- **Network** is any and all wired and wireless technology networks, cellular networks, commercial, community, or homebased wireless networks accessible to students.
- **Equipment** refers to computers, notebooks, tablets, cellular phones, smartphone devices, iPads, kindles, e-readers, as well as portable storage devices.

All uses of Technology Resources shall be for educational purposes only, and will be consistent with the Diocesan and School's goal of promoting Catholic values and teaching, moral and ethical decision-making and academic excellence as defined in the respective mission and philosophy statements.

The Parents/Guardians of student users of Technology Resources must agree to and accept the Terms and Conditions below before their children will be granted access to the Technology Resources within the School.

The School recognizes that students have widespread access to both technology and the internet, therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Agreement (AUA).

The failure of any user to follow the terms and conditions of this Agreement may result in the loss of privileges, disciplinary action and/or legal action.

TERMS AND CONDITIONS

1. Acceptable Use

The Diocese and School will make reasonable efforts to ensure that all Technology Resources are used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

Responsibility

School administrators, teachers, staff, and volunteers work together to help students cultivate and manage their digital identity and reputation and online social interactions in ways that promote Catholic values and that are positive, ethical, safe and legal. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a student's family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet. Therefore, the Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing and monitoring their children as to what material is and is not acceptable for access and communication at home when in possession of a school owned device.

The students, teachers and staff have the responsibility to respect and protect the rights of all digital users in School and on the Internet. The School Administration or Pastor has the authority to determine what constitutes inappropriate use and his/her decision is final.

2. Code of Conduct

Expectations for conduct Grades Pre-K-3, and 4-8 are defined with the expectation for age appropriate behavior when using technology resources.

3. Safety

Reasonable efforts will be made to protect users of the network from harassment, or unwanted and unsolicited communication. Any network users who receive threatening or unwelcome communication should immediately bring this to the attention of a teacher or administrator.

4. Internet Filtering/CIPA

The school will use technology protection measures in compliance with the Children's Internet Protection Act (CIPA) to protect minors and all users.

5. Privacy

The user does not have any right of privacy or ownership whatsoever regarding their use of the School's property, network, Internet access or files including email and all school provided accounts.

Consequently, all communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network to access, review, copy and store or delete any electronic communications or files and disclose them to others as it deems necessary. This applies to use of personal devices as well as school owned equipment.

The system administrator (Principal or designee, Pastor) may remove any material stored by the users which violates the terms of this Agreement.

6. Consequences for Inappropriate Use

The School network user shall be responsible for damages due to the misuse of technology equipment, systems, and software.

Illegal use of the School network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will be deemed a failure to follow the terms and conditions of this Agreement.

7. Web Pages

The School may choose to publish Web Pages for purposes of providing School or Parish information and teacher or class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects. The posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the School website will be limited to first name and last initial. Photographs or video of students may be posted on the school website; however, no photograph or video of any student will be captioned with the student's name, or identify the student by name in any other manner. No image of a student may be posted in such a way that the image of that student may be matched up with the student's name.

The principal or his/her designee shall monitor school web publications.

8. Personal Electronic or Cellular Devices

Students may not carry personally owned devices with them during school hours unless special permission is granted by the Principal or his/her designee. Privately Owned Devices otherwise stored in student lockers must be turned off. These items include, but are not limited to: cell phones, pagers, Mp3 players, iPods, cameras/video recorders, laptops, notebooks/tablets and all other mobile devices.

9. Indemnification

The user's parent/guardian hereby agrees to indemnify the School/Parish/Diocese for any losses, costs, or damages, including attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach of, or the enforcement of this Agreement or the School/Parish/Diocese enforcement thereof.

10. Financial Obligations

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the School network that is contrary to the terms of this Agreement.

11. Limitation of Liability

The School/Parish/Diocese makes no guarantee that functions and services provided by the School's computer system and network will be error free or without any defect. The School/Parish/Diocese have no responsibility for the accuracy or quality of information obtained through the use of the School network or for any damages users suffer.

Blogs , Social Media, and Other Apps

Engagement in online blogs and the posting of defamatory comments, photos, videos, etc on other social media apps such as, but not limited to, Snapchat®, Facebook®, Twitter®, Instagram®, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites and Video Games

Virtual Reality sites and online video games pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Violent video games also have a detrimental effect on the development of children. Parents must closely monitor their child's use of online sites and teach them appropriate use and behavior. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

IX. EXTRA-CURRICULAR ACTIVITIES

Participation

Participation in extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in extra-curricular activities. Reports are distributed every six weeks, alternating between interim reports and report cards. Parents may also stay informed about their child's academic progress using the school's online reporting system.

Ineligibility

The Principal informs the Athletic Director when students are to be removed from the team on a temporary or permanent basis. Students are removed when they have a failing grade (F) in a subject area. After a one week period, if the grade is passing, the student may be readmitted to participation in athletics. The Athletic Director informs coaches. The Principal also informs other persons responsible for extracurricular activities of any suspensions.

Any student that is absent from school or goes home sick will not be allowed to participate in an extra-curricular practice, game, or event on that same day.

School Detention

Extra-curricular activities do not come before school discipline. Students who need to serve detention cannot use these activities as an excuse. If a student receives a detention and must miss the activity, it is the student's responsibility to inform the sponsor/coach about his/her absence. Students who attend/participate in the activity rather than attend detention will be suspended from the next two events and serve the detention.

