

ST. JUDE SCHOOL

KINDERGARTEN - 8TH GRADE

FAMILY HANDBOOK

2019-2020



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School Office Hours: 7:25 am – 3:30 pm

School Day: 7:45 am – 2:40 pm



**“GOING ABOVE AND BEYOND
IN LEARNING AND SERVING”**

Rooted in Catholic faith, St. Jude School goes above and beyond in guiding the spiritual growth and development of educational foundations for individual learners, while preparing students for lifelong service to God and others.

AT ST. JUDE SCHOOL, WE:

SERVE

As witnesses of the Catholic faith by embracing Gospel values and Social Justice teachings.

COLLABORATE

Between the school, family, and parish to create a community of faith that

EDUCATES

Student’s to become lifelong learners, thinkers, and good citizens. We

CULTIVATE

a loving environment for diverse learners that promotes respect, empathy, compassion, and kindness to all.

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ST. JUDE SCHOOL ADMISSION POLICIES

The aim of St. Jude School is to impart basic religious instruction 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 occur in the lives of St. Jude students, both the home and school must be teaching and living the same Christian values. St. Jude School expects all parents to be supportive of Catholic education and all the policies of St. Jude School. The school requires all students, regardless of faith tradition, to take part in daily religion classes and other religious school celebrations.

St. Jude School grants admission/readmission 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:

- siblings of current students at St. Jude School
- members of St. Jude Parish
- members of neighboring parishes
- those of other faiths

Statement of Non-Discrimination

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

New Family Admission Procedure

St. Jude School requires families seeking admission to follow the Admissions Procedure:

1. Complete online application, including submission of report cards and other required documents.
2. Director of Admissions and Advancement will call to schedule at least one full shadow day (8:00 am - 2:00 pm).
3. Shadow days are the 1st and 3rd Thursdays of each month.
4. Upon completion of these steps, the admissions team requests the right to schedule a follow up meeting to further discuss individual education needs.

The deadline for submission of all *IEP (Individualized Education Plan)* or *SP (Services Plan)* materials is no later than May 1st.

Age Requirements

A child must be 5 years of age by September 30th to be eligible to enter kindergarten.

Annual Registration Requirements

The following registration requirements pertain to families currently enrolled at St. Jude School or those who have received an acceptance letter:

1. Complete online request for a registration packet.
2. Complete registration packet that will be sent home within one week of submission of the online request.
3. All registration fees must be paid in full to guarantee placement for the next school year.
4. Upon completion of these steps, each family will receive a receipt of enrollment confirmation from the Director of Admissions and Advancement.

Enrollment is contingent upon all financial obligations being paid in full.

Student Placement

If a family has concerns regarding student placement in a specific classroom for the upcoming school year, the family must meet with administration. Requests will be considered but **may or may not be honored**. Placement requests involving teachers for specific content areas will not be accepted. All requests must be made by June 15th.

Transfers

Beginning on September 1st, families looking to transfer to St. Jude School should follow the New Family Admissions Procedure.

Withdrawals

St. Jude School requires families seeking a withdrawal from school to schedule a meeting with the principal. Necessary paperwork to withdraw will be provided during the meeting. All fees must be paid in full before student records will be released.

Tuition, Fees and Payments

Tuition Structure

St. Jude School charges two established tuition rates:

1. Active Parishioner Rate (Parish Subsidized)

St. Jude School defines an active parishioner as a parishioner who:

- Is a registered member of St. Jude Parish or a neighboring Catholic parish
- Participates regularly at the weekend liturgy
- Responds to an offertory commitment
- *Failure to meet the requirements for active parishioner status may result in the active status being revoked. In the event that this status is revoked, the family will be considered non-active and will be charged the full tuition rate.*

2. Non-Catholic Family Rate

Non-active parishioners or those of other faith traditions are charged the full tuition rate.

Tuition Collection

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.

St. Jude School requires a signed tuition agreement at the time of registration, acknowledging that payment will be made in a timely fashion. All parents agreeing to send their children to St. Jude School accept the responsibility to pay the tuition in full. Therefore, if more than one parent is supporting a child, St. Jude School requires both parents to sign the tuition agreement, accepting responsibility for tuition payments. Signature of the tuition agreement indicates a binding contract to fully pay tuition and fees on a timely basis. The school reserves the right to terminate enrollment in the event that financial obligations are not met.

St. Jude School offers two options for tuition payment:

1. 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
2. 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.

St. Jude School accepts tuition payment at any time using a credit card. A fee will be accessed.

Tuition and Assistance

Quality Catholic education is available to all students of St. Jude School. The school makes every effort to accommodate families when a serious financial or personal situation exists. Assistance from the Diocese of Cleveland and/or St. Jude Parish is available through an application process. A SmartAide form must be completed and submitted by March 1st or June 1st for assistance consideration.

When a family receives financial assistance (diocesan, parish, or state-issued scholarship) that exceeds half the cost of a single child's tuition, the multi-child student discount does not apply to the children in the family who receive the assistance or scholarship.

Financial Hardships

St. Jude School defines hardship as any extenuating circumstance that results in the failure to adhere to the tuition agreement. Financial hardships must be addressed directly with the principal so a plan of action can be put in place. Failure to communicate will result in immediate removal of the family from the school and ensuing legal action.

Delinquent Account

Delinquent account balances including any nonpayment of fees by the due date necessitate strong action. Failure to pay these fees by the due date results in removal of the family from the school and ensuing legal action. St. Jude School will not release report cards or school records for families with delinquent account balances.

St. Jude School does not permit families with delinquent account balances to enroll for the upcoming school year until their account balance has been paid in full.

Non-Sufficient Funds

All non-sufficient fund transactions must be replaced with cash or money order and will be assessed a \$25 fee.

Tuition Refund

Contact St. Jude School administration for tuition refunds.

Extended Day Fees

St. Jude School requires that Extended Day balances be paid within ten calendar days from receipt of the billing statement. St. Jude School reserves the right to remove child/children from the Extended Day program until an account is paid in full. The school also reserves the right to require families that have a delinquent account to maintain a prepaid account for Extended Day usage.

PARENT EXPECTATIONS

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, parental 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. 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 primary educator, we anticipate your cooperation with the following:

1. Build religious celebrations and family prayer, especially attendance and participation in weekend Mass, into your lifestyle.
2. Prioritize a student's extracurricular activities so that he/she is 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 hold your child accountable to the school regulations and principles of expected behavior.

4. St. Jude School expects parents to make every effort to attend conferences or other meetings requested for the sake of the child. (After three attempts, St. Jude School reserves the right to revoke enrollment and/or scholarships.)
5. Note his/her conduct and effort marks and discuss with your child.
6. Avoid criticism of teachers and school policy in front of children, on social media, or at St. Jude community or CYO events. Any concerns should first be addressed with your child's teacher. If further discussions are needed, contact the principal, then pastor.
7. Encourage development of your child's individual talents and interests.
8. St. Jude School expects parents to model gospel values and appropriate behavior at all after school activities, including CYO sporting events.
9. Paying all fees (tuition, field trips, lunch etc.) on time
10. Reimbursing St. Jude School for any property destroyed (accidentally or intentionally)
11. Following the policies and procedures in this handbook

The education of your child is a partnership between families and the school. If the administration feels that the partnership is irretrievably broken, St. Jude School reserves the right to withdraw a child. St. Jude School requires all families and students to follow and support the policies contained in this Family Handbook.

Parents are not permitted to enter the classroom before school or at dismissal to have an unscheduled conference or conversation with the teacher. The teacher's primary responsibility is to monitor students at that time.

