

St. Jude School Belief Statement

We choose to be a school that strives to go “Above and Beyond.”

Therefore, we work in respectful collaboration with St. Jude Parish and the parents of our students to achieve the following beliefs:

- ♥ We believe the purpose of Catholic Education is to promote the growth of each individual both spiritually and academically.
- ♥ We believe our instruction of the curriculum should incorporate innovative, meaningful teaching techniques in order to meet the needs of each individual learning style
- ♥ We believe student learning and achievement is based on learning self-motivation in a positive, caring atmosphere.
- ♥ We believe continuous improvement should be a constant endeavor to encompass the growing and changing needs of our Catholic community.
- ♥ We believe that by working closely with parents and keeping them involved in their child’s educational experience, we promote academic excellence, emotional balance, physical and mental maturity, and social and moral virtues.
- ♥ We believe that through continuous improvement of our school’s technological advancements we are able to provide the students a standard of learning that will equip them for their future endeavors.

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The policies in the Family Handbook remain in effect until such time as the book is reprinted.

Our School Mission Statement

St. Jude School is a Catholic Christian community dedicated to sharing our beliefs, values, and gifts through our personal witness and faith commitment.

With parental support, we enable each student to develop a strong foundation built on religious, academic, emotional, and social formation.

PARENTAL RESPONSIBILITIES

The primary responsibility for the education of children belongs to the parents. Although this responsibility is shared with school as a matter of practical necessity, your responsibility remains paramount.

The attitude of each parent toward sharing this responsibility with the school is important to the child as a person and to the community. Attitudes, formulated at an early age in the home, are more important than ability.

The conscientious parent will try to plan thoughtfully not only for the child's first entrance into school life, but also for his/her continued success in school.

As your child's prime educator, we anticipate your cooperation with following:

1. Build religious celebrations and family prayer especially attendance and participation in weekend Mass into your life style.
2. Prioritize a student's extracurricular activities so that they are aware of the value you place on education. Provide a regular time, a quiet place and encouragement for thorough completion of assignments.
3. Support the policies of St. Jude School and insist that your children obey the regulations and principles of good behavior. Note their conduct and effort marks. Unsatisfactory marks or failing grades in a subject indicate a need for a conference with the teacher.
4. Avoid criticism of teachers and school policy in front of your children. Discuss problems first with the teacher, then the principal and then the pastor.
5. Encourage development of your child's individual talents and interests.

FACULTY AND STAFF

St. Jude School is staffed by a qualified faculty. All teachers are certified according to Ohio state standards. The school staff includes classroom teachers, full-time physical education, music, and art instructors, a band director, tutors, classroom aides, librarian, computer coordinator and secretaries.

Professional competency and efficiency are stimulated through attendance at professional development days, workshops and monthly faculty meetings.

State auxiliary funds to non-public schools provide enrichment, remedial reading and

math tutoring, speech therapy, guidance counselor, learning disability services, and a school nurse.

I. ST. JUDE SCHOOL ADMINISTRATION POLICIES

ADMISSION POLICY

The aim of St. Jude School is to impart basic religious instructions and to guide and cooperate with parents in preparing students for their role as Christians who will live and spread the Gospel of Jesus. For this to happen in the lives of St. Jude students both the home and school must be teaching and living the same Christian values.

Quality Catholic education is available to all students of St. Jude Parish. Every effort will be made to accommodate families when a serious financial or personal situation exists. Scholarships are available through the Diocesan Education Endowment Trust and the St. Jude Adopt-A-Student/Scholarship Fund. Families will be asked to complete a financial aid form to qualify for assistance.

Admission/readmission to St. Jude School is rendered on a yearly basis, based on our Catholic philosophy of education. We provide the opportunity for entrance to our school as enrollment numbers allow using the following criteria as a guideline:

- brothers/sisters of current students
- members of St. Jude Parish
- members of neighboring parishes
- those of other faiths

All parents are expected to be supportive of Catholic education and all the policies of St. Jude School. All students regardless of faith tradition are expected to take part in daily religion classes and other religious school celebrations.

Statement of Non-Discrimination

St. Jude School admits students of all races, nationalities or ethnic origins to all rights, privileges, programs and activities.

REGISTRATION POLICY

All registration and technology fees must be paid at the time of registration. Registration forms must be completed and all fees paid before enrollment can be considered.

All parents agreeing to send their children to St. Jude accept the responsibility to pay the tuition in full. Therefore, if more than one parent is supporting a child each parent must sign the registration and tuition form, accepting responsibility for tuition payments. By signing the registration and tuition forms, parents are signing a binding contract and agree to fully pay tuition and fees on a timely basis separately and severally.

TUITION POLICY

There are two established tuition rates:

1. The **Parish Rate** is for active parishioners of St. Jude Parish.
Active membership requires:
 - Being a registered member of St. Jude Parish
 - Regular participation at the weekend liturgy
 - Responds to stewardship commitment, including returning commitment card.
2. Non-Parish (Non-Active) Rate will be charged the full tuition rate.
 - Non-Active registered members of St. Jude Parish.
Non-active members showing a willingness to take on the role as an active parishioner may enroll the following year at the active parishioner rate.
 - Non-members

TUITION COLLECTION POLICY

Tuition policies and procedures are set by the Pastor and the Principal with the advisement of Parish Finance Council, and may be amended as necessary by the Pastor and Principal to ensure the smooth operation of the school.

The two options for tuition payment are:

- Full year's tuition payment made prior to the start of the school year, which will include a discount if paid by a pre-set date per the tuition and registration agreement; or
- Automatic bank withdrawals from a designated account. This can be done on a mutually agreed upon date, on a monthly (beginning in July and ending in April) or quarterly basis (July, October, January, and April). Agreement of the auto withdrawal method is considered a contract to pay. The responsible person(s) must ensure proper funds are maintained for the full and timely tuition payment.

