

# PARENT / STUDENT HANDBOOK



2025 - 2026

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## **I. INTRODUCTION**

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

### **A. COMMITTEES (see also School Support Organizations)**

#### **1. ST. JUDE SCHOOL BOARD**

President

Vice President                      TBD

Secretary                              TBD

Other Members

Stephanie Sproat

Jennifer Eckert

Catherine Rouyes

Gina LaFontaine

Todd Thurber

Ben Painter

Nick Beck

Nathan Conroy

HASA Rep                              Stacy Andrist

Athletic Committee Rep      Erick Kumping

Communication &

Stewardship                          Heather Cisz

Pastor                                      Fr. Emmanuel Abuh

Principal                                Mike Obergfell

Faculty Representatives      Sam Fair

School Board meetings are the Third Wednesday of the month in the Parish Center.

#### **2. HASA (Home and School Association)**

President                                  Stacy Andrist

Vice President                      Tim Pliett

Secretary                                Anna Henry

Treasurer                                TBD

HASA meetings are held the first Monday of each month and are open to all interested in participating. Please contact HASA if you would like to volunteer.

#### **3. ATHLETIC COMMITTEE**

President                                  Erick Kumping

Vice President                      TBD

Treasurer                                TBD

CYO Representative              Erick Kumping ,and  
Colin Wilkins

Athletic Committee meetings are held the first Wednesday of each month. Please contact the Athletic Committee to volunteer



#### **4. SCRIP COORDINATORS**

Jacqueline Petersen  
Erin Shaw  
Carol Laisure

#### **B. MISSION AND VISION STATEMENT FOR ST. JUDE SCHOOL**

##### **Mission Statement:**

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

##### **Vision Statement:**

Our vision for St. Jude Catholic School is to create a faith-filled academic community composed of students, parents, faculty, and staff which offers a Christ-centered education and embraces the uniqueness of all students to be life-long learners.

#### **C. PHILOSOPHY OF ST. JUDE SCHOOL**

Christ is the reason that St. Jude School exists:

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

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

#### **D. RESPECT, REVERENCE, AND RESPONSIBILITY**

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

## II. ADMISSIONS/TUITION POLICY

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

### A. ADMISSION POLICY

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

By registering at St. Jude School, parents and students express their willingness to cooperate and comply with the St. Jude School policies. This cooperation includes consent to accept the decisions of the St. Jude School disciplinary review board.

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

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

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

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

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

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

**Kindergarten:** Any child who attains the age of 5 before August 1 of a school year will be eligible to enter the kindergarten program. Students enrolling in St. Jude School after successfully attending kindergarten in another accredited school that has different age requirements may be allowed to

continue in school without interruption because of chronological age. Saint Jude School will administer a placement test to determine proper kindergarten placement.

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

(Diocesan School Board Policy 4010)

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

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

**Choice Scholarship Lottery Process:**

If St. Jude Catholic School were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that St. Jude Catholic School can successfully accommodate, then St. Jude Catholic School would conduct a random lottery drawing of eligible Choice Scholarship Students who meet admission standards for St. Jude Catholic School at a public meeting.



## **B. ADMISSIONS POLICY REGARDING TRANSFER STUDENTS**

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

1. Application for admission to St. Jude School must be made during a personal interview with the school administration. No application for admission will be considered until the parents of the transfer student have executed an "Authorization for Release of School Information" form.
2. Transfer students will not be admitted if his/her financial obligations have not been satisfied at the child's previous school.
3. Mid-year transfers of students are discouraged unless the transfer is necessitated by a change of address.
4. Transfer students will not be admitted to the seventh or eighth grade from non-Catholic schools unless the student is actively enrolled in a CCD program (either at St. Jude or at the child's previous parish), and a letter of recommendation from the child's CCD program director is submitted along with the application for admission to St. Jude School.
5. A student will not be admitted if he/she has been involved in a serious infraction of a previous school's rule during the preceding year. This includes, but is not limited to, violation of drug or alcohol rules, vandalism, smoking violations, attendance problems, harassment, threat of violence and/or violence against another, stealing, suspected gang activity, and grades that reflect a preponderance of underachievement.
6. A student will not be admitted if he/she has been expelled from another school, or voluntarily withdrawn from another school because of the threat of expulsion.
7. A student will not be admitted if he/she is under the supervision of the judicial system.
8. All transfer applicants are required to provide a copy of the official report card prior to admission. Students who have been in home school or English as a Second Language will be required to be tested for academic ability.
9. As part of the enrollment process a transfer student and his/her parents/guardians may be required to sign a probationary contract. The duration of the contract is to be determined by the administration. This contract will spell out the responsibilities and expectations of the student, parents/guardians and administration for the probationary time. After the probationary time is over **and** all parties have met the responsibilities of the contract, admission for the next school year will be without probation.

## **C. MAXIMUM ENROLLMENT POLICY**

St. Jude School offers a very strong program of instruction. This is accomplished through the combination of, among others, a dedicated faculty, a committed administration, caring parents, and a supportive parish community. The academic, religious, and social education that St. Jude's offers produces high caliber young men and women for our future. The pre-school and Kindergarten

programs are an integral part of the school's overall program, and serve to provide bright and prepared young children for grades 1-8. This successful program should not be disrupted. St. Jude strives to provide the best possible condition for student learning while at the same time being fiscally responsible. Our goal is to maintain a school wide classroom size average of 25. In maintaining this average, we will attempt to keep any one class from exceeding 29. All grades with larger enrollment will be provided additional support in the form of a classroom aide. The principal and pastor will retain discretion in implementing this policy.

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

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

#### **D. TUITION POLICY / TUITION ASSISTANCE**

##### **PROGRAM 1. SCHOOL TUITION POLICY**

Families whose children attend St. Jude School are required to pay school tuition. The tuition will be the cost of education per student for the coming school year.