ACADEMICS

Religious Formation

At St. Jude School, the religious formation of our children is paramount. We encourage a spirit of prayer as a reminder of God's presence throughout the day. Each morning and afternoon, the school community 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. Parent meetings and involvement are also a vital part of our sacramental preparation.

St. Jude School provides opportunities on occasion for other para-liturgical services such as retreats, 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.

Standard Program of Study

St. Jude School follows the Diocesan approved curriculum. The school provides curriculum guides by grade level upon request.

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 teachers, a band director, aides, a technology coordinator, intervention specialists, Spanish teachers, an occupational therapist, speech therapists, secretaries, maintenance and Extended Day facilitators.

Professional competency and efficiency are stimulated through attendance at professional development events, workshops, and monthly faculty meetings. State auxiliary funds to non-public schools provide enrichment, remedial reading and math tutoring, speech therapy, guidance services, intervention services, and a school nurse.

Field Trips

St. Jude School selects field trips to supplement the daily curriculum. Notification of planned trips is sent home with each child. The school requires that signed permission slips be returned if the child wishes to participate.

St. Jude School communicates additional information regarding overnight field trips during mandatory parent meetings. While most field trips are funded through a portion of the registration fee, some field trips may require additional fees.

Homework/Classwork

It is a student's responsibility to complete homework/classwork and have it ready when the due date arrives. We ask that parents monitor these assignments. A student with three missing work papers in any given subject may be issued disciplinary action. Teachers accept homework for partial credit up to three class periods after the assignment was due. After three class periods following the initial due date, teachers are not required to give credit for an assignment.

Time allotment for homework depends on the type of assignment and on the age and grade level of the student. If parents feel the homework assignments are excessive, administration asks that parents discuss the issue with the teacher.

St. Jude School teachers make every effort to post homework assignments to Digital Academy by 4:00 pm each day.

ACADEMIC ASSESSMENT

Digital Academy

Digital Academy is a secure website that enhances communication between home and school. Teachers in grades K-8 upload grades at least once every two weeks during the school year. In addition, teachers make every effort to post homework by 4 pm each school day and may post upcoming tests and projects in an effort to keep parents better informed. St. Jude School strongly advises parents and students to use Digital Academy consistently. Parents are able to monitor the academic progress of their children and remain aware of late or missing work by selecting a setting within Digital Academy.

Grading Scale

A+	98-100%	B+	90-92%	C+	82-84%	D+	73-74%	O	Outstanding
A	95-97%	B	87-89%	C	78-81%	D	71-72%	S	Satisfactory
A-	93-94%	B-	85-86%	C-	75-77%	D-	70%	U	Unsatisfactory
		F	69% and below					N	Needs Improvement

Kindergarten-2nd Grade Report Card Grading Scale

4-Exceeds the Standard:

Student independently exceeds and shows a deeper understanding of the Grade Level Standard.

3-Meets the Standard:

Student meets the Grade Level Standard while requiring minimal support. Student demonstrates consistent application of the skill. Meeting the Grade Level Standard should be celebrated.

2-Approaches the Standard:

Student is progressing toward basic understanding of the Grade Level Standard.

Student performance demonstrates a partial understanding of the knowledge and skill expected at this grade level. Student needs assistance to meet Grade Level Standard.

1-Does not yet meet the Standard:

Student is not meeting Grade Level Standard. Student performance does not demonstrate an understanding of the knowledge and skill expected at this grade level.

Student is working below grade level. Student needs continued support; struggles even with assistance; receives intervention.

Report Cards

Report cards are issued quarterly to all students. St. Jude School holds report cards if fees and tuition are not up-to-date. The school requires that report card envelopes be signed and returned to the school within one week.

Interims

St. Jude School issues paper interims in classes where the student earns a C- or below for grades 3-8. For grades K-2, teacher discretion determines the need for an interim. St. Jude School requires that interims be signed and returned to the issuing teacher within three days. The school posts interim dates on the parent calendar.

Academic Watch

St. Jude School places students who receive two "F" grades OR three or more grades below average (Ds and Fs) on Academic Watch for one full quarter.

The student, parents, and teachers meet to work out a remediation plan. During the next grading quarter, the student must work to fulfill the requirements of this remediation plan. It is the parents' 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 earns two "F's" or three grades below average, he/she is removed from Academic Watch and encouraged to continue using the designed plan for continued success.

Conferences

Each calendar year the administration allots time for parent-teacher conferences in the fall and spring. Parents are encouraged to schedule a conference if a teacher requests one.

If a parent wishes to request a conference during the school year, a time should be arranged directly with the teacher.

Promotion / Retention

Promotion is based upon the following principles:

1. A student is promoted on the basis of his/her mastery of work in the grade level.
2. To be promoted, a student should have at least a yearly general average of 70%.

St. Jude School retains students in the same academic grade during the next academic year that receive an F (69% and below) average in three or more core subjects (Math, English, Reading, Science, Social Studies) at the end of the academic year. Administration notifies parents/guardians about possible retentions at the end of the first semester (second grading period) or early in the third quarter. Though some students receive passing grades in academic subjects, their total development appears hindered by circumstances unique to the individual. In some cases, these students may benefit from retention. If a student fails one core subject (Math, Reading, English, Social Studies), St. Jude expects the student to correct the failure by attending summer school for the particular subject failed. St. Jude School does not offer summer school.

Testing

St. Jude School administers standardized tests to gather data and comply with diocesan and state mandates.

ATTENDANCE

Absence

According to Ohio School Law, parents are required to send their child to school on every scheduled day of the school year. The parent/guardian needs to assume responsibility for student absences. St. Jude School discourages absences for any reason other than illness.

For the health of the school community, we encourage children to stay home if they are ill. In order to promote this choice, St. Jude School does not award perfect attendance.

St. Jude School requires a parent or guardian to call or email the school office by 8:15 am regarding a child's absence. If the school office is not notified by 8:15 am, the school will call a parent or guardian to verify the absence.

In addition to a phone call, St. Jude School requires an email, written note, or doctor's excuse containing the following information: dates/times of absence, reason for absence, and name of student, be sent with the student upon his or her return after an absence. Absences are considered unexcused until the written note or email is received by the office. A link to an absent note form is posted on the St. Jude School website.

House Bill 410 requires that if a student is absent with or without a legitimate excuse from school 38 or more hours (approximately 5 days) in one school month, or 65 or more hours (approximately 9 days) in a school year, the following will occur. Administration will notify the child's parent or guardian of the child's absences after the date of the absence that triggered the notice requirement. If a student's absences surpass the threshold of excessive absences, a meeting with the school Absence Intervention Team will be required. At no time, however, will students be expelled or suspended out of school due to excessive absence or truancy.

Excused Absence

St. Jude School Administration is the determining agent for excused absences. Parents/guardians may request that a student be excused for the following:

1. Personal Illness
2. Illness in the immediate family
3. Death in the immediate family
4. Quarantine
5. Religious Holiday
6. Assisting parents/guardians in emergency work
7. Extenuating circumstances excused by administrator

Tardy

St. Jude considers students arriving at school between 7:45 am-7:55 am tardy. St. Jude School issues detentions after every third tardy during a quarter. After the ninth tardy, the school reserves the right to issue an in-school-suspension. Students arriving after 7:55 am are considered absent according to the Absence Policy.

Leaving During the School Day

St. Jude School encourages parents and guardians to schedule appointments for students outside of school hours.

No student may leave during the day without written permission or a phone call to the office from a parent or a guardian. A student may be released from school only to his or her parents or to an authorized person (must be 18 years or older).