A tuition agreement will be signed at the time of registration, acknowledging that payment will be made in a timely fashion or attendance at St. Jude will be terminated.

NON SUFFICIENT FUNDS

Delinquent balances due to any non sufficient funds necessitate strong action. Any extenuating circumstances or hardships* that will result in the failure to adhere to the tuition agreement must be addressed directly with the Principal so a plan of action can be put in place. It is imperative that the lines of communication remain open at this time. Failure to communicate will result in immediate removal of your child(ren) from school and ensuing legal action.

*In order to qualify for Hardship Status, a PSAS form must be filed with the diocese. The diocese will use the form to rank those eligible for hardship funds from both the diocese and the Parish; however it does not guarantee that funds will be available from either source.

Families choosing not to complete and return the PSAS form will not be considered to have a hardship, nor be eligible for tuition assistance.

DELINQUENT ACCOUNT DUE TO NON PAYMENT OF SCHOOL FEES

Delinquent account balances due to any non payment of fees by due date necessitate strong action. Failure to pay these fees by the due date will result in immediate removal of your child(ren) from school and ensuing legal action.

EXTENDED DAY PAYMENT POLICY

Delinquent balances for extended day will no longer be accepted. Any Extended Day balance must be paid within ten calendar days from receipt of the billing statement. A delinquent balance will preclude the child(ren) from the extended day program until the account is paid in full. At that time you may also be required to maintain a prepaid account for extended day usage.

BUS TRANSPORTATION

Each city’s school board determines the application of the Ohio Fair Bus Bill to children within the district. Bus forms are available in the school office.

Questions regarding eligibility for busing should be directed to:

Amherst	988-2633	Avon	934-5159
Clearview	233-6084	Elyria	284-8030
Firelands	965-4105	Keystone	355-5131
Midview	748-2125	North Ridgeville	327-4422
Oberlin	774-1458 ext. 4555	Sheffield/Sheffield Lake	949-4215
Vermilion	204-1705	Wellington	647-7311 ext. 256

STUDENTS AND BUS TRANSPORTATION

Only students eligible for bus transportation are permitted to ride the buses, and then only the bus to which they have been assigned. Any changes require a note from the parents and the signature of the school administration. In an emergency, permission can be obtained from the Elyria Bus Coordinator to ride another bus, if it does not involve a different school district.

At the beginning of the year each student signs a paper which outlines proper bus conduct for all students and explains the action taken by the respective school district if rules are not obeyed.

Students should conduct themselves on the bus as they would in the classroom except that reasonable conversation is permitted. In the event of misbehavior, the student will receive a notice from the bus driver to be signed by both principal and parents. We cannot endanger the welfare of all students on the bus due to the misbehavior of a few. Therefore,

MISBEHAVIOR ON THE BUS MAY RESULT IN THE LOSS OF TRANSPORTATION PRIVILEGES.

SCHOOL UNIFORM

In order to be admitted to class, a student who is out of uniform may need to make a call to parents at home or work for the proper uniform clothing. If unusual circumstances exist, a final decision will be made by an administrator.

The School Administration reserves the right to make final decisions regarding any questions that concern the school uniform policy.

Jumpers, skirts, skorts, blue shorts, blue slacks, junior high khaki slacks, and sweaters must be purchased through Campus Outfitters or the Thrift Shop. Please adhere to the styles selected for St. Jude School.

GIRLS:

Students are to come to school and return home in uniform

Grade K-3 required uniform:

- Uniform plaid jumper of appropriate length
 - With the white blouse, polo shirt, or turtleneck, green monogrammed sweater, sweater vest or school sweatshirt is **optional**
- Uniform blue slacks or blue Campus Outfitters shorts
 - With white blouse or turtleneck, green monogrammed sweater, sweater vest or school sweatshirt is **mandatory**
 - With white polo shirt, green monogrammed sweater, sweater vest or school sweatshirt is **optional**
- Solid colored navy, white or dark green socks that cover the ankle bone

Grade 3- 5 required uniform:

- Uniform plaid kick pleat skirt, skort, kilt skirt of appropriate length, uniform blue slacks, or blue Campus Outfitters shorts
 - With white blouse or turtleneck, green monogrammed sweater, sweater vest or school sweatshirt is **mandatory**
 - With white polo shirt, green monogrammed sweater, sweater vest or school sweatshirt is **optional**
 - Blouses and shirts must be tucked in at all times
- Solid colored navy, white or dark green socks that cover the ankle bone

Grades 6-8 required uniform

- Uniform plaid kick pleat skirt, skort, kilt skirt of appropriate length, blue or khaki slacks, or blue Campus Outfitters shorts
 - With white blouse, the green monogrammed sweater, sweater vest or school sweatshirt is **mandatory**
 - With dark green or white monogrammed polo shirt, green monogrammed sweater, sweater vest or school sweatshirt is **optional**
 - Blouses and shirts must be tucked in at all times
- Solid colored navy, white, or dark green socks that cover the ankle bone
- All khaki pants are to be from Campus Outfitters

BOYS:

Students are to come to school and return home in uniform

Grade K-5 required uniform:

- Uniform blue slacks or blue Campus Outfitters shorts, belts are encouraged.
- Uniform white polo shirts, school sweatshirt is **optional**
- Solid colored navy, white or dark green socks that cover the ankle bone

Grades 6-8 required uniform:

- Uniform blue slacks or Campus Outfitters khaki slacks or blue Campus Outfitters shorts, belts are encouraged
- White dress shirt with an appropriate necktie, school sweatshirt **optional**
- White or green monogrammed polo shirt, school sweatshirt **optional**
- Shirts must be tucked in at all times
- Solid colored navy, white or dark green socks that cover the ankle bone

SHOES (K-8):

- Any style of dress shoes, loafers, oxfords, athletic tennis shoes that are predominately white or solid black are permitted. If you choose tennis shoes with black soles, you **MUST** have another pair of light-soled tennis shoes for gym.
- No clogs, flip flops, sandals, shoes with heels higher than 1 inch, platform shoes, boots, or fad tennis shoes such as wheelies or blinking lights
- Boots or an alternate pair of shoes must be worn outside in snowy weather.