Tuition assistance is available for school families that are parishioners.

##### **Notice of Tuition**

Each May, families that have registered a student for the new school year will receive a mailing containing:

1. The school tuition for the coming year.
2. A copy of the 'School Tuition Policy'
3. FACTS Tuition Management enrollment information

##### **Payment of Tuition**

Upon registering students for school each year, parents must commit to a method of payment for school tuition. Payment choices are: School Choice Scholarship, annual pre-payment or through FACTS Tuition Management. **FACTS Tuition Management has been designated to collect all tuition payments for St. Jude School except School Choice Scholarships and annual pre-payments.**

1. Annual pre-payments must be paid by the first Friday in July. This payment option allows a 2% discount from the total cost of tuition.
2. Semester payments are withdrawn by FACTS Tuition Management in August and January.
3. Quarterly payments are withdrawn by FACTS Tuition Management in August, October, January and March.
4. Monthly payments are withdrawn by FACTS Tuition Management each month August through May.

### **Payment Delinquency**

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

### **Emergency Payment Plan**

Families experiencing emergency financial hardship preventing the timely payment of tuition must complete a FACTS Grant and Aid application including supporting documents and application fee. After the application is fully completed, they must then contact the St. Jude Business Manager (484-6609) to explain the problem and arrange for an emergency payment plan. If the hardship is such that the family is in need of tuition assistance, a detailed letter describing the circumstances and an explanation of the family's current financial situation should be sent to the parish office to the attention of the 'Tuition Assistance Committee'. After the committee has met, a letter responding to the request is sent to the family.

### **Consequences of Blatant Disregard for Tuition Obligation**

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

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

### **Non-Tuition Related Fees**

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

## **2. ADDITIONAL TUITION ASSISTANCE PROGRAM (TAP) POLICY**

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

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

- a) is a registered member of St. Jude Parish at the time of applying for school admission.

- b) regularly contributes to St. Jude parish by use of Sunday offering envelopes.
- c) regularly attends Sunday Mass at St. Jude Church.

The procedure for applying for additional Tuition Assistance is as follows:

- a) Send a letter to the Tuition Assistance Committee outlining the reasons for applying for additional tuition assistance.
- b) Applicants may also be asked to apply through FACTS Grant and Aid at [www.factstuitionaid.com](http://www.factstuitionaid.com). This would include filling out the online application which would be followed up with copies of your federal tax return and W-2 statements by mail or fax (866-315-9264). An application fee must also be paid.
- c) After review by the Committee, the family is sent a letter with information on the amount of assistance awarded.

Additional tuition assistance is awarded on an annual basis. Families seeking assistance must apply each year. Other assistance programs such as the Scholarship Granting Organization of Northeast Indiana and the Diocesan Large Family Fund, also review the applications from FACTS Grant and Aid to assist qualifying families. In order to be eligible for the Large Family Fund (for families with three or more children enrolled in Catholic schools), the FACTS application must be completed by the end of April.

### **3. INTERFAITH SCHOLARSHIP**

A family scholarship is available to students who are active in a different Christian faith tradition. Contact the Business Office to obtain an application. After the completed application is reviewed by the Pastor, the family is sent a notification letter on the status of their eligibility for the scholarship.

### **E. REGISTRATION FEE POLICY**

Families of students currently enrolled in school that register students after the pre-registration date must pay a late registration fee of \$25 per student. The registration fee is **non-refundable**, with the exception of St. Jude parishioners who move from St. Jude parish prior to the beginning of the school year. The fee shall not be refunded to families who do not move to a new address, yet change schools.

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

St. Jude Parish sees Catholic education as an essential part of our parish mission. Therefore, the Parish has allocated a substantial amount of money to be awarded to qualifying parishioners in the form of Tuition Assistance. Only the children of qualifying parishioners are eligible for tuition assistance.

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

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

Families not meeting this definition of ‘contributing parishioner’ may not be deemed eligible for tuition assistance.

Every effort will be made to invite non-practicing and non-contributing parishioners to regularly attend Mass as a family at St. Jude Church and use their weekly envelopes or electronic transfer.

A personal letter from the Pastor will be sent to each non-practicing or non-contributing family. After a reasonable time, another assessment will be made of those families that received a letter from the Pastor.

If there has been no significant improvement, tuition assistance may be reconsidered in the future. Prepayment must be made one week prior to the beginning of each quarter; failure to do so will result in the child(ren) not being admitted to St. Jude.

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

Parents of children that are registered, contributing members of other Catholic parishes must make the appropriate arrangements concerning the payment of tuition and fees by contacting their home-parish pastor and the St. Jude Business Manager.

Those families new to Saint Jude Parish will be required to show proof of active parishioner status from their previous Catholic parish to be eligible for Saint Jude tuition assistance. Families unable to provide this information will be required to pay the full cost of education until Saint Jude contributing parishioner status is established. Questions concerning this policy and related financial policies should be directed to the Business Manager (484-6609).

### III. INSTRUCTIONAL PROGRAM

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

#### A. SCHOOL HOURS

School doors open at 7:40 a.m. Students should not arrive at school prior to 7:30. Balls, etc. shall not be played with at this time to prevent accidents since students are arriving for school.

Classes begin at 7:50 a.m. for all grades. Any student who enters the classroom after the bell rings will be considered **TARDY**. Parents must make every effort to see that their child/children are to school on time.

School is dismissed at 2:50p.m. Students are to be picked up **PROMPTLY** (no later than 3:05 p.m.) and/or leave school grounds at this time unless they are participating in a school-related activity right after school. Students are not permitted to return to their classrooms after school hours.