In case of family difficulties (separation, legal difficulties, etc.), a student may be released only to the parent or individual with legal custody. St. Jude School requires parents to provide legal documentation of any custody agreements. St. Jude School is not responsible if legal documentation is not provided.

Absent Work

While it is the responsibility of the student and the teacher to see that make-up work is completed, make-up work is primarily the responsibility of the student. The student is responsible to get make-up assignments and to complete and submit work assigned within the designated time. If a student is absent one day, absent work will be given following the student's return to school. For two or more days absent, a parent or guardian may request work from the main office by 9:00 am to be picked up after 3:00 pm. Students will have the same number of days to make up work as the number of days in which they were absent from school.

St. Jude School is not responsible for providing work or assignments in advance due to a family vacation, regardless of advance notice. It is the student's responsibility to obtain any work covered during the period of absence upon return to school. Students may also check Digital Academy for homework assigned during the vacation.

STUDENT CODE OF CONDUCT

St. Jude School defines a student as a child who has been officially enrolled in St. Jude School by a parent or legal guardian.

Discretionary Statement

The principal and pastor, conjointly, make the final decision in all disciplinary situations and may waive any or all regulations for just cause at their discretion. St. Jude School reserves the right to search anything brought on school property.

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. St. Jude School considers CYO sporting events as part of the school environment. With the Gospel as a guideline, the school community is strengthened by a Code of Conduct which has four purposes:

- To bring about self-discipline
- To form children who will respect life and authority
- To encourage children to conduct themselves within the rules and regulations of a Catholic school community
- To protect the rights of each individual

St. Jude School encourages students to adhere to the Code of conduct by following the Essential 10:

1. Act in a way that other's see Christ in you.
2. No matter the circumstances, always be honest.
3. Follow the specific classroom protocols.
4. Greet adults by name in the hall.
5. Complete your work.
6. Respect other's comments, opinions, and ideas.
7. Do not show disrespect with gestures.
8. Be the best person you can be.
9. If you win, do not brag; if you lose, congratulate the winner and do not show anger.
10. Always give 100% effort or go the extra mile.

Violations of a Serious Nature

Use of Narcotics, Alcoholic Beverages and Stimulant Drugs, Smoking, Vaping

- 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.

- 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.
- The penalty for violating any of the above may be suspension and/or expulsion, and/or referral to a chemical dependency "core team."
- Smoking is also prohibited and will be considered reason for suspension and parent notification.

Weapons and Gangs

- The Policy on Youth Gangs and Weapons suggested by the Diocese of Cleveland has been adopted by St. Jude School.
- 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.
- 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.)

Defiance of School Authority

- Defiant behavior toward staff members or any school authority
- Threatening or assaulting a school employee*
- Threatening or assaulting another student*

*St. Jude School defines threat as an individual believing that personal safety has been put in jeopardy, in accordance with ORC 2903.21-22.

Harassment

- 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.
- St. Jude School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken.
- Disciplinary action may include suspension or expulsion.
- Examples of peer sexual harassment include, but are not limited to, verbal, written or social media 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.

Threats

- Any and all student threats to inflict any harm to self or others will be taken seriously.
- Whoever hears the threat should report it immediately to the principal.

- 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).
- The student will remain in an administrator's office under supervision.
- The parent/guardian of the student who has made the threat will be notified.
- Disciplinary action may include any or all of the actions indicated in the enforcement section of the Code of Conduct.

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 of maintaining a positive learning environment for the child as well as for others. St. Jude School categorizes disciplinary measures in the following manner:

- Minor Infractions—to be handled by the classroom teacher
- Major Infractions—to be handled by Level Leaders with Administration support
- Severe Infractions—to be handled by Administration

Consequences for infractions are based on the first, second, third, or more offenses by students. St. Jude School disciplinary actions include, but are not limited to:

- Faculty/staff guidance
- Teacher/parent cooperative efforts
- Loss of school privilege
- Removal of child from classroom
- Detention
- Suspension
 - The student will be removed from the classroom until a conference is held with a parent or guardian. During the conference, arrangements will be made regarding the length and type of suspension.
 - The student will be given the opportunity to present the facts related to the case as he/she sees them.
 - When deemed advisable, the suspension will be an "In School" suspension unless circumstances warrant another procedure.
 - Credit for work completed during an In-School or Out of School Suspension is the following:
 - 1-Day Suspension results in the student receiving 75% credit on work completed
 - 2-Day Suspension results in the student receiving 50% credit for work completed for the entirety of the suspension
 - 3 or more days Suspension results in the student receiving 25% credit for

work completed during the entirety of the suspension

- **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.
- St. Jude School ensures that all students:
 - Are informed of charges and evidence
 - Are given the opportunity to present one's case
 - Have the right to appeal
- Notification of the expulsion will be given to all concerned and to the diocesan representative.
- St. Jude School administration reserves the right to revoke acceptance in enrollment for a subsequent school years.

School Uniform

St. Jude School expects students to come to school and return home in uniform unless permission is given by staff. Students must wear clean, neat, and appropriately-sized clothing. Students not in compliance with the uniform policy may be required to call parents for proper uniform clothing or may be provided with uniform attire from the St. Jude School uniform thrift shop. The school administration reserves the right to make final decisions regarding any questions that concern the school uniform policy. St. Jude School issues uniform violations to students not in compliance with the uniform policy. Multiple uniform violations may result in disciplinary action.

	K – 2	3 – 5	6 – 8
Girls Schoolbelles Plaid Jumper (round neck pleated or drop waist)	✓		
Girls Schoolbelles plaid skirt (kick pleat, wrap around kilt, split skirt or side pleat skirt)		✓	✓
Girls Schoolbelles navy blue polyester skirt	✓	✓	
Girls Schoolbelles khaki polyester skirt			✓
Dark blue slacks <i>Docker-style twill dress pants with side pockets. Dress pants have no outside patch pockets.</i>	✓	✓	
Dark blue Docker style shorts <i>Not allowed 11/1 through 4/1 unless otherwise noted</i>	✓	✓	
Khaki slacks <i>Docker-style twill dress pants with side pockets. Dress pants have no outside patch pockets.</i>			✓
Khaki Docker style shorts <i>Not allowed 11/1 through 4/1 unless otherwise noted</i>			✓
Belt	Encouraged	encouraged	Mandatory
Girls monogrammed pinpoint oxford shirt	optional on	optional on	mandatory on

	Mass days	Mass days	Mass days
Boys white long or short sleeve dress shirt w/ appropriate necktie or bowtie	optional on Mass days	encouraged on Mass days	mandatory on Mass days
White, green, or navy polo w/o monogram	✓	✓	
White, green or navy polo w/ monogram	Optional	Optional	✓
Navy, gray, or green Schoolbelles monogrammed v-neck sweater or sweater vest <i>Must be worn with uniform shirt</i>	✓	✓	✓
Schoolbelles monogrammed fleece, pullover or vest <i>Must be worn with uniform shirt</i>	✓	✓	✓
Socks solid navy, white, dark green, grey, black <i>Ankle-length socks or higher must be worn, no-show socks not permitted.</i>	✓	✓	✓
Socks with pants: solid black, tan, brown, navy, white, dark green			✓ - boys
Girls solid tights Solid navy, white, green, grey, black	✓	✓	✓
Black or navy leggings under skirt	✓	✓	✓
Any style of dress shoe, loafer, or oxford can be worn or athletic shoes that are primarily black, gray, navy, or white. No colored shoelaces, soles, or light-up shoes are allowed. All shoes must have non-marking soles.	✓	✓	✓
Boots or an alternate pair of shoes should be worn outside in snowy weather.	✓	✓	✓