PHYSICAL EDUCATION UNIFORMS:

- All students wear uniform T-shirt and shorts purchased through school, with socks and gym shoes.
- Grade K - 1 students wear their physical education uniform in place of regular school uniform on PE days. In colder weather these students may wear a uniform sweatshirt and solid gray sweatpants as their uniform.
- Grade 6-8 students may wear solid gray or green sweatpants.

ADDED ITEMS:

1. Every student is expected to wear clean, neat, and appropriately-sized clothing.
 - No fad clothing items or styles are permitted. (flairs, low-rise)
2. Hair styles for boys and girls are to be simple and neat.
 - Fad hair styles are **not** acceptable.
 - Chemically colored hair is **not** permitted.
 - Length of hair is to be neat, out of the eyes, and above shirt collar for boys.
 - Make-up, tattoos, colored nail polish, and fake nails may **not** be worn.

3. Only simple jewelry should be worn to school.
 - One pair of post earrings may be worn by girls.
 - Boys may not wear earrings at school.
4. Junior high privileges override some of these rules for grades 6-8.

DRESS UP DAYS and BIRTHDAYS:

JEWELRY, MAKE-UP, and NAIL POLISH RULES STILL APPLY.

Appropriate items include:

For Girls: Dresses, skirts, jumpers of an appropriate length, dress slacks or Capri dress pants with a blouse or sweater.

For Boys: Dress pants, corduroys, shirts with collars

NO jeans, mini-skirts, dresses or shirts with spaghetti straps or made of sheer material, shorts, cargo pants (extra pockets), tank tops, or t-shirts.

CASUAL DRESS DAYS:

SHOE, JEWELRY, MAKE-UP and NAIL POLISH RULES STILL APPLY.

These days are designated by the school.

Appropriate items include:

Jeans (any color), cargo pants, Capri pants, shorts that go **below** the knee, uniform shorts, sweatshirts or T-shirts with appropriate printing, flannel shirts

NO inappropriate slogans, saying, pictures or topics on clothing, no excessively long pants (reaching over the shoes), tank tops or backless dresses.

The School Administration reserves the right to make final decisions regarding any questions that concern the school uniform policy.

UNIFORM THRIFT SHOP

Uniforms are available through St. Jude Parents Club. These are donations that are washed, ironed, and mended. The sales are a money-saving service; consequently, there is no trading. The sale is held in August on Orientation Day. Special arrangements can be made through the year by contacting the committee chair-person.

SAFETY REGULATIONS

WALKERS:

Walkers are not to arrive at school before 7:30 a.m. Children who walk to school or ride their bikes are to go directly home at dismissal. They are to use the sidewalks and not walk on lawns. Bikes are to be walked from the grounds to the street. No mopeds or skate boards are allowed.

CAR RIDERS:

In the morning, students may be dropped off **after** 7:30 a.m.

Please do not leave your child out of your car until the doors are opened by the custodian. There is no outside supervision provided at that time.

ENTRANCE: drive between school and Catholic Charities (at red caution light). Please observe the flow of traffic. The Longford entrance is **not** to be used for morning drop off. Students should not be entering school at the canopy doors of the building.

EXIT: use the drive between school and rectory

Students who are not picked up by 2:45 will be sent to our Extended Day program in the Family Center. There is a cost for this service, so please be prompt at dismissal.

HEALTH AND ACCIDENT POLICIES

In the event of illness or accident during school hours, the student is sent to the school nurse where he/she is given first aid. If the accident or illness warrants it, parents are notified and appropriate action is taken. No child is permitted to leave the school grounds at any time until the parent has been contacted and the child is signed out by the authorized adult (must be **18 years or older**). Students should be informed of this regulation by parents.

It is imperative that parents fill out and return the emergency data card which directs the school's course of action in such cases. This form is sent home on the opening day of school. **All accidents on school property should be reported to the Principal's Office.**

AIDS POLICY

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 8 shall be permitted to attend school in a regular classroom setting provided:

1. The health of a child, as documented by his/her physician, allows participation in regular academic school activities.
2. The child behaves acceptably, in a manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

The Pastor and Principal will confer with the appropriate persons and consult with the Regional Superintendent before the Pastor makes the final decision on each case in the parish school.

Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome; ARC Aids Related Complex) or other illness caused by HIV (Human Immune Deficiency Virus that causes AIDS, also known as HTLVIII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are made aware of the child's condition should be the minimum necessary to assure proper care of the child.

Based on the condition of the child and the expected type of interaction with others, the Principal, after consultation with the proper authorities may limit the child's participation in school activities.

A student with AIDS who is excluded from school shall be provided with an alternative means of catechetical instruction.

Policy #5117 formulated by Board of Catholic Education, Dioceses of Cleveland, Cleveland, Ohio

CODE OF CONDUCT

St. Jude Student:

A child who has been officially enrolled in St. Jude School by his/her parent and/or legal guardian, having met the standards enumerated in the Admission Policy for St. Jude School.

Discretionary Statement:

The Principal and Pastor, conjointly, are the final recourse in all disciplinary situations and may waive any or all regulations for just cause at their discretion.