#### B. SACRAMENTAL PREPARATION

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

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

### **C. LITURGICAL PARTICIPATION**

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

### **D. HOMEWORK**

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

### **E. PLAGIARISM POLICY**

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

### **F. TESTING**

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

Students in grades 3,4,5,6,7, and 8 are administered the ILEARN test. Results of these tests are sent to the parents as soon as possible. Students in grade 3 take the IREAD Test.

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

### **G. ACADEMIC EVALUATION**

St. Jude School formally evaluates student academic performance on a quarterly basis. St. Jude School follows a grading system established by the Catholic Schools Office.

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

### **Grading Scale**

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 59 or lower

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

### **Honor Roll:**

St. Jude Catholic School recognizes the outstanding work of all students in grades 6, 7, and 8.

High Honors: Students must earn all “A’s” (A-, A, A+) in Core academic classes, specials, and conduct

Honors: Students must earn majority “A’s” (A-, A, A+) and the remainder “B’s” (B-, B, B+) in Core academic classes with no grade lower than a “B-“ in specials and conduct

## **H. POLICY ON PROMOTION, PLACEMENT, AND RETENTION**

### **1) Promotion of Students**

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

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

### **2) Placement of Students**

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

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

### 3) **Retention of Students**

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

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

#### **a. Reasons for Retention**

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

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

#### **b. Process of Retention**

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

Recommendations of the Intervention Team (Administration, Social Worker, and Classroom Teacher) are shared with the parent(s) and are carried out to assist the student and teacher. When appropriate, learning resource services or special education assistance may be initiated through testing and/or conferences with the teacher(s) and/or parent(s). Following the appropriate intervention services, a conference is arranged with the teacher(s), parent(s), and school administration to determine the need for retention, placement, or promotion of the student. Generally, this conference should occur at about the end of the third quarter of the school year. A recommendation of the school administration regarding retention, placement, and promotion will be followed when registering the student for the following school year at St. Jude School. If the school administration recommends retention for the student, and the parent(s) reject this recommendation, documentation must be placed in the student's file to reflect the position of the school. If the parent(s) disagree with the recommendation, the parent(s) must sign the recommendation documentation, reflecting that the parent(s) disagree with the recommendation for retention. If the school administration recommends retention for the student, and the parents reject this recommendation, the parental decision will be followed if, for the following school year, the student is withdrawn from St. Jude School and is enrolled in another school. If the parents reject a retention recommendation, and enroll the student in another school, that student will not be permitted to re-enroll in St. Jude School in the future. (see Policy 4130)

#### **c. Documentation for Retention**

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

- Teacher assessments of classroom performance, which are registered on the report card.
- Parent-teacher conferences must be held and documented



- Assessment programs, such as state-mandated tests, professional agencies, and/or outside academic evaluations, which help determine proficiencies in academic fields.
- The Intervention Team recommendation.
- Attendance records, which report the number of days absent/tardy.

## **I. PARENT/TEACHER CONFERENCES**

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

## **J. FIELD TRIPS**

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

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

## **K. RECESS**

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

## **L. TECHNOLOGY**

### **Policy on Internet Usage (Diocesan School Board Policy 4620)**

#### **1. Background**

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

The Internet is an international collection of thousands of independent networks, linking hundreds of millions of computers together and providing a means for people to interact and associate instantly.

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

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

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

Use of the Internet is a privilege for the School's students, not a right. As such, Internet usage will be regulated, monitored, and recorded. Through this policy, we enforce Acceptable Use of the Internet in the School, outlined below.

## **2. School's Responsibility**

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

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

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

The School and Diocese are not liable for information stored on School owned diskettes, hard drives, or other data storage devices. Such information is considered School property and is therefore at the School's discretion to use, manipulate, distribute, or destroy. Information retrieved through School computers, networks, or online resources have similar School ; for personal property used to access Diocese computers, networks, or on-line resources; or for unauthorized financial obligations resulting from use of Diocesan and or the School resources and accounts to access the Internet.

## **3. Acceptable Use**

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

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

Network storage areas may be treated like School lockers. Designated School representatives may

review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistent with the acceptable uses outlined herein. Users should expect that files stored on School servers will not be private.

A defined network etiquette is followed.

#### **4. Unacceptable Use**

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

The following are not permitted:

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

Depending on the severity of infractions, appropriate consequences will be applied at the discretion of Administration.

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

#### **5. Consequences for Violation of the Privileges**

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

#### **6. Parents'/Guardians' Responsibility**

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

It is the family's right to decide whether or not to apply for the student's independent access to an Internet account. The school administration and teachers believe that the benefits to students from access in the form of information resources and opportunities for guidance of Internet use, setting and conveying standards for the child to follow when selecting, sharing or exploring information and

media. Parents/guardians will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not specifically previously approved and included as part of the School's budget.

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

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

## **7. School Professionals' Responsibility**

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

Staff will provide at least two class periods of training in the proper use of the network. They will provide developmentally appropriate guidance to students during students' use of telecommunications and electronic information resources to conduct research and other studies related to the School's curriculum. As much as possible, access to the network will be designed to point students to resources which have been evaluated by staff, and students shall be provided with guidelines and lists of information particularly suited to learning objectives.

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

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

## **8. Internet Use Outside of School**

The school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. All e-mail communication between teachers and students must be strictly limited to email accounts supported by the school. Teachers are not to establish electronic communications with students beyond teaching and learning matters, or using other email accounts, or using other electronic means except as provided in this Policy. Texting is allowed for classroom or co-curricular instruction purposes but must be strictly limited to issues related to instruction and all text communication with students is required to be copied to parents and the principal.