Uniform Guidelines

- All uniform clothing must be clean, neat and free of excessive wrinkles and holes.
- Any garments worn under uniform shirts must be white and not be visible.
- Uniform shirts must be tucked in at all times unless it has a banded bottom.
- Blue or khaki pants are defined as: Docker-style twill dress pants with side pockets. Dress pants have no outside patch pockets.
- No fad clothing items or styles are permitted (including skinny, flairs, low-rise).
- Appropriate length for jumpers, shorts, skirts, and skorts is two (2) inches above the knee in the front and the back.
- No logos are permitted on non-monogrammed shirts.
- Hair styles for boys and girls are to be simple and neat
 - Fad hair styles are not permitted
 - Chemically colored hair is not permitted
 - Length of hair is to be neat, out of the eyes, and above the shirt collar for boys
- Make-up, tattoos, and fake nails may not be worn

- Natural colored nail polish (pale pink, white, beige, clear or white tips) is permitted
- Only simple jewelry is to be worn to school
 - Girls may wear two pairs of earrings (on earlobe) no longer than ½ inch below the earlobe
 - Boys may not wear earrings at school
 - No visible body piercings
- After May 1st until the end of the school year, any style or color athletic shoe may be worn
- Any uncertainty regarding uniform purchases should be directed to St. Jude School administration before purchasing the item.

Junior High Privileges

The following uniform privileges are for students in grades 6-8:

- Natural looking chemically colored hair
- Light natural looking make-up worn by girls only
- Junior High Class Color Day – class color sweatshirts and t-shirts permitted
- Any appropriate ties with the Mass shirt for boys or girls

Physical Education Uniform

St. Jude School requires the following uniform to participate in physical education class:

- Any St. Jude t-shirt, long sleeve t-shirt, or sweatshirt
- Socks and gym shoes with non-marking soles
- Predominantly gray, green, navy, or black shorts (no more than four (4) inches above the knee) or sweatpants (no yoga pants or leggings)

Primary Students (Grade K-2) wear their physical education uniforms in place of school uniforms on PE days. Primary students must wear tennis shoes on gym days that are predominantly white, gray, navy, or black. No colored shoelaces, soles, or light-up shoes are permitted. All shoes must have non-marking soles.

Spirit Days

On school-designated spirit days, students have the opportunity to show their school spirit and pride. For this reason, there will be some deviation from the typical uniform policy. All students must wear typical uniform skirts, pants, shorts, or skorts. Students may add to their uniform by wearing an official St. Jude School approved spirit shirt.

Uniform Thrift Shop

Uniforms are available for purchase through St. Jude PTO. The sales are a money-saving service; consequently, there is no trading. Parents may visit the uniform thrift shop during school office hours.

Dress Up Days

St. Jude School permits students to dress up on specific days. St. Jude School expects students to dress in a professional and modest manner and jewelry, make-up, and nail polish rules still apply. Students deemed by administration to not be in compliance will be given a school uniform to wear and issued a violation. The following items are considered appropriate for dress up days:

Girls:

- Dresses or skirts no more than four (4) inches above the knee in the front and the back
- Dress slacks / capri dress pants
- Sandals must have a strap behind the heel

Boys:

- Dress pants
- Uniform style shorts (Not allowed 11/1 through 4/1 unless otherwise noted)
- Shirts with collars

Items NOT considered appropriate:

- Jeans
- Tank tops or t-shirts
- Dresses or shirts with spaghetti straps or made of sheer material
- Flip flops (shoes made of foam) including flip flops with a strap
- Bottoms must not be too tight or too loose
- Strapless tops (even covered with sweater or jacket) are not permitted

Dress Down Days

St. Jude School permits students to dress down on specific days. St. Jude School expects students to dress modestly and jewelry, make-up, and nail polish rules still apply. Students deemed by administration to not be in compliance will be given a school uniform to wear and issued a violation. The following items are considered appropriate for dress down days:

- Jeans (no rips)
- Cargo pants
- Capri pants
- Shorts no more than four (4) inches above the knee (Not allowed 11/1 through 4/1 unless otherwise noted)
- Sweatshirts or t-shirts with appropriate printing
- All shirts must pass the “Touchdown Test”
- Sandals with a strap behind the heel
- Leggings are permitted provided the shirt being worn passes the “Touchdown Test.”
- St. Jude School defines the “Touchdown Test” as when a student raises both hands over head, there is no skin showing between the bottom of the shirt and the top of the pants, and it ***covers their buttocks completely***. Continued violations will result in the removal

of the privilege to wear leggings.

Items NOT considered appropriate:

- Flip flops (shoes made of foam) including flip flops with a strap
- Tank tops
- Pajamas of any kind
- Dresses (strapless or spaghetti straps)
- Strapless tops (even covered with sweater or jacket) are not permitted

GENERAL SCHOOL INFORMATION

Appointments

St. Jude School encourages parents and guardians to schedule appointments for students outside of school hours. No student may leave during the day without written permission or a phone call to the office from a parent or a guardian. A student may be released from school only to his or her parents or to an authorized person (must be 18 years or older). For additional information, refer to the attendance policy.

Arrival Procedures

St. Jude School requires arrival procedures to be strictly followed for the safety of all. Students should arrive between 7:25 am and 7:40 am so they arrive in homeroom by 7:45 am.

Walkers

- Are not permitted on school property before 7:30 am
- Must enter the building through the main office doors
- Are to use sidewalks
- Bikes must be walked from the grounds to the street.
- No mopeds, scooters, or skate boards are permitted.

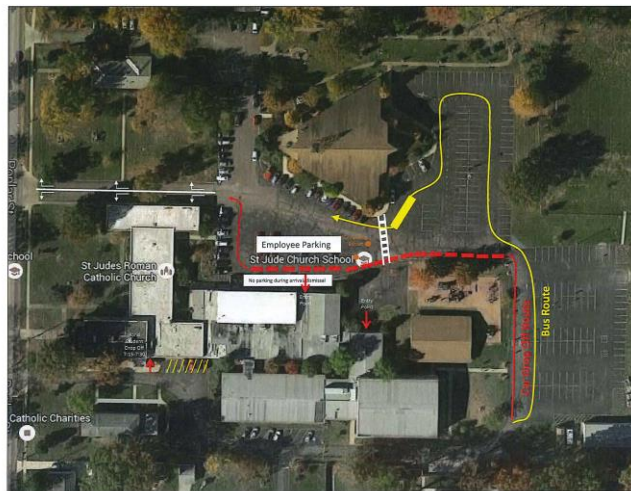
Car Riders:

- Students are not to exit vehicles prior to 7:30 am.
- Enter the school property at the driveway between the school and Catholic Charities.
- The Longford entrance is **not** to be used for morning drop off.
- Students are not to enter the school at the main office doors between 7:30-7:50.
- Drive around the gym and pavilion until you come to the striped lines on the blacktop on the west side of the pavilion
- There are two options for exiting the vehicle:
 - Drop-Off Line
 - Vehicles pull forward until they are between the 8th grade rock at the back of the playground and the orange cone
 - Students exit the vehicle quickly and safely and walk in front of the

- vehicle
 - Students enter the building through the Family Center or Preschool doors.
 - Cars are not permitted to exit the drop off line until they reach the cone at the front of the line.
 - Drop-off escorts (for students that need assistance exiting the vehicle)
 - Follow the flow of traffic around the building
 - Park vehicle in the lot between the Church and the football field
 - Students must be escorted to the crosswalk or the Family Center Doors using the crosswalk
 - **Beginning September 1st, St. Jude School prohibits students in grades K-8 to be walked into the school building during morning arrival unless the student requires assistance with projects or birthday treats.**
 - Exit the school property using the driveway between the school and the rectory.