Rationale for Code of Conduct:

In all areas of Christian formation and learning at St. Jude School, the infusion of Gospel values into the school environment is a priority. With the Gospel as a guideline, the school community is strengthened by a Code of Conduct which has four purposes:

- 1. To bring about self-discipline, the children are expected to:**
 - complete all academic assignments neatly, accurately and on time
 - be attentive to the classroom learning activity and direction

- 2. To form children who will respect life and authority, the following behavior is expected:**
 - a respect for God's creation
 - a respect for others
 - a respect for teachers and others in authority
 - a respectful attendance at all assemblies

- 3. To encourage children to conduct themselves within the rules and regulations of a Catholic school community:**
 - to observe courtesy in words and actions
 - to keep a neat and personal appearance
 - conform to the uniform policy of the school
 - follow the directives for recess and dismissal

- 4. To protect the rights of each individual, therefore the following conduct is unacceptable:**
 - fighting or rough play of any kind
 - using foul language
 - disruptive classroom behavior
 - defacing of personal or school property

Violations of a Serious Nature

A. Use of Narcotics, Alcoholic Beverages and Stimulant Drugs, Smoking

1. Students shall not possess, use, transmit, sell, conceal or be under the influence of an alcoholic beverage or intoxicant or any of the drugs or abuse defined by the Ohio Revised Code on school grounds, at school sponsored or related functions or activities off school grounds, or at any other time the student is subject to the authority of the school.
2. Students shall not possess, use, transmit, sell or conceal any drug or drug abuse instrument on school grounds or at any other time the student is subject to the authority of the school.
3. The penalty for violating any of the above may be suspension and/or expulsion, and/or referral to a chemical dependency "core team."
4. Smoking is also prohibited and will be considered reason for suspension and parent notification.

B. Weapons and Gangs

1. The Policy on Youth Gangs and Weapons suggested by the Diocese of Cleveland has been adopted by St. Jude School.
2. Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the life of others. Gang activity includes but is not limited to: a manner of grooming, hairstyle and /or wearing of clothing, jewelry, head coverings or accessories, display of gang markings, slogan or colors on school or personal property or clothing, use of hand signals, gestures, vocabulary or nicknames.
3. Possession or use of fireworks and/or firearms, weapons or weapon-like instruments as a potential danger to life and limb subjects the student to a recommendation of suspension or possible expulsion. (the entire policy is available in the school office)

C. Defiance of School Authority

1. defiant behavior toward staff members or any school authority
2. threatening or assaulting a school employee*
3. threatening or assaulting another student*

*Whenever an individual believes that his/her personal safety has been put in jeopardy, a threat has occurred. (ORC 2903.21-22)

D. Harassment

1. The administration and staff of St. Jude School believe that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment.
2. St. Jude School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken.
3. Disciplinary action may include suspension or expulsion.
4. Examples of peer sexual harassment include, but are not limited to, verbal or written taunting; bullying; other offensive, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse or demean an individual or group.

E. Threats

1. Any and all student threats to inflict any harm to self or others will be taken seriously
2. Whoever hears the threat should report it immediately to the principal
3. Judgment as to the seriousness and immediacy of the threat will indicate notification of the parents and/or police, as the situation warrants, along with any intended or potential recipients of the threat (i.e., adults, or, if the threat is directed against a student, the parents of the student).
4. The student will be kept in an administrator's office under supervision.
5. The parent/guardian of the student who has made the threat will be notified immediately
6. Disciplinary action may include any or all of the actions indicated in the enforcement section of the Code of Conduct.

F. Pregnancy

Pregnancy Policy #5115 has also been adopted by St. Jude School and a copy is available in the school office.

Disciplinary Measures

In a Christian atmosphere disciplinary measures are means/methods of maintaining a positive learning environment for the child as well as for others.

The individual needs of the child are considered in disciplinary actions.

Basic types are:

Faculty/Staff Guidance

Teacher/Parent Cooperative Efforts

After-School Detention

Removal of Child from Classroom

Suspension

Expulsion

A. Suspension:

1. The student will be removed from the classroom until a conference is held with parents and arrangements made regarding the length and type of suspension.
2. The student will be given the opportunity to present the facts related to the case as he/she sees them.
3. When deemed advisable, the suspension will be an "In School" suspension unless circumstances warrant another procedure.
4. Determination for "credit" received for completed work will be determined individually.

B. Expulsion:

Expulsion of a student from school is a serious matter and will only be used when absolutely necessary. In some cases the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor.

All students are assured of:

- being informed of charges and evidence
- being given the opportunity to present one's case
- having the right to appeal

Notification of the expulsion shall be given to all concerned and to the Diocesan representative.

PLAYGROUND AND LUNCH REGULATIONS

During the lunch period children may NOT leave the school property unless an authorized person (over age 18) has signed the attendance book in the office.

Playground

During recess on the playground, students are to follow the directions of playground supervisors.

No fighting or rough play is permitted.

ELECTRONIC DEVICES AND CELL PHONES

While we discourage these items being brought to school, we acknowledge that sometimes circumstances necessitate their presence. All electronic devices, including cell phones, should not be used and should not be visible during the school day. With teacher permission, students may contact a parent at the conclusion of an after-school activity. Failure to comply will result in confiscation of the electronic device, the necessity for parent retrieval, and a \$10 non-compliance fee.

EMERGENCY CLOSING

Official announcements of school closings are made on television and on local AM and FM radio stations.

If weather conditions cause **Elyria City Schools** to close, **St. Jude is closed** also. If there is doubt as to whether the classes will be in session, parents should listen to television or radio. **Please do not call the rectory or school.**

The following television and radio stations will announce school closings:

WEOL - AM 930 on dial WBEA - FM 107 on dial
WRKG - AM 1380 on dial WTAM - AM 1100 on dial
WOBL - AM 1320 on dial
Television channels 3, 5, 8, 19, and 43

If school must be closed for any emergency other than weather, a relay emergency phone call plan will be activated through Parents Club.

II. CURRICULUM AND EDUCATION POLICIES:

A. RELIGIOUS FORMATION

At St. Jude the religious formation of our children is of paramount importance. We encourage a spirit of prayer to permeate the day. Each morning and afternoon the class says a short prayer together. Each class has opportunities for planning and participating in the Liturgy. On Holy Days, and special occasions the entire school attends Mass together.