### **M. SPECIAL**

#### **SERVICES 1. School**

##### **Social Worker**

Services are available, at no charge, to the students and their families. In the Catholic school, we recognize the social worker's right to meet with a student one time as an intervention and/or

assessment into whether there is a problem to be reviewed further. Once the one time meeting has taken place, then contact with the parent(s)/guardian(s) will take place in order for services to continue.

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

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

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

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

## **2. Speech Therapist**

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

## **3. Title I**

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

## **4. Learning Resource Coordinator**

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

## **IV. ADMINISTRATIVE INFORMATION**

- A. Attendance
- B. Tardy Policy
- C. Weather Related Closings/Delays (A.M.)
- D. Emergency Closings/Early Dismissals
- E. Medicine/Injuries
- F. School Nurse, Immunizations, and Health Checks
- G. Messages and Use of Telephone
- H. Lunch Program
- I. Visits
- J. Insurance

- K. Newsletter/Forms
- L. School Approval of Information Provided to Students
- M. Non-Smoking Policy

#### **A. ATTENDANCE**

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

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

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

#### **Students or Prospective Students with Communicable Diseases**

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

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

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

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

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

The review team must also take into consideration the scope of the problem, education-related civil rights, and the student's right to confidentiality.

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

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

(Diocesan School Board Policy 4010, VII February 1999)

### **St Jude Lice Policy**

If a teacher or staff member suspects a case of head lice, the teacher or staff member may request to have a child examined at school by qualified personnel and if discovered to have live head lice, that child will be returned to class and asked to maintain a personal space. They will be sent home at the end of the day and parents will be notified that they must be treated and free from LIVE lice before returning to school. If a parent should discover head lice on their child they will be asked to treat the child appropriately according to instructions from their physicians before returning to school and to please notify the school office. Children may return with “nits”. These egg –sacs should be non-viable after treatment. They are difficult to remove and do not pose any risk. Retreatment in 7-10 days is often needed.

Parents are asked to check siblings for head lice and treat as recommended by your physician. There will be no routine examinations of entire classes of students as multiple infestations are rare and many times misdiagnosed. Studies have shown that head lice screening programs have not proven to have a significant effect on the incidence of head lice in the school setting over time. Also the students miss valuable instruction time during screenings and exclusions from school.

Parents will be notified if a case of live head lice has been detected in a class their child is in so that home examinations can be performed. Treatment is not recommended for unproven cases of head lice. Shampoos can be toxic and may cause real health problems.

Some things to remember about head lice. It is not a serious disease but a nuisance and can be treated at home. If a child does have live head lice the possibility of transmission to others has already been present for at least a month before any symptoms or detection was possible. The average case of head lice is 3-4 months old before it is detectable.

All information regarding head lice has been gathered from policies and research provided by the American Academy of Pediatrics, Indiana State Board of Health’s Communicable Diseases Page, and the Centers for Disease Control and Prevention.

### **Excused Absences**

- A. Illness of the student (with written statement by parent/guardian or doctor). If your child has any contagious conditions please notify the school office as soon as possible (e.g. flu, head lice, chicken pox, pink eye, impetigo, etc.)
- B. Funerals: for death in the immediate family or for persons outside the immediate family with parental permission.
- C. Medical and legal appointments (such appointments should be scheduled after school hours when possible).
- D. Out of school suspension.
- E. **Family vacations - It is strongly recommended that families take their vacations during the regularly scheduled school breaks.**

Make-up work may be given before or after the school vacation at the sole discretion of the individual teachers. It is the parents' responsibility to contact their children's teacher regarding make up work. Regardless of how any student works to make up for time missed, the total learning experience which occurs in the classroom is irreplaceable.

If a student misses school due to a family vacation, the days will be excused if:

the student is accompanied by his/her parent/guardian while on vacation  
notification in writing is made at least ten days in advance, and is to be approved  
by the Principal

F. Prearranged activity approved by the principal.

### **Unexcused Absences**

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

### **Response to Irregular Attendance**

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

- A. At 6 medical/non-medical absences, the homeroom teacher will contact the home of the student.
- B. At 9 absences, a reminder letter will be sent home indicating future steps and process for extended absences. (Each student gets 9 medical absences without a doctor's slip, following 9 absences any additional absence will need a doctor's slip to be excused. Extenuating circumstances such as a death or illness in the family should be considered individually.)
- C. After 12 absences a school administrator will contact home. If deemed necessary a meeting may be set up involving parents, child, teacher, administrator, and/or counselor to make an attendance contract.
- D. After 16 absences an administrator will contact home again. If deemed necessary the school will contact SOCAP\* and inform them of the situation.

\*Status Offender Court Alternative Program (SOCAP)

Partnering with local school districts and courts, SOCAP works to keep youth in school and on track to graduation and avoid the juvenile justice system by providing them with problem-solving skills to create individual action plans.

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

(Diocesan Board Policy 4080)

### **B. TARDY POLICY**

Tardiness, in all grades, and in appropriate circumstances may be cause for appropriate discipline. Classes begin at 7:50 a.m. for all students.

1. Students late to school because of a medical reason, with documentation from the doctor or dentist, will be excused and not counted as tardy. However, any documented medical absence that is over one hour and a half will be counted as a half day absence for the student.



2. On the fourth unexcused tardy of the semester, the teacher will send home a standardized letter that states the student has been tardy four times and that the student will be required to serve one hour detention if he/she is tardy a fifth time. The student will be required to get a parental signature on this notice and return it to the teacher.
3. On the fifth unexcused tardy of the semester, the teacher will send home a standardized notice of the tardy indicating a one hour detention to be served. This notice must be signed by the parent and returned to the teacher the next day. Tardy detentions will be served on Tuesdays and Wednesday from 2:55 p.m. to 3:35 p.m. The supervising teacher will bring the student(s) to the playground door and a parent must sign out the student or have previously submitted written documentation for other transportation arrangements.
4. This process will be repeated once more. Administration will monitor the tardies. After the 2<sup>nd</sup> detention, parents will be notified and a conference with parents may be requested to determine the cause of the tardies and work with the child and the family to determine any underlying reasons for the tardies and possibly create a tardy contract if needed.