Morning Drop Off

Without additional markings near office



Dismissal Procedures

St. Jude School requires dismissal procedures to be strictly followed for the safety of all. The school prohibits parents of students in grades K-8 to enter the building to wait for their children during afternoon dismissal. Students who are not picked up by 2:50 pm are placed in the Extended Day program in the Family Center. Students not picked up from extra-curricular activities within ten minutes following the conclusion of the activity will be placed in Extended Day. St. Jude School prohibits students from re-entering the building after dismissal without being escorted by a parent or guardian.

St. Jude School dismisses students via afternoon announcements beginning at 2:40 pm. Students are not dismissed until given direction to do so.

Walkers:

- Must exit the building through the main office doors with a staff member
- Must use sidewalks

Bus Riders:

- Students report to assigned door
- Staff members escort to buses

Extended Day Students:

- Must sign into Extended Day within five minutes of being dismissed
- Must be signed out in order to leave the building

After School Activities:

- Students report to the library to be escorted by the activity advisor
- Students participating in after school activities must stay with their advisors at all times.

Car Riders:

- Every family is assigned a lane number on Orientation Night.
- Each family receives four laminated lane numbers
- Lane numbers must be clearly visible on the dashboard of any vehicle picking up students.
- Lane numbers determine how the students are being lined up inside the school during dismissal.
- Enter between the school and the Catholic Charities building.
- Vehicles with a number 0 should drive around the gym and pavilion to the striped lines on the blacktop on the west side of the pavilion all the way up to the large cone by the school or to the car in front of you.
- Vehicles with a number from 1 through 12 should park in the lot north of the pavilion in the lane with their corresponding lane number. A staff member will direct when your lane can then pull up to the large cone by the school.
- If the lane is full, pull into the overflow lot (north of the church), and the teacher assigned to the student's lane will walk them over.
- Students are dismissed according to their number and will exit the building to their vehicle.

**Afternoon
Pick Up**

Without additional
pavement markings
near office



Dismissal Changes

St. Jude School understands there may be changes to a student’s dismissal instructions. Any changes in dismissal instructions may be given to a student by calling the office by 2:00 pm. St. Jude School cannot guarantee that messages received after 2:00 pm will reach the student in time for dismissal.

Birthdays

St. Jude School permits students celebrating birthdays to dress up or dress down. Refer to the dress code section for appropriate attire. St. Jude School requires all birthday treats to be individually wrapped and sent home with students. St. Jude School does not permit invitations to birthday parties and other non-school sanctioned activities to be distributed at school.

St. Jude School celebrates summer birthdays as follows:

- June birthdays in March
- July birthdays in April
- August birthdays in May

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:

Clearview	233-6084	Elyria	284-8030
Firelands	965-4105	Keystone	355-5131
Midview	748-2125	North Ridgeville	327-4422
Oberlin	776-4506	Sheffield/Sheffield Lake	949-4215
Wellington	647-7311 ext. 256	Vermilion	204-1705

Only students eligible for bus transportation are permitted to ride the buses and 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.

St. Jude School expects students to conduct themselves on the bus as they would in the classroom. Failure to comply with bus rules will result in a notice from the bus driver to be signed by both parents and the principal. Misbehavior on the bus may result in the loss of transportation privileges.

Communication

St. Jude School prohibits parents or other persons from going directly to a classroom during school hours to speak to a student or a teacher. A message to an individual student may be given through the office until 2:00 pm. Students are not permitted to receive phone calls during the school day. The school limits phone calls by students after 7:50 am to emergency circumstances only. St. Jude School requires a phone pass for calls made after 7:50 am.

In addition to information being sent home through the student, St. Jude School communicates with parents via email and the weekly newsletter. The school website serves as an important informative tool and can be found at www.stjudejaguars.org.

Confidentiality

The confidentiality of student records and privacy rights of students and parents shall be mandated in compliance with the Family Education and Privacy Act. St. Jude School believes information pertaining to your child is confidential and will not be released by the school to third parties without first obtaining written permission. However, it may be necessary to share relevant information relating to your child's family situation, medical status, and behavioral characteristics with authorized members of the state child care licensing agency or with persons authorized by the state licensing regulations or law. St. Jude School is required to comply with subpoenas for information and documentation without parental consent.

Contacting Staff

St. Jude School encourages an open line of communication between teachers and parents or guardians. The school provides email addresses for teachers on the school website and on Digital Academy. Teachers make every effort to respond to emails within a 24-hour time frame. Phone call requests may be left with the school office for a teacher to return a phone call outside of class time. The staff will be most willing to make an appointment to confer with parents. If you wish to discuss any matter in person, please email the staff member to make an appointment.

Early Care

St. Jude School provides before school care to parents for a fee. The Early Care Program is held in the Family Center from 6:30 am until 7:30 am. Students may be dropped off at the CYO gym door entrance between 6:30 am and 7:15 am. Students may bring a breakfast, but microwaves will not be available. At 7:30 am, students will be dismissed to walk to their classrooms. Registration for Early Care must be completed using the following link, http://weblink.donorperfect.com/Register_StJudeSchoolExtDay.

Extended Day Care

St. Jude School's Extended Day Program provides time for quiet study, a snack break, and organized physical activities. The program runs from 2:30 pm to 6:00 pm each school day. Registration for Extended Day Care must be completed using the following link, http://weblink.donorperfect.com/Register_StJudeSchoolExtDay.

Electronic Devices and Cell Phones

St. Jude School administration recognizes that some families feel the need to equip their students with a cell phone and acknowledge that for safety reasons parents want to be able to contact their student before school, after dismissal, and at other times outside of the school day. Administration requires the following:

- Students must have cellular devices turned off and stored in their book bag during the school day.
- Cellular devices found outside the book bag or heard throughout the school day will be collected by the teacher and sent to the Principal where it will need to be picked up by a parent.
- Repeated violations of the cellular device policy will result in further action on the part of Administration.
- **Apple Watches or other Smart Watches are not permitted in school.**

Emergency Closing

St. Jude School announces closure of the school via our emergency text system, email, social media, and local television and radio stations. St. Jude School advises parents to not call the school or rectory regarding school closures.

The following television and radio stations will announce school closings:

- WEOL – AM 930
- Television channels 3, 5, 8, and 19

Fidgets

St. Jude School permits school-provided fidgets to be used in the classroom. Fidgets are tools used to help students focus and be more productive. If a fidget is a distraction to the student or others, the fidget will be taken away. St. Jude School does not permit fidgets (including fidget spinners) from home without permission from staff members.

Lost and Found

St. Jude School provides an area for misplaced items located by Carrabine Hall. Items not claimed at the end of each quarter will be donated to the Uniform Thrift Store or charity.

Lunch Program

St. Jude School provides the Fresh Market a la carte lunch program in which food and drink can be purchased during the student's assigned lunch.

St. Jude School issues lunch cards to each student. Replacement cards are available for \$1 and require 48 hours to activate. Menus are issued in the weekly newsletter.

Lunch money can be loaded in two ways:

- Online
 - An auto reload option is also available
- At school between 7:30 am and 7:45 am
 - Cash only through the kiosk which does not accept coins or bills larger than \$20

St. Jude School offers two options for students that do not have a lunch or do not have money on the lunch card:

- Students can call home to have money loaded on the card through the website
- If a parent cannot be reached, students will be given crackers and water.

St. Jude School enforces all classroom rules and expectations during lunch and recess.