Extra-curricular Activities Offered

(Note: This list may vary depending on the availability of teachers and volunteers.)

Altar Servers

Students in Grades 4-8 may volunteer as altar servers for Mass after appropriate training. This commitment involves Masses during the week and on the weekend at the parish.

St. Jude Choristers and Junior Choir

Students in Grades 1-8 who are interested in learning about and performing sacred music are part of this choir that sings at Mass and other occasions that come up during the school year.

Forensics

Interpretive reading competition is conducted for students in Grades 5-8 on a voluntary basis.

Student Council

Students in Grades 5-8 are elected by their peers to represent the student body and to organize various activities throughout the year.

Band

For students in Grades 4-8, individual lessons with various instruments are given weekly. Participation in a beginning and intermediate band is available.

Vocal and Instrumental Lessons

Private lessons are arranged by Ms. Sippl, the music teacher. More information will be sent home at the beginning of the school year. A fee is required.

Battle of the Books

Students in Grades 4-8 participate in a diocesan wide competition. Pre-selected books are read throughout the year and students meet weekly to discuss and review the books.

Poms

Students in Grades 4-8 practice weekly to learn special choreography for our Christmas and Spring Musical and sporting events.

Patrol

Students selected are responsible for assisting with the safety of the student body at dismissal from school. They help facilitate the smooth running of traffic and the safety of all.

Athletics

A variety of sports are offered to students of St. Jude Catholic School. Sports include: Boys Football, Girls Volleyball, Co-ed Volleyball, and Boys and Girls Basketball. An intramural program is available for Grades 1-4. Students in Grades 5-8 compete primarily against teams in the South Suburban Catholic Conference.

St. Jude Athletic Program

The St. Jude Athletic program is an extra-curricular program sponsored by St. Jude Catholic School through the work of volunteer parents. The program is self-supporting. St. Jude Catholic School students who meet the eligibility criterion set by the teachers and Administration may participate.

The program exists for the students of St. Jude to foster positive school spirit, good sportsmanship, character formation, positive experience in team participation, and most importantly an enjoyable time for the students. The program emphasizes skill development and honest hard work. Although winning is enjoyable, it is not the primary focus of the program. The school Administration, as well as the volunteer coaches, emphasizes this. St. Jude parent volunteers support the program by coaching, volunteering time at the games, working in the concession stands, and practices. Volunteers are a very important part of the program. It is necessary for parents to give of their time as well as their presence at different functions. If volunteers do not come forward, St. Jude Catholic School will not be obliged to furnish a sports program for the students.

Students must adhere to the policies issued by the school Administration and Athletic Director.

Sportsmanship

The St. Jude athlete is expected to perform to the best of his/her ability at all times while also extending courtesy to coaches, officials, opponents, spectators/fans, and school employees during contests and outside of them. Clothing worn to athletic events must be free of references to drugs, alcohol, sex, or any derogatory remarks. Athletes may not use offensive language or gestures before, during, or after athletic events. If a student chooses to indulge in such behavior they will be suspended for two games. If they choose to repeat behavior for a second time they will be asked to leave the athletic program for the rest of the season.

Care for Uniforms and Equipment

Please follow care directions in the labels of uniforms. Uniforms are to be returned on time, washed, and in good condition. If a student fails to return the athletic uniform they will be charged the cost of the uniform. Report cards may be held until all uniforms are paid for or returned to the school.

Respect for Facilities

Students must leave St. Jude or other school's facilities clean and free of damage. Athletes and unauthorized persons are not permitted in the Physical Education office.

Safety Practices

Athletes may not use the facilities unless coaches are present. Athletes must be supervised during athletic events. They are not to be running around the facilities before, during, or after games.

Illness or Injury

Students who have been absent from school during the day may not participate in a St. Jude function in the evening. This includes both games and practices. Injury, illness, or incapacitation during a practice or game must immediately be reported to the coach or parents in charge. Before an athlete may return to an athletic activity after any injury requiring a physician's attention, he/she must present the signed approval of the physician and parents/guardians to the Athletic Director.

Awards

Trophies, plaques, ribbons, and any type of athletic award should not be given to students without the expressed permission of the Athletic Director and Principal. Banquets, parties, and athletic gatherings require approval and permission of the Principal. End of the year nominations for student athlete awards must be submitted by the Athletic Director to the Principal for approval.

Parent Obligations

Parents support the St. Jude Athletic Program by:

- Ensuring students have a proper physical prior to the beginning of the athletic season
- Ensuring students are dropped off and picked up on time for both practices and sporting events. If students are consistently left at practices and game sites, parents will receive a call. If the pattern continues, the student may not be allowed to continue in the athletic program
- Support proper student behavior at all athletic events both verbally and by example
- Give positive and appropriate example to student athletes at all athletic functions. Adults should not be loud or disrespectful to referees or coaches; they should not heckle players from St. Jude Catholic School or opposing teams. They should not use profane language toward coaches, students, referees, or other parents. Adults should have control of their emotions and tempers at all times. Adults should not be surprised if they are asked to leave a contest or practice in which they have displayed inappropriate behavior
- Anyone who violates these rules will be suspended from attending the next event. A parent who consistently violates these rules will be suspended from attending athletic events for the remainder of the season.

Right to Amend

St. Jude Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday e-newsletter communication.