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

In case of inclement weather, St. Jude School may need to release a weather related announcement regarding school status. These announcements are carried on local TV and radio stations. It will be listed under St. Jude Catholic School. A text alert will also be sent to all families. If there is a 2 hour delay for the half day session of Pre S/Pre K classes, they will arrive at 9:40am and be dismissed at 11:55am. If your child participates in lunch bunch on a delay day they will be dismissed at 12:55pm. If there is a delay on a 2:00pm early dismissal day and your child stays for lunch bunch on that day, they will still be dismissed at 12:55pm. Full day children for either class will arrive at 9:40am and be dismissed at the normal 2:50pm dismissal time, unless it is an early dismissal day.

**In case of weather related or other emergency closing of school, all extracurricular activities will be canceled.**

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

### **D. EMERGENCY CLOSINGS/EARLY DISMISSALS**

In the event of an **Early Dismissal**, i.e. incoming blizzard, listen for announcements for St. Jude School on local TV and radio stations. A text alert will also be sent.

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

### **E. MEDICINE/INJURIES**

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

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

In the case of illness or serious injury the school will follow the directives on the Medical Information

Sheet. Parents/guardians must provide this information to the school on an annual basis and update as needed.

#### **F. SCHOOL NURSE, IMMUNIZATIONS, AND HEALTH CHECKS**

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

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

The following health checks are administered as scheduled:

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

#### **G. MESSAGES AND USE OF TELEPHONE**

Student telephone use is primarily for emergencies. The following are not considered emergencies: missing homework, missing gym clothes, missing lunch, or to visit a friend after school.

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

#### **H. LUNCH PROGRAM**

St. Jude School does provide daily lunches. The school participates in the National School Lunch Program.

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

A letter explaining the lunch program and an application form is available on verification day at the beginning of each school year. Families are required to order the lunches ahead of time and if they do not order by the deadline will have to pack lunch for that week. No extra hot lunches will be available.

#### **I. VISITS**

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

#### **J. INSURANCE**

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

## **K. NEWSLETTER/FORMS**

The School Newsletter from the Principal is sent home twice a month via email on or about the first and fifteenth of each month. If a parent wants a paper copy of the School Newsletter, please notify the School Office. Attached to the Newsletter is the monthly calendar with events that will be happening at school and in the parish during the month. The Newsletter may also include communications from the School Board, the Home and School Association (HASA), and the Athletic Committee as applicable.

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

## **L. SCHOOL APPROVAL OF INFORMATION PROVIDED TO STUDENTS**

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

## **M. NON-SMOKING POLICY**

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

St. Jude Catholic School also prohibits vaping or electronic cigarettes of any type to be used on any school property or during any school function.

## **V. STUDENT LIFE**

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

## **A. DRESS CODE**

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

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

monthly calendar.

## **PANTS**

### **Boys and Girls**

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

***These are not permitted:*** Faded pants, metal ornamentation, denim material, extra pockets, unbuttoned flapped pockets, carpenter pants, cargo pants, pants with a drawstring waist, spandex/leggings/yoga pants, capri-pants, jogger style pants, pants with zippers on the legs or elsewhere (zippers are permitted on the fly), parachute pants, monograms or decorative emblems, slit or bell bottom, “low-rider” pants, torn or frayed, tight-fitting pants.

## **WALKING SHORTS**

### **Boys and girls**

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

***These are not permitted:*** No faded shorts, metal ornamentation, denim material, extra pockets, unbuttoned flapped pockets, low riders, Capri, spandex/legging/yoga styles, cargo, monograms or decorative emblems, shorts with a drawstring waist, skorts.

## **SKIRTS AND JUMPERS**

### **Girls**

Blue/Gold plaid jumpers are worn by grades 1-4 and skirts are worn by grades 5-8. The blue/gold jumpers and skirts may be purchased through Schoolbelles or the used uniform sale.

**Skirts and jumpers need to be no shorter than two inches above the knees in front and back, when standing.** Rolling of skirts at the waist is a violation of the dress code. Please consider growth and development of a child over a school year when hemming or buying uniform skirts/jumpers. The following items may be worn under a skirt or jumper:

Shorts: may not extend below the skirt/jumper.

Leggings: solid in color (black or navy only) with no prints, leggings must touch socks

## **BELTS**

### **Boys and Girls**

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

## **SHIRTS**

### **Boys and Girls**

Shirts must be polo style with collars for grades 1-8. They may be long or short sleeve. Shirts must be tucked in properly at all times, and may not be tucked up or rolled at the waist. Undergarments must not be visible through shirts. Only the top button may be unbuttoned. A T-shirt or tank top may be worn under the shirt as long as it is plain white and the sleeve length is not longer than the sleeve length of the shirt. Shirts are to be of modest fit, not tight or oversized. Shirts must be in the following solid colors: white, light yellow, light blue and navy, as well as black for Middle School.

**Manufacturer's logos, monograms, lettering or emblems are not permitted.**

The approved St. Jude Catholic School logo is the only permitted logo. These shirts may be ordered through the St. Jude Catholic School spirit shop.