St. Jude School permits parents and other family members to join students for lunch. Visitors must sign in at the office. St. Jude School prohibits visitors from providing food to other students. St. Jude School does not permit students to leave the school property unless an authorized person (over age 18) has signed the attendance book in the office.

St. Jude School suggests visitors call the office to verify lunch times, because regular lunch times are subject to change. The recess/lunch times are as follows:

Regular Lunch Schedule 2019-2020

Grade	Recess Time	Lunch Time
K	12:00-12:20	11:30-12:00
1	12:05-12:25	11:40-12:05
2	11:40-11:55	11:55-12:25
3	12:55-1:10	12:25-12:55
4	12:25-12:40	12:40-1:10
5	12:25-12:45	12:45-1:10
6	11:25-11:40	10:55-11:25
7	10:55-11:15	11:15-11:40
8	10:55-11:10	11:10-11:40

Parent Teacher Organization (PTO)

The mission of the St. Jude Parent Teacher Organization is to enhance the educational experience of our students by supporting the school financially and through coordination of parental participation to reflect the ideals of St. Jude School and our Catholic faith.

Membership consists of all parents of students who are enrolled at St. Jude School. Participation in PTO-sponsored activities and attendance at meetings is a powerful expression of support of the students and the school. PTO meetings are held as necessary and will be communicated in the weekly newsletter.

PTO supports many initiatives at St. Jude School that benefit all students who attend. Through our fundraising efforts, we support class field trips, playground equipment, classroom supplies and equipment, technology improvements, special school projects, art and education activities.

All families are encouraged to attend all PTO activities throughout the year. These events are designed to be low-cost, fun activities to help families get to know one another and build our community at St. Jude School.

Parents will have a number of opportunities to volunteer at school. Anyone that volunteers at St. Jude School more than once a month must have Virtus training and fingerprinting.

School Hours (Office Hours)

Regular School Day Schedule:

- 7:20-7:45 – Students enter classrooms and prepare for day
- 7:50 -7:55 - Prayer, Pledge of Allegiance, and Announcements
- 7:55-2:30 – Classes
- 2:30-2:40 – Executive Functions and Announcements
- 2:40 - Dismissal Begins – See Dismissal

Special Schedule for Mass and STREAM Days:

- 7:20-7:45 – Students enter classrooms and prepare for day
- 7:45 -8:20 - Prayer, Pledge of Allegiance, and Announcements
- 8:20-9:30 – Mass
- 9:30-1:15 – Adjusted Classes
- 1:15-2:30 STREAM
- 2:30-2:40 – Executive Functions and Announcements
- 2:40 - Dismissal Begins – See Dismissal

Office Hours:

- The School Office can be contacted at (440) 366-1681 Monday through Friday from 7:30 am to 3:30 pm. Voicemail will pick up calls before and after this time.
- The school fax number is (440) 366-5238.

School-Issued Materials and School Property

St. Jude School requires all books, electronics, and classroom materials, including classroom furniture, physical education equipment, musical instruments, etc., to be used responsibly. St. Jude School requires all students to have some type of book bag to transport school items safely. Textbooks must have an appropriate cover that does not break the binding. Chromebooks must be in the provided case at all times and returned in the issued condition.

St. Jude School holds parents and guardians financially responsible for the loss or damage of school-issued materials. In addition, St. Jude School holds parents and guardians financially responsible for damage of school property.

Supplies

St. Jude School expects students to have the necessary supplies for classes as indicated on the supply list. Specialty items available on Orientation Day may be available in the school office for purchase, but quantities are limited.

Valuables in School

St. Jude School is not responsible for money, electronics, or other valuables brought to school by students.

Water Bottles

St. Jude School promotes the well-being of students, especially regarding hydration. We allow personal water bottles if they meet the following guidelines:

- Water bottles must be clear or semi clear
- Water bottles must contain water only
- Water bottles must have lids that close tightly

HEALTH AND MEDICAL

Administration of Medication

St. Jude School advises parents to administer all medication at home when possible. If a medication is to be administered at school, St. Jude School requires that the medication is brought to the nurse by the parent or guardian.

The following procedures will be used to administer medication during school hours:

Prescription Medicines

- A written and signed order from the physician is required. It must detail the name of the drug, dosage, time interval (including start date/end date) that the medication is to be given, and diagnosis or reason for the medicine.
- Must be in the original, unopened container provided by the doctor or pharmacy

Over the Counter Medications

- Written and signed permission from the parent or guardian is required. It must detail the name of the medicine, dosage, and time interval (including start date/end date)
- Items must be sent in original container.
- This includes any over the counter medicines including cough drops, eye drops, and topical medications/ointments.

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.

Health and Accident Policies

In the event of illness or accident during school hours, St. Jude School requires staff to send the student to the school nurse where first aid is administered. If the accident or illness warrants it, parents are notified and appropriate action is taken. If a student vomits at school, the parents will be notified, and the student will be sent home. 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.

St. Jude School requires parents to complete and return the Emergency Medical Form 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.

Diocese of Cleveland, Office of Catholic Education Wellness, Food, and Beverage Policy #6102.38

Rationale

Catholic education has as its goal the total development of the individual as a responsible member of the family, the Catholic faith community, and the global community in which we live. Good health is essential to wholesome growth through the spiritual, mental, physical, and social development of the individual as well as the community.

A major theme of Catholic social teaching, *Human Dignity and the Value of All Life*, carries the responsibility to care for the health and well-being of not only oneself, but of others. The concept of wellness is a core principle undergirding both health and physical activity. The parable of the talents indicates that we are expected to develop our potential and our gifts. Another of the justice themes calls us to *Care for God's Creation*. There is a direct relationship between the health of the planet and the health of its human inhabitants.

The link between nutrition, physical activity, and learning is well-documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. The schools of the Diocese of Cleveland, and the community itself, have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns.

Statement of Policy

The schools of the Diocese of Cleveland are committed to providing school environments that promote and protect children's health and well-being. It is the policy that:

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis, and school staff will be encouraged to role model healthy eating behaviors.
- To the extent practicable, students will be provided access to a variety of affordable, nutritious, and appealing foods that will meet their health and nutrition needs, while accommodating the religious, ethnic, and cultural diversity of the student body in clean, safe, and pleasant surroundings with adequate time to eat.
- Food and beverages sold or served throughout the school day will meet, at a minimum, nutrition requirements established by local, state and federal statutes and regulations as well as, to the maximum extent possible, incorporate the *Dietary Guidelines for Americans*.
- Schools will maintain a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system implemented with the intent of preventing food-borne illnesses.

Commitment to Nutrition

Minimum Requirements

General

- Administer Child Nutrition Programs by school food service staff members that are properly qualified according to current professional standards.
- Offer school meal programs using the traditional meal pattern that meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and the Ohio Department of Education, Office of Nutrition Programs.
- Encourage increased participation in the available federal Child Nutrition programs (e.g. school lunch, breakfast and milk programs).

- Establish food safety as a key component of all school food operations based on Food Code requirements for licensed facilities.
- Encourage students to make healthy food choices by emphasizing menu options that feature baked items (will limit fried foods), whole grains, fresh fruit and vegetables, and reduced-fat dairy products.
- Provide school food service staff routine professional development training opportunities.
- Follow USDA Child Nutrition Program regulations restricting competitive food sales and serving of foods of minimal nutritional value.
- Encourage school-based organizations to use non-food items and/or healthful foods for contests and fundraising programs.
- Ensure all foods made available on campus comply with state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented as required by Child Nutrition Program regulations regarding school meals.
- Ensure water is available to students during mealtimes at no charge. If water fountains are not available in eating or adjacent readily accessible areas, water will be offered via other means such as pitchers, coolers, etc.
- Monitor all food and beverages sold or served to students outside of the federally regulated child nutrition programs (i.e. vending, school stores, fundraising efforts) by school administration to ensure compliance with all local, state, and federal statutes and regulations. Nutrient density and portion size will be considered before permitting food and beverages to be sold or served to students. State provided software (if provided and available) or Alliance for a Healthier Generation guidelines and software will be utilized to determine acceptability of items in relation to specific nutrition guidelines.