The Sacrament of Reconciliation and the Holy Eucharist are major events in the life of the child. Therefore, the religious curriculum provides thorough preparation in these areas. Parents' meetings are also a vital part of our sacramental preparation.

We also provide opportunities on occasion for other para-liturgical services such as Prayer Services and May Crowning. Students have the opportunity for involvement in all of these, and thus develop a greater realization of God's presence in their lives.

B. STANDARD PROGRAM OF STUDY

PRESCHOOL

St. Jude Preschool program is a kindergarten readiness program that is designed to meet the needs of the whole child. In addition to preparing the child academically, the program is also designed to meet the social, physical and emotional needs of the child. Our school provides a happy, creative atmosphere where a child can develop to his or her fullest potential. Our program is based on the philosophy that each child is unique with his or her own strengths and needs. The differences and developmental rates of each child are seriously considered as we help them begin their school career.

KINDERGARTEN

St. Jude Kindergarten Program provides a structured environment where students are introduced to a complete readiness curriculum that includes religion, language arts, math, social studies, science and health. The children also participate in computer, music, art, library and physical education weekly. Both the half day classes (7:50 - 11:30) and full day classes (7:50-2:30) are based on the same curriculum with all academic areas being taught in the morning and enrichment/review opportunities in the afternoon.

Registration for kindergarten is held each year during winter. Dates are announced in the parish bulletin. Screening is done in the spring for admittance in the fall. Children are assessed in the areas of language skills, auditory perception, visual perception, gross motor skills and fine motor skills. Vision and hearing are also screened.

According to state law and Diocesan regulation, a child must be 5 years of age by September 30 to be eligible to enter kindergarten.

GRADES 1-8

In the elementary grades (1-8) the children study religion, mathematics, language (including reading, phonics, literature, oral and written composition, spelling, and handwriting), science, health, social studies, physical education, computer science, music and art.

Students in the primary grades (1 & 2) are in self-contained classrooms. They have their homeroom teacher for all subjects, however physical education, music, and art are taught by teachers certified in those areas.

Students in grades 3-5 have the opportunity to change classes so all students have each of the teachers at these grade levels. They learn to adjust to the routines of different teachers along with the physical education, music, and art teachers.

The junior high program (grades 6-8) is directed toward the specific needs of the young teenager. The major subjects are taught on a departmental basis with 45-minute periods. Students have six subject teachers along with the physical education, music, and art teachers.

State time allotments are followed for each subject of the curriculum. Some flexibility is allowed in the weekly schedule in view of the total coverage over a semester period.

Texts are selected by the principal and teachers from lists approved by the State and by the Diocesan Education Office. All basic texts are of recent copyright dates.

C. CLASSROOM ENRICHMENT

Classrooms are provided with a wide variety of educational materials accessible to students during the day, such as instructional tapes, videos, DVDs, and projects, which strengthen skills, improve self-mastery, and provide for individual differences and the opportunity to work independently.

Field trips are selected to supplement the daily curriculum. Notification of planned trips is sent home with each child. Signed permission slips must be returned if the child is to participate.

Each classroom has its own overhead projector, computer, television, VCR, and amplification sound system. Many of our classrooms are equipped with interactive plasma systems or SMART boards.

In addition, guest speakers are occasionally invited to speak in a particular classroom or at an assembly.

D. PULL-OUT ENRICHMENT PROGRAM

St. Jude School provides an enriched and differentiated instructional program to meet the needs of all the children in the school. To complement this program we provide an enrichment instructional program for students in grades 3 to 8. The purpose of the program is to extend learning beyond the regular curriculum, challenge students and foster a desire for excellence.

Students in grades K to 8 who meet the requirements of teacher recommendation, task commitment and high standardized test scores will leave their classroom twice weekly with the enrichment teacher.

E. HOMEWORK

A reasonable amount of homework is given daily. Homework may be given over weekends when instruction necessitates practice of newly learned concepts. Assignments for long-term projects may extend over the weekend or holidays.

The assignments are an outgrowth of classwork

- to supplement learning
- to review independently what was taught in class
- to provide opportunity to use research skills

Homework is meant to be done outside of school time. It is not just a means of completing unfinished class assignments but rather it continues the learning process begun in the class room. It is a student's responsibility to complete homework and have it ready when the due date arrives. We ask that parents monitor these assignments and assist students as needed.

Time allotment for homework depends on the type of assignment and on the age and grade level of the student. No definite time limit can be determined for all, since children work at different rates. If parents feel the homework assignments are excessive, a discussion should be held with the teacher so an adjustment can be made.

While aiming at following the above norms, the faculty offers further interpretation. Parents may recall the nights in which the child spent hours on an assignment, or the weekend that was ruined because a report was due. At these times it might be well to question WHEN the assignment was first given, and how much time was spent on it up to that point.

Classroom policies on homework are given at the Back to School Night held in the fall.

If a child is absent one or two days, assignments will not be sent home with a sibling, but will be made up following the return to school. For three or more days, please allow a reasonable time for the teacher to gather books and assignments.

Children will have the same number of days to make up work as the number of days that they were absent from school.

REPORT CARDS

In grades K-2, the report card used at St. Jude School is based on the approved forms of the Diocesan Education Office with adaptations made to suit our reporting needs. Grades 3-8 use the diocesan report card. There are inherent limitations in rating performance by means of grades and occasionally the card may be misinterpreted. Any question should be referred to the respective teacher.

Report cards are issued quarterly to all students. If fees and tuition are NOT up-to-date the final report card will be held until payment is received. They should be signed and returned to the school **within one week**.