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

**SWEATERS**

**Boys and Girls**

Solid white, navy, or black (no gray) sweaters may be worn over a proper uniform shirt. Sweaters must be of traditional length in cardigan, vest or pullover style, with a v-neck or crew neck. Flat or traditional cable knit is permitted. Sweaters must be of modest fit, not tight or oversized, but may be longer than hip length. Zippered sweaters, sweaters with buttons, and heavy ribbed sweaters are permitted. Grades 7 and 8 will be given the opportunity to wear a uniform fleece pullover with a uniform shirt underneath.

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

**SWEATSHIRTS**

**Boys and Girls**

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

***These are not permitted:*** Torn or frayed sweatshirts, hoodies.

**SHOES**

**Boys and Girls**

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

***These are not permitted:*** Sandals, clogs, flip-flops or high-heeled shoes, Crocs or similar Croc-style rubber shoes, or Boots

Winter boots may be worn for travel to and from school or at recess times. They should be removed and put away during class time.

**SOCKS**

**Boys and Girls**

Socks are required.

**HAIR**

**Boys:**

Hair must be clean and groomed

Hair style must be appropriate – not distracting

Hair must be cut evenly and above the collar

Bangs must be above the eyes

Face must be clean shaven

Hair/sideburns may not be worn below the earlobe

**Girls:**

Hair must be clean and groomed

Hair style must be appropriate – not distracting

Bangs must be above the eyes

Hair accessories should be modest

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

**JEWELRY**

**Boys:**

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

**Girls:**

Visible necklaces (limit 1) are to be modest or of religious nature (i.e. holy medal, cross, scapular, etc.) or must be worn inside the shirt. Bracelets (limit 1) should not be worn to school unless they are of religious nature (WWJD, Jesus bracelet, etc.). Watches are allowed. Earrings – one set of small stud earrings are permitted. No other visible piercings are permitted. Rings (limit 2) are to be modest in appearance. Visible tattoos are not permitted.

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

**Physical Education Dress-Code**

Boys and Girls in grades 3-8 should wear athletic shorts of modest length, a modest fitting athletic t-shirt, and a pair of athletic shoes with non-marking soles. Boys and girls in grades K-2 will wear their school uniform and athletic shoes with non-marking soles.

These are NOT permitted:

Footwear- slip on shoes of any kind such as the brands Hey Dudes, Vans, Crocs, or similar styles).

Clothing- leggings or “yoga-type” pants, short shorts, tank tops, crop tops/midriff shirts, or t-shirts with offensive wording or logos.

**MAKE-UP**

**Boys**

No make-up is allowed

**Girls**

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

**DRESS UP DAY**

**Boys and Girls**

Appropriate jewelry may be worn. Shoulders must be covered with a sweater or jacket. Dress shorts may be worn (that meet dress code).

***The following are not permitted as dress attire:*** jeans, flip-flops, backless footwear. Regular school uniform attire may be worn in place of dress attire.

**DRESS DOWN DAYS**

**Boys and Girls**

Clothing worn on these days is of a more casual nature. All attire must be modest fitting, neat and clean. Attire must cover stomach and waist appropriately as well as shoulders must be covered with a sweater or jacket. When wearing shorts, shorts may be no shorter than four inches above the knee. Capri pants may be worn. Modesty prevails. Guidelines regarding jewelry will be followed. Leggings/yoga pants must be covered by outerwear that reaches within two inches of the knee, they may not be worn solo or as pants.

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

### **OTHER**

No strong cologne, aftershave or perfume may be worn. Coats, jackets and sweatshirts may not be worn during class unless the sweatshirt is the dress code approved navy blue or gold St. Jude Catholic School sweatshirt or fleece pullover for grades 7 and 8. This sweatshirt must be worn over a dress code shirt. Jersey days will be determined and designated by administration.

### **CONSEQUENCES**

If a student is not following the school dress code, the first offense will result in the student changing or removing the non-code item. A parent will be called to bring appropriate attire if necessary.

For a second offense, a Dress Code Referral will be completed with consequences to be determined by the teacher or administration.

## **B. CODE OF CONDUCT**

*By registering at St. Jude School, parents and students express their willingness to cooperate and comply with the school's discipline policy. This cooperation includes consent to search students (including desks and personal property, computer etc. taken to school grounds), and includes consent to accept the decisions of the administration and the disciplinary review board.*

### **Introduction**

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

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

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

## **Code Violations and Procedure**

### **Basic Rules of Conduct**

1. Students will conduct themselves in a manner consistent with the principles and teachings of the Catholic Church. Emphasis will be placed on virtues of the Catholic faith: Faith, Hope, Love for God, Humility, Prudence, Love for Neighbor, Justice, Fortitude, and Temperance.
2. Students will comply with the directions of teachers and other school personnel while the student is under supervision. Included in these expectations are:
  - i. Students will walk quietly while in school  
hallways Students will observe established  
classroom rules Students will not chew gum  
in school
  - ii. Students will observe the St. Jude dress code
  - iii. Students will interact with adults in a respectful manner at all times
3. Students will work to the best of their academic ability, including timely completion of class work.
4. Students will not use foul or obscene language.
5. Use of any electronic devices not explicitly provided, or otherwise permitted, by St. Jude is not permitted during school hours. If brought to school, these devices must remain in the book bag of the student, powered off, from 7:50 a.m. to 2:45 p.m. Violations of this policy will lead to confiscation of the device and a disciplinary referral.
6. Students will not cause or attempt to cause damage to, or steal property belonging to any other person, student, school employee, or the school/parish.
7. Students will not engage in conduct and/or dress associated with gang activity. This applies at all times whether at school or away from school.
8. Students will not intentionally cause or attempt to cause physical injury or intentionally behave in such a way that, in the opinion of school officials, could cause physical injury to any person.
9. Students will not engage in “bullying” behaviors such as violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urge other students to engage in such conduct. This includes all types of bullying: physical, emotional/social, or cyberbullying.
10. Students will not consume, possess, sell or distribute alcohol, illegal drugs or any other controlled substance.
11. Students will not engage in any activity, lawful or unlawful that is contradictory to the Catholic faith on or off school grounds.
12. Students will not possess pornography or other sexually inappropriate objects.
13. Students will not engage in sexual/racial harassment.
14. Students will not possess a knife in a manner inconsistent with school safety.
15. **Gun Free School.** Students are prohibited from bringing firearms to school or functions. Further, students are prohibited from possessing firearms in route to/from school, or at school activities on/off school property. For purposes of this policy the term “firearm” means:
  - A. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - B. the frame or receiver of any such firearm; or
  - C. any firearm muffler or firearm silencer; or
  - D. any destructive device. (for description see Diocesan Handbook)
    - a. A violation of this policy carries an automatic expulsion from school of not less than one calendar year. (Diocesan School Board Policy 4560)