Nutritional Quality of Foods and Beverages Sold and Served on Campus

School Meals

Meals served will:

- Be appealing and attractive to children;
- Be served in clean and pleasant settings;
- Meet, at a minimum, nutrition requirements established by local, state and federal statutes and regulation;
- Offer a variety of fruits and vegetables;
- Serve only low-fat (1%) and fat-free white milk, fat free flavored milk and nutritionally-equivalent non-dairy alternatives (when required and to be defined by USDA); and
- Ensure that half of the served grains are whole grain.

Foods and Beverages Sold Individually

(i.e., all foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte lines, fundraisers, school stores, etc.)

The schools of the Diocese of Cleveland will ensure that student access to foods and beverages meet federal, state, and local policies and guidelines, including Ohio Senate Bill 210 requirements for evaluating food and beverage items to sell a la carte. Schools will comply with the most recent guidelines for competitive food sales issued by the Alliance for a Healthier Generation in respect to the sale of a la carte food items. Additionally, Senate Bill 210 includes specific guidelines and restrictions on beverages that must be followed.

A food item sold individually: (See the Alliance's School Competitive Food Guidelines, Appendix A)

- Will have no more than 150 calories for elementary students, 180 calories for middle school students and 200 calories for high school students;
- Will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated fats with zero trans fat;
- Will have no more than 35% of its weight from added sugars;
- Will contain no more than 230 mg of sodium per serving for snack items (chips, cereals, crackers, French fries, baked goods, etc.), no more than 480 mg of sodium per serving for pastas, meats, and soups.

A beverage item sold individually: (See Senate Bill 210 – Beverage Restrictions in Appendix B)

- Elementary K-4: Limited to water, milk and 8 ounces or less of 100% fruit juice (or fruit/water blend with no added sweeteners) with no more than 160 calories per 8 ounces. **NO OTHER BEVERAGES ALLOWED.**
- Elementary 5-8: Same limitations as K-4 except 10 ounces of juice are allowed with no more than 160 calories per 8 ounces. Other beverages are allowed as long as they are 12 ounces or less with no more than 66 calories per 8 ounces (larger size beverages are allowed but are limited to 10 calories per 8 ounces).

Commitment to Comprehensive Health Education

Minimum Requirements

- Provide ½ Carnegie unit of comprehensive health for graduation.
- Offer comprehensive health education in grades K-8. Include in each grade level, as stated in the Graded Course of Study, the five strands related to real life choices; nutrition, growth and development, disease prevention and control, safety and first aid, and health issues and dangerous substances.

Commitment to Physical Activity

Minimum Requirements

- Provide physical education opportunities for all students in grades K-8.

- Offer planned sequential program of physical education instruction incorporating individual and group activities, which are student centered and taught in a positive environment.
- Create wider opportunities for students to voluntarily participate in extracurricular physical activity programs.
- Incorporate physical activity such as stretching before classes and at appropriate intervals during the day.
- If the schedule allows, provide for physical activity before the lunch period.
- Promote school-wide challenges in conjunction with charitable events such as a Walk for Diabetes or Hoops for Hearts.

Commitment to Healthy School Environment

Minimum Requirements

- Provide a clean, safe, enjoyable meal environment for students.
- Provide positive, motivating messages, both verbal and non-verbal, about healthy lifestyle practices throughout the school setting. All school personnel will help reinforce these positive messages.
- Promote healthful eating, physical activity, and healthy lifestyles to students, parents, teachers, administrators, and the community at school events, e.g., school registration, parent-teacher conferences, PTU meetings, open houses, health fairs, book fairs, teacher in-services, sporting and other events.
- Ensure an adequate time for students to enjoy eating healthy foods with friends. Schools shall provide at least 10 minutes from the time the student sits down until the end of the period to consume lunch. However, following the National Association of State Boards of Education recommendations, every effort will be made to provide students with 20 minutes after sitting down to eat lunch.
- Schedule meal periods at appropriate times with not less than three hours between breakfast and lunch. Lunchtime as near the middle of the school day as possible, preferably between 11 am and 1 pm.
- Make efforts to schedule recess for elementary grades before lunch so that children come to lunch less distracted and ready to eat.
- Make available drinking fountains or other accessible drinking water in all schools so that students have access to water at meals and throughout the day.
- Refrain from using food as a reward or punishment for student behaviors.
- Avoid scheduling tutoring, club/organization meetings, and other activities that interfere with appropriate mealtime allotments whenever possible. Activities that are scheduled during mealtimes should be structured to accommodate an appropriate mealtime for students.
- Annually, before the beginning of the school year, review with staff and students the safety and crisis plans of the school.
- Review emergency procedures with parents.

- Update parent and faculty handbooks on a regular basis to reflect health and safety concerns.

Commitment to Implementation

Minimum Requirements

- Conduct a review of the progress toward Health and Wellness Policy goals each year to identify areas for improvement.
- Review implementation of wellness policy in conjunction with the ongoing OCSAA accreditation process.

SAFETY

Acceptable Use Policy for Internet Safety

St. Jude School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical, or inappropriate use of these technologies can have dramatic consequences, harming the school, its students, and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating St. Jude School's students and setting standards which will serve to protect the school. We firmly believe that digital resources, information, and interaction available on the computer, network, or Internet far outweigh any disadvantages.

All users are expected to use the technology available at St. Jude School in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Technology includes, but is not limited to: cellular telephones; CD/MP3/DVD players; personal data devices; computers, hardware and peripherals; software including operating system and application software; Internet; digitized information including stored text, data, email, digital images, video and audio files; internally or externally accessed databases, applications, or tools (Internet- or school-server based); school provided Internet access; and new technologies as they become available.

Users are expected to be appropriately responsible for and use technology to which they have access. Actions considered inappropriate are prohibited and will result in revocation of the student's access to the computer/network/Internet.

Inappropriate Use:

Inappropriate use includes, but is not limited to: those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to: cyber bullying; threatening, pornographic, harassing, defamatory or obscene material; or other inappropriate use of technology such as e-mail, social networking, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

Students must:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices as posted.
 - b. Report security risks or violations to a school administrator, teacher, or network administrator.
 - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d. Conserve, protect, and share these resources with other students and Internet users.
 - e. Refrain from accessing the network with personal devices without approval of school administration.
 - f. Abstain from overriding the Internet content filtering system.
 - g. Refrain and/or minimize at all times damaging devices and their assigned cases, both at school and at home (applies to Chromebook).

At no time should a student mark, write, place stickers, color or deface in any manner Chromebooks, iPads, laptops and computer lab computers or any other school device. Damage or replacement of said devices and/or cases will be the responsibility of the student/parent.

3. Respect and protect the intellectual property of others.
 - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
 - b. Avoid plagiarism.

4. Respect and practice the principles of parish and school community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher, or network administrator.

- c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
- f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
- g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
- h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Students who misuse or abuse any of these resources will be disciplined depending on the severity of the situation.