The numeric value for the letter grades given is as follows:

A+	98-100%	B+	90-92%	C+	82-84%	D+	73-74%
A	95-97%	B	87-89%	C	78-81%	D	71-72%
A-	93-94%	B-	85-86%	C-	75-77%	D-	70%
		F	69% and below				

EDLINE

Edline is a secure website that enhances communication between home and school. Each time a teacher uploads grades, Edline notifies parents through an e-mail. Grades are uploaded at least once each week.

There are several advantages to using the on-line gradebook consistently. Parents are able to monitor the academic progress of their children as well as being aware of any late or missing work. Through Edline, parents are also able to e-mail teachers as questions or concerns arise related to the on-line gradebook or other classroom concerns. In addition, teachers post homework, upcoming tests, projects, and classroom activities in an effort to keep parents better informed.

Parents are asked to supply the school with their e-mail addresses since Edline is intended to be a two-way communication system. Just as there are occasions that arise throughout the school year when parents need to contact teachers, there are also instances when teachers need to contact parents.

INTERIMS

Because of the ongoing availability of on-line grades, paper interims will only be issued in classes where the student has a grade below 75%. Interim dates are posted in the parent calendar so parents will be aware of the middle of the quarter.

ACADEMIC HONORS

Honor awards are given for students in grades 4-8 at the end of each quarter.

First Honors	All A grades
Second Honors	All A and B+ grades
Third Honors	All A and B grades

ACADEMIC WATCH

Students will be placed on Academic Watch when they receive two "F" grades OR three or more grades below average. A student is placed on Academic Watch for one full quarter.

The student, parents, and teachers will meet to work out a remediation plan. During the next grading quarter, the student will need to fulfill the requirements of this remediation plan. It will be the parent's responsibility to monitor progress in those subjects where grades are below average. If, at the end of the quarter, the student has completed the remediation plan and no longer has two "F's" or three grades below average, he/she will be removed from Academic Watch and encouraged to continue using the designed plan for continued success.

Academic Watch is a serious matter. Failure to improve a grade could possibly lead to a semester failure, which would require summer remedial work.

PROMOTION, RETENTION, AND GRADUATION

Promotion is based upon the following principles:

1. A pupil is promoted on the basis of his/her mastery of work on the grade level.
2. To be promoted a child should have at least a general average of D. If a pupil has a general average of D, but fails in the final grading period in any major subject, tutoring or special help will be advised. Following this, the pupil will be reevaluated, if necessary.

Retention is considered when a child has not demonstrated a satisfactory understanding of the major skills of a curriculum area. Each case of retention is treated individually and thoroughly discussed by the teacher, parents, principal, and other knowledgeable professionals. Parents will be notified in advance if their child is in danger of retention.

Graduation celebrates satisfactorily completing the course of study established for St. Jude School. Eighth graders need to earn a minimum yearly average of D in every subject area to participate in graduation.

CARE OF BOOKS AND SCHOOL PROPERTY

Since books are an expensive item, parents are urged to help their children to be responsible for the books they use. Some type of bookbag is required for all.

Students are financially responsible for the loss or damage of school texts and library books. Since many textbooks are purchased through state funds, it is very important that proper care is taken to prevent damage and loss.

Students are financially responsible for damage of school property. It is essential that students have respect for others' property, as well as their own.

Students are expected to have the necessary items for classes such as paper, pens, pencils, rulers, etc. Necessary items that must be purchased at St. Jude School can be pre-ordered and pre-paid in the spring. The pre-ordered items are picked up on Orientation Day. The bookstore will be open on Orientation Day for anyone who did not place an order.

The bookstore's weekly school day schedule is announced in the fall.

III. HOME-SCHOOL COOPERATION

PARENT-TEACHER COMMUNICATION

In the case of the individual student, there is nothing more helpful to him/her, to the teacher, or to the parent, than a direct meeting. Time is allotted each calendar year for parent-teacher conferences. The conference after the first grading period is mandatory for all parents.

Should a parent wish to consult a teacher, please send a note to the teacher or make a phone call to the school office requesting a conference and deciding on a time convenient for both parties.

Please do not come to the classroom before school or at dismissal and have the expectation that a conference or conversation can take place at that time. The teachers' primary responsibility is to monitor students at that time.

The classroom teacher represents parental authority for many hours of the child's day. When a parent questions any classroom or school procedure, a written communication of disagreement does not usually resolve the problem. Parents should make sure that they have heard both sides of the issue. It is in the best interest of all that a conference with the parent and teacher be arranged.

After this conference if the parent still has questions or concerns they are asked to contact the school administration.

St. Jude School keeps open the lines of communication between home and school. Parents receive interim reports and report cards every quarter. There are scheduled parent conferences. Parents Club publishes the school calendar with the year's activities. The weekly newsletter goes home every Wednesday along with other communications that are helpful in ensuring success for the students. In addition, the school Web site serves as an important informational tool.

Please encourage your children to be responsible in bringing home information from school as well as returning forms to the school promptly.

PARENT CLUB

The Parent Club is an organization through which parents support the efforts of the school and teachers.

The purpose of the Club is to promote the welfare of the children in home, school, church, and community. Membership consists of all parents whose children are enrolled in St. Jude School. Participation in Parent Club-sponsored activities and attendance at Parent Club Meetings are a powerful expression of interest in both the child's welfare and that of the school.

Dates of meetings will be announced in the August newsletter and are on the school calendar.

A school calendar and family directory are available upon payment of \$6.00 membership dues in August.

Through the proceeds of its activities, Parents Club commits to provide the annual library budget, a maintenance budget for physical education equipment, part of the cost of class field trips, and to pay a portion of the Diocesan per-pupil fee. In addition, instructional materials and programs are supplied at times according to resources available. For this reason, the Fall Sale is a mandatory fund raiser, and students will not be permitted to participate in on-site or off-site experiences until the fee is paid. There are several other fundraisers during the year and the support of parents is truly appreciated, so pick and choose your favorites.