## **Bullying**

St. Jude Catholic School has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, parents and volunteers should be commended for demonstrating appropriate Christian behavior and modeling in work and deed the Gospel values of treating all people with dignity and respect. To report suspected bullying, an anonymous form is available on the school website

## **Cellphone Usage After School**

Following dismissal, if students have no business such as tutoring, or a club meeting etc, they are to promptly exit the building to walk home or wait for pick up. Students using cell phones in the hallway after school have increased the number of kids "hanging around" after school. Students should not loiter in the halls of school. Conversations with friends should take place outside of school. Therefore if students need to use their cell phone to call home or make some arrangements, as a courtesy please check with the teacher in the vicinity before using the phone. If you plan to chat with friends and have a social conversation the courteous thing to do is to step outside.

## **Consent to Search**

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

**Cafeteria Rules** Violations of these rules will be reported to the school administration.

1. Students will obey and respect cafeteria staff, supervisors, and volunteers, as well as posted rules.
2. Students will display proper dining manners while eating.
3. Students will not engage in loud talking, food throwing, table hopping, or leaving an area in an unclean condition.
4. Students must receive permission to leave the lunch table.
5. Students will remain seated, facing forward, until dismissed by staff.

**Playground Rules** Violations of these rules will be reported to the school administration

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

## **Faculty Level**

In most instances of routine violations of classroom rules, the teacher will determine the appropriate corrective action, which may include requiring the student to serve detention or requiring attendance at a parent conference. Assignment of detention shall be properly recorded, detention notices shall be sent to the student's parents on the day the detention is received, and the parent must sign and return the notice

by the following school day. No student will be required to serve a detention on the day received unless the student's parent agrees to allow the student to serve it that day. Failure to serve a detention or attend a parent conference may result in further disciplinary action.

### **Administration Level**

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

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

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

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

### **Failure or Refusal of Parents to Participate in a Disciplinary Review**

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

### **Discipline Implementation for Significant or Repetitive Violations**

#### **Detentions**

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

#### **In-school Suspensions (ISS)**

An ISS will be given by the school administration on the 3<sup>rd</sup> referral. (1<sup>st</sup> offense – detention; 2<sup>nd</sup> offense – detention; 3<sup>rd</sup> offense – ISS) The fourth offense is again a detention, repeating the previous pattern so that an ISS will be given again on the sixth offense.

1. On the second (2<sup>nd</sup>) ISS a conference is scheduled with the parents, student, and administration. The student may be referred to the Disciplinary Review Board at this time.

2. On the third (3<sup>rd</sup>) ISS the student is referred to the Disciplinary Review Board.
3. The school will provide a monitor to supervise the ISS.
4. Some offenses warrant immediate ISS or expulsion as determined by the administration or Disciplinary Review Board.
5. Students who receive an ISS will not be eligible to participate in any extracurricular activities for one week from the date of the ISS referral. (For a list of all extra curricular activities see pages 37 and 38.)
6. Students serving an ISS, will be required to complete all work assigned to their classes the day of the ISS.
7. At the beginning of the second semester students who have accumulated referrals will be able to start again at offense number one, giving them in effect a “clean slate”. However, previously earned referrals will remain on their permanent record.

### **Out-of-school Suspensions or Expulsions (OSS)**

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

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

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

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

### **Seclusion and Restraint Plan**

St. Jude Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child’s behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school’s plan by request in the school office.

**Student Accused of a Non-school Related Criminal Act**  
(Diocesan School Board Policy 4550)

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

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

**Discipline Review Board Level**

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

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

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

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

**DEFINITIONS of HARASSMENT**

**Types of Sexual Harassment**

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.

3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.
4. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has control of their behavior while on school property.

### **Unwelcome Conduct of a Sexual Nature**

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

### **Types of Racial Harassment**

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

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

### **Unwelcome Comments or Conduct of a Racial Nature**

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

## **COMPLAINT PROCEDURES FOR STUDENTS**

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

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

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

### **SANCTIONS FOR MISCONDUCT**

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

### **FALSE REPORTING**

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

## **D. SANCTITY OF LIFE**

When a student becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the student and student's family. (Diocesan School Board Policy 4410)

## **E. extracurricular ACTIVITIES**

St. Jude School sponsors extracurricular activities for all students.

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

### **Fall Sports**

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

### **Winter Sports**

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

### **Spring Sports**

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

### **Other Activities**

Drama Club	Grades 6 - 8
Student Council	Grades 6 - 8
Destination Imagination	Grades K - 8

## **Eligibility Requirements**

The academic success of a student is the primary reason for attendance at St. Jude Catholic School. St. Jude Catholic School also sponsors many extracurricular activities. These extracurricular activities are intended to enrich the academic and social experiences of the student-participants and are considered part of the academic process. Therefore it is a priority of St. Jude Catholic School to help students find a balance between academic success and extracurricular participation to ensure a student's academic success is not negatively affected. Therefore, students participating in any extracurricular activity sponsored by St. Jude School must meet minimum academic performance and conduct standards in order

to be eligible to participate. These extracurricular activities include all interscholastic athletics, cheerleading, drama club, math club, the student council, Destination Imagination, and other activities as determined by the Principal.