Supervision and Monitoring: School and network administrators and their authorized employees will continuously monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

Agreement form: In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign and return a copy of the Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at St. Jude School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. **The school reserves the right to seek financial restitution for any damage caused by a student.**

CIPA Compliance & Internet Safety Policy

It is the policy of St. Jude School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (d) comply with the *Children's Internet Protection Act* [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions:

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

Practical technology protection measures (or "Internet filters") shall be used to block or filter Internet or other forms of electronic communications or access to inappropriate information. Specifically, as required by the *Children's Internet Protection Act*, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

Practical steps shall be taken to promote the safety and security of users of the St. Jude School computer network when using *electronic mail, chat rooms, instant messaging, social media,* and other forms of direct electronic communications.

Specifically, as required by the *Children's Internet Protection Act*, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the St. Jude School Staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the *Children's Internet Protection Act*, the *Neighborhood Children's Internet Protection Act*, and the *Protecting Children in the 21st Century Act*.

Procedures for the disabling or otherwise modifying of any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

The Technology Coordinator or designated representatives will provide age-appropriate education and training for students who use St. Jude's Internet facilities. The training provided will be designed to promote St. Jude's commitment to:

- A) The standards and acceptable use of Internet services as set forth in the St. Jude Internet Safety Policy.
- B) Student safety with regards to:
 - i. Safety on the Internet
 - ii. Appropriate behavior while on online, on social networking Web sites, and in chat rooms
 - iii. Cyberbullying awareness and response.
- C) Compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA)

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of St. Jude School's acceptable use policies.

Minor

The term "minor" means any individual who has not reached the age of 17 years.

Technology Protection Measure

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code.
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code.
3. Harmful to minors

Harmful to Minors

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact

The term "sexual act" and "sexual contact" having the meanings given such terms in section 2246 of title 18, United States Code.

Custody and Release of Student

In case of family difficulties (separation, legal difficulties, etc.), a student may be released only to the parent or individual with legal custody. St. Jude School requires parents to provide legal documentation of any custody agreements. St. Jude School is not responsible if legal documentation is not provided.

Visitors to the Building

St. Jude School requires all visitors to report to the main office upon entering the school building between 7:50 am and 2:40 pm. Visitors are required to sign in upon arrival. Visitors must wear a visitor identification badge while in the building. All visitors must sign out before leaving the building.

VOLUNTEERS

St. Jude School encourages volunteer participation in the school's programs and activities. There are many opportunities to volunteer and to actively participate.

St. Jude School reserves the right to amend this handbook at any time during the school year.

Addendum

Autism Scholarship and Jon Peterson Special Needs Scholarship Policies and Procedures

Introduction

St. Jude School is a Catholic elementary school servicing students in grades preschool through eight. St. Jude School applies the following policies to the provision of educational services for students with disabilities who are recipients of the Autism or Jon Peterson Special Needs Scholarships for the current school year and beyond. Parents selecting St. Jude School agree that services shall be directly administered to the student by St. Jude School certified staff members.

Program Philosophy

St. Jude School believes in using research-based interventions to improve academic performance, social skills, and personal success for students with diverse needs. St. Jude School provides pupil services in an inclusion setting for individual students who are recipients of the Autism or Jon Peterson Special Needs Scholarships for the current school year and beyond.

IEP Information and Services Provide

The school reviews the IEP of each qualifying student with parents/guardians, and a consensus is reached regarding which IEP goals and objectives St. Jude School agrees to service. This agreement becomes a contract. All services provided assist students in attaining academic content standards according to their IEP. St. Jude delivers all services pursuant to Ohio Administrative Code 3301-51-09.

St. Jude School offers the following services to student recipients of the Autism or Jon Peterson Special Needs Scholarship:

- Intervention Services
- Speech and Language Services
- Occupational Therapy
- Physical Therapy
- Aide Services
- Tutoring
- Social Skills Groups

- Behavior Therapy
- Guidance Counseling

Progress Reporting

St. Jude School staff members providing services report on IEP goal progress four times a year by the following dates: September 30, December 30, March 30, and June 30. Staff provides these written progress reports are provided to the parents and the public school district based on the location of the student's school.

Location of Services, Communication, and Confidentiality

As the location of service, St. Jude School communicates among parents/guardians, teachers, administrators, and others in each student's educational environment to support student achievement. The maintaining of student records follows the Family Education Rights and Privacy Act (FERPA).

Fees and Payment Policies

St. Jude requires the parent/guardian meet with a St. Jude School administrator to discuss their options for services. This meeting should take place before selecting St. Jude School as a provider on the Autism or Jon Peterson Special Needs Scholarship Application. This meeting includes a close examination of the student's IEP and will allow St. Jude School and parents/guardians to consider the best ways to provide services to the student. St. Jude School provides the parent/guardian with a proposed list of costs for the provision of requested educational services. Parents have the right to contract services beyond what St. Jude School offers through the Jon Peterson Special Needs Scholarship. It is the parent's responsibility to arrange those services and cover the financial cost associated with such.

Staff Training and Professional Development

St. Jude School guarantees that staff members working with the identified child have the required licensure and training to provide services. All staff members have completed a background check. St. Jude School offers ongoing training and professional development.

Behavioral/Disciplinary Policies

St. Jude School trains staff members to follow specific behavioral principles when managing challenging behaviors. Each child is treated as an individual, and staff members take into account developmental and age-appropriate management of behaviors. When necessary, behavior plans and goals are developed in cooperation with parents/guardians, teachers, administrators, and others involved

in the student's educational environment. St. Jude encourages parents to speak directly with St. Jude School staff members about concerns or suggestions.

Child Abuse Reporting

All St. Jude School requires staff members to report suspicions of child abuse to the appropriate agency.

Student Health and Safety Information

St. Jude School guarantees that staff members have the required licensure and training to provide services. All staff members have also had background checks completed. Parents must make pertinent medical information available to St. Jude School staff members to help ensure the safe delivery of services. Also, St. Jude School complies with all guidelines and regulations set forth by the state of Ohio regarding school safety and crisis prevention.

Food Restrictions and Allergies

St. Jude School staff members observe all requests by parents/guardians regarding food restrictions and allergies. It is the responsibility of parents/guardians to inform St. Jude School staff members about any food restrictions or allergies.

Transportation

St. Jude School does not permit staff members to transport children in any situation. If a child requires emergency transportation, contact of the parent/guardian or emergency services shall occur.

Program Participation

St. Jude School is not obligated to accept every student that is eligible for the scholarship. Further, St. Jude School is not required to alter any of its practices or policies under the program. Parents/guardians must comply with all of St. Jude School's policies. When St. Jude School accepts a student as a scholarship recipient, the parents/guardians receive written copies of all agreements. It is the responsibility of the parent/guardian to read and understand the information provided.

If St. Jude School does not accept a student who is eligible for the scholarship, St. Jude School holds a conference with the parent explaining the decision. ***St. Jude School does not discriminate on the acceptance of students upon the basis of race, color, national origin, religion, gender, disability, age, and sex.***

Termination of Services

While St. Jude School agrees to provide services, they also reserve the right to discontinue such services. Notification of termination of services are provided through a conference or a written notification to the parents. Termination may occur for any number of reasons, including staffing issues, service delivery logistics, and health/safety concerns. Likewise, parents may choose to terminate services provided by St. Jude School staff members through written notification to St. Jude School.

Program Evaluation

To ensure high-quality programming, St. Jude School routinely measures customer satisfaction through surveys, interviews, and other program evaluation techniques. Additionally, St. Jude School continuously works to improve service delivery by conducting in-person observations and other evaluative measures. St. Jude School uses information gathered through monitoring to improve the quality of services delivered.