ROOM HELPERS

Room Helpers, solicited through Parents Club, assist the teacher with activities such as the following:

- ♥ Implementing the emergency phone chain if necessary
- ♥ Aid in securing guest speakers for enrichment
- ♥ Provide refreshments for the Halloween, Christmas, and Valentine's Day celebrations and other special occasions in individual classrooms
- ♥ Type at home
- ♥ Share a talent or skill with students
- ♥ Organize field trips
- ♥ Accompany students on field trips
- ♥ Drive for field trips (must have current insurance and seat belts)
- ♥ Additional activities as directed by the teacher

IV. REGULATIONS AND ROUTINES

SCHOOL HOURS

The school day is five and three-fourths hours long exclusive of the lunch period.

- Classes begin at 7:50 a.m. and end at 2:30 p.m.
- Students should not arrive before 7:30 a.m.
- Students are to be in their classrooms by **7:45 a.m.** Arriving after this bell rings makes it difficult for the student to be organized and prepared to begin class at 7:50.

The schedule for the school day is:

7:30 – 7:50	Students enter the classrooms
7:50	Classes begin

The noon lunch hour/recess times are as follows:

10:55 – 11:30	Gr. 6, 7 & 8
11:40 - 12:15	Gr. 3, 4 & 5
12:20 – 12:55	Gr. K, 1 & 2

Students will be given 15 minutes to eat lunch. When it is time to go to recess, those who are not finished will move to a different table for extra time.

2:30	Announcements Dismissal immediately following
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All students leave the building at dismissal unless they are participating in a supervised activity.

LUNCH PROGRAM

Parents who are joining students for lunch must sign in at the office first.

St. Jude School provides a hot lunch program available to those who wish to purchase their lunches. Milk is also available to those bringing their lunches from home. Menus are issued each month and sent home in the weekly news folder. Further communication concerning the program is in the information distributed at the beginning of the school year. Peanut butter sandwiches for forgotten lunches are no longer available.

Supervision on the playground during the lunch period is provided by several adults employed by the school for both cafeteria and recess supervision. A portion of the registration fee covers the cost of those working in the cafeteria and on the playground. This fee is due at the beginning of the school year.

ATTENDANCE

Ohio State Law requires schools to be open for 180 days. Regular attendance and punctuality are of prime importance to the learning process. Consistent daily work is vital in building the foundation for continuous progress in each subject.

Tardiness or irregular attendance may interfere with a student's continuous academic progress.

Permission for absence from school may only be given by school officials for illness of the child or death in the immediate family. Consequently, parents should consider it a serious obligation to have their children attend school daily.

1. Tardiness

Those arriving after 7:50 a.m. should stop at the office for an admission slip which is presented to the teacher.

Students arriving between 7:50 a.m. and 8:20 a.m. are considered tardy. After 8:20 a.m. they are absent according to the chart on the next page.

Excused: tardy due to a school bus running late, being detained by a school staff member, or other extenuating circumstances

Unexcused: tardy due to a reason other than those listed above

Upon the third unexcused tardy during a quarter, a before or after-school detention will be issued.

2. Absence

According to Ohio School Law parents are required to send their child to school on every scheduled day of the school year. The responsibility for such absences needs to be assumed by the parent/guardian. Absences for any other reason such as vacations are discouraged.

A written note needs to be sent with the student upon their return after an absence even though the absence was called in to the office.

In accordance with updated regulations regarding absences from school, it is required that the parent or guardian call the school office by 9:00 a.m. You may leave a message on voice mail before the office opens. If the school office is not called regarding the absence by 9:00 a.m., the parent will be called to verify the absence so that we can account for each child.

3. The recording of Student Absences will be as follows:

Absence is recorded each quarter in the following manner:

- 1 = a whole day of school is missed
- 0.5 = a student misses 2 or more hours of a school day
- 0.25 = a student misses less than 2 hours of school day for any reason: doctor appointment, etc. This can be in the morning, during the day, or at the end of the day.

4. Perfect Attendance

Perfect attendance for the entire school year is a noteworthy achievement and will be recognized at an Awards Assembly at the conclusion of each school year. Unexcused tardiness prohibits a student from receiving a Perfect Attendance Award for the year. Appointments for medical reasons are still considered a tardy, but are not counted towards a detention.

We do understand the need for appointments and accept this as a fact. We simply reward those who do not need to miss school at all in a given school year.

5. Leaving during the day

No child may leave during the day without the written permission of parents and the approval of the principal. **BOTH ARE NECESSARY.**

A child may be released from school only to his parents or to an authorized person **(must be 18 years or older).**

In case of family difficulties (separation, legal difficulties, etc.), the child may be released only to a parent who has legal custody. Parents are to notify the school in writing in such cases, so that we are aware of who is legally responsible for the child. Otherwise, according to law we cannot be held responsible.

REQUESTS FOR ASSIGNMENTS FOLLOWING ABSENCE

If a child is home due to illness, work may be sent at the discretion of the teacher. Please allow a reasonable amount of time for the teacher to gather books and assignments. If a child is absent one or two days, assignments will be made up following the return to school. **Students will have as many days to make up work as they were off.**

The school and staff are not responsible for providing work/assignments to students in advance due to a family vacation. It is the student's responsibility to find out what has been covered during the period of absence upon his/her return.

MEDICAL AND DENTAL APPOINTMENTS

Whenever possible, children should be scheduled for necessary dental work, eye examinations and the like outside of school hours to enable their learning process to continue uninterrupted. Pupils should present notes from their parents or the appointment card from the doctor when requesting permission to leave class or upon the return to school. These are first presented to the office for the approval of the principal, and then given to the classroom teacher. Parents come to the school office to pick up their children in such cases.

MEDICATION POLICY

Whenever possible parents should provide medication for their children outside of school hours and encourage their physician's cooperation in this regard. In some cases, however, the administration of medication to a student during school hours may be necessary to assure the continued attendance of that student. The following procedure should be used in requesting the assistance of the school personnel in giving medication:

Written orders from the physician must detail the name of the drug, dosage, time interval that the medication is to be given, and diagnosis or reason for the medicine.

Prescription medicine must be in the original container provided by the doctor or pharmacy.

Written permission must be obtained from the parent also. This policy includes any over the counter medicines, too.

BIRTHDAYS

Children celebrating their birthdays may **dress up or dress down** in order to make the day special for them. **Please refer to the dress code section for appropriate attire.**

If parents wish to send a birthday treat for the class, it should be something that the child can pass out just before the recess period. A treat includes something small to eat, but not include anything to drink or class pizza parties. A weekend birthday may be celebrated on Friday or Monday. **No gum is permitted as a treat.**

Summer birthdays are celebrated as follows:

June birthdays in March,

July birthdays in April,

August birthdays in May

SCHOOL TREATS

On the whole, parties are to be discouraged since they consume school time. In concert with certain holidays all children have a treat in their classrooms. All holiday treats are organized by Parents Club. Please do not send in extra treats on those days if you are not contacted. An overabundance of treats is not healthy for the students and often results in uneaten food.

MISSIONS AND CHARITY COLLECTIONS

In the course of the year children are encouraged to take part in activities which will benefit those who are less fortunate. It is recommended that the children earn this small amount since it is the spirit of sacrifice for others that we wish to develop.

OFFICE HOURS

The School Office can be contacted at 366-1681, Mondays through Fridays from 7:30 a.m. to 3:15 p.m. Voice mail will pick up calls before and after this time.

The school fax number is 366-5238.

The Principal and teachers will be most willing to make an appointment to confer with parents. Individual teachers can usually be reached after school by phone until 3:00 p.m. every school day. If you wish to discuss any matter, please call to make an appointment.

INTERRUPTIONS IN THE SCHOOL DAY

Parents or other persons may not go directly to a classroom during school hours either to call a child from the classroom, or to speak to the teacher. A message to an individual child may be given through the office. Unless there is an emergency, students should not be called to the phone during class time.

Phone calls by students will be limited to emergency circumstances only. Forgotten gym clothes or lunches do not create an emergency.

P.A. ANNOUNCEMENTS

Announcements are made just before class in the mornings and before the closing of the school day. Any messages to be announced should be cleared with the principal by 2:00 p.m.

EXTENDED DAY PROGRAM

The Extended Day Program is intended to provide a creative approach to after-school time, which includes time for quiet study, energizing snack break, and organized physical activities. The program is from 2:30 p.m. to 6:00 p.m. each school day. There is no minimum number of hours or days. Rather a child can come to the program whenever there is a need.

Fee amounts and applications are available at the school office.

EXTRA CURRICULAR ACTIVITIES

SERVERS

All parish boys/girls of grades 5-8 are eligible to serve as acolytes at St. Jude. Good behavior and proper deportment are prerequisites of all servers. Promptness and efficiency are expected of all our servers.

SPANISH

After-school Spanish classes are offered to students in Preschool through Grade 8. The goal of our program is to introduce students to a second language. Students will have the opportunity to speak, listen, read, and write in Spanish.

BAND

St. Jude School has a band program. Students of Grades 4-8 are eligible for participation in instrumental lessons and band. Band students have instruction time during their music class. Band practices once a week before school. There is an added fee for those participating. Information on days and times will be given to the participants.

TECH CLUB

Tech Club involves students in grades 4-8. Under the direction of the computer coordinator and a staff member, this group meets several times each month. Some the students produce Morning Announcements twice a month while others work on the upkeep of the school's website. Other technology projects are added as needed.

STUDENT COUNCIL

Students in grades 4-8 can participate in our Student Council. These students are the representatives of the student body and work with their faculty advisors to plan and execute programs and activities in the course of the year.

DRAMA CLUB

Students in grades 3-8 can participate in Drama Club. There are tryouts for roles, but many students are involved in the other important aspects of a drama presentation. Practices are after school once a week until the week before the production.

YOUTH CHOIR

Students in grades 3-8 are invited to participate in the Youth Choir. These students will participate in various school and parish liturgies, go on tour to sing for other groups and take part in local concerts. The choir meets once a week after school until 3:30.

ACADEMIC CHALLENGE

Seventh and eighth graders have the opportunity of participating in competitions with other Lorain County Catholic school. Preparation for the meets is held once a week before the competition season. Meets are once a week and held at various elementary schools.

HANDS THAT HELP

Students in grades 3-8 are invited to participate on our Service Team. These students help to plan and participate in service activities designed to assist the school, parish or civic communities. The Service Team meets monthly throughout the school year.

LITURGY TEAM

The Liturgy Team is comprised of selected students in grades 4 thru 8. The team meets at least once a month to plan and lead the all school liturgies and prayer services. Prayer and team building are an integral part of the formation and development of the group. Students invited to become a part of the team sign a commitment statement to share their faith and to act as spiritual leaders of the St. Jude School Community.

ST. JUDE PARISH C.Y.O.

All parish boys and girls are eligible to participate in C.Y.O activities. Football, basketball, volleyball, cheerleading and track are featured sports. Each sport has its own head coach who directs the activities connected with the particular sport.

SCOUTING

The entire scouting program is available for girls and boys of all ages. Boys can advance from Tiger Cubs through Boy Scouts, while the girls' program includes Daisy Scouts, Brownies and Girls Scouts. For more information please see Parent Directory.

BOOK CLUB

Students in grades 6-8 are invited to join the student-led Junior High Book Club. Four officers choose the books, with advisor approval, for the year. The advisor lends each student

the book selection, and after reading and taking the AR test for it, students meet for lunch, discussion, and dessert once a month. Great literature needs to be shared, which is what we do in Book Club – share ideas about books!

**Students participating in after school activities
must stay with their advisors at all times.**