### **Academic Requirements**

Prior to beginning participation in an extracurricular activity, student-participants must have earned eligibility on their interim report card or end of quarter report card. A student becomes ineligible if either of the following apply:

- He/she receives an F (below 60%) in any academic subject.
- He/she receives a conduct grade of D+ or below.

Students who become ineligible on their interim report card or end of quarter report card will be placed on probation for a two week period including 10 school days. During this probationary period, students will be expected to attend practices but may not take part in any scheduled competitions or games. Students should not attend competitions or games in uniform but should sit on the bench and cheer for their teammates. During this two week probationary period, the school will design an action plan to help the student balance academic success and extracurricular activities by improving study habits and time management. As part of the probationary period, the student is expected to adhere to the guidelines and terms of the action plan. If after this two week period, the teacher determines that the student's academic performance has improved to the policy standard required, the student's eligibility may be fully reinstated.

If the student fails to improve as a result of the action plan then the student will be ineligible from any participation in extracurricular activities and may not participate in any practices, competitions, or games until eligibility is reinstated at the next interim report card or end of quarter report card. An "Incomplete" due to extraordinary circumstances (extended illness, death in a family, etc.) also results in a student entering a probationary period and being placed on an action plan.

The student is responsible for obtaining a release form from his/her homeroom teacher on Reinstatement Day (after the tenth school day) and getting it completed by the teacher and an administrator. Coaches will not allow a student to begin participating until the release form has been obtained and signed appropriately. A copy will be given to the coach by the student.

After each interim report and end of quarter report, a list of ineligible students will be compiled and reported to the President of the Athletic Committee and he/she will notify coaches of those students who are not eligible to play.

### **Conduct Requirements**

To earn eligibility for extracurricular activities, student-participants must maintain a grade of at least a "C-" in conduct on both midterms and end-of-quarter report cards, regardless of academic grades in order to maintain eligibility for all school sponsored extracurricular activities. If a student becomes ineligible because of his/her conduct grade, that student will adhere to the rules of the probationary period and will be placed on an action plan. The student will be reevaluated after ten school days and follow the guidelines set forth for Reinstatement Day.

New students entering St. Jude School will be subject to academic eligibility until the first interim report card.

### **F. LOST AND FOUND**

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



## **G. SERVERS**

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

## **H. AWARDS/SCHOLARSHIPS**

The following awards/scholarships are available for deserving students who are St. Jude Parishioners and who plan to continue their Catholic education. Any monetary awards will be credited to St. Jude tuition if needed or held in escrow until the student attends A Catholic High School..Awards/scholarships are presented annually at the end of the school year.

### **Mike Barnes “Woofus” Award**

This award will be given annually to a second grade student who puts forth his or her best effort in class, works and plays well with other students, is courteous, and is kind and generous in helping others.

### **Marilyn Wunderlin Awards**

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

### **Seventh Grade Awards/Scholarships**

(The monetary awards are applied toward the student’s eighth grade tuition at St. Jude School or Catholic High School.)

### **Joseph J. Voors, Jr. Memorial Award**

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

### **Paula Parmeter Scholarship**

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

### **HASA Scholarship**

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

### **Lara Ngyuen Fine Art Awards**

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

### **Henry and Marie Allgeier Memorial Scholarship**

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

### **Eighth Grade Awards/Scholarships**

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

#### **Ginny and Sam Talarico Scholarship**

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

#### **Miraculous Medal for Spirituality Award**

Recognizes one eighth grade student for being the most authentic witness to the spirit and service of our Blessed Mother.

#### **Paula Parmeter Mental Attitude Scholarship**

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

#### **Distinguished Student Award**

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

#### **Presidential Academic Fitness Award**

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

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

#### **Pat Crowley Scholarship**

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

#### **Stewardship Scholarship**

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

#### **St. Jude Scholarship**

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

#### **Rosary Society Scholarships**

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

#### **Marilyn Wunderlin/Sam Talarico Scholarships**

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

#### **Delaney Scholarship**

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

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

## **PARENTAL RESPONSIBILITY/INVOLVEMENT**

- A. Leaving School Grounds
- B. Transportation
- C. Parental Concerns
- D. How to Contact Teachers
- E. Doctor Appointments
- F. Address Changes
- G. Parent Bulletin Board
- H. Volunteer/Parental Help
- I. School/Parent Agreement
- J. Parental Access Rights to Student Records

### **A. LEAVING SCHOOL GROUNDS**

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

### **B. TRANSPORTATION**

#### **Cars: Arrival in the morning and Afternoon Pickup:**

The Parish Safety Committee has established traffic patterns for the parking lot and for Pemberton Avenue. **Parents are expected to familiarize themselves with these patterns. You are expected to follow these procedures.**

Drivers should pull their cars up as far as possible and students should be ready to exit when the car stops to avoid unnecessary delays. Children must cross the street only at the intersection. If parents need to come into the school for business, please park near the convent.

#### **Bicycles:**

Students may ride bicycles to school provided:

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

#### **Walkers:**

Walkers must cross only at the corners. Adult crossing guards are provided by the Fort Wayne Police Department to secure safe crossing at Randallia Drive/State Blvd, Pemberton and Forest Avenue, and No. Anthony Blvd/Forest Avenue. Skateboards and mopeds are not permitted at any time during the school day, which includes going to and from school.

### **C. PARENTAL CONCERNS**

To Support a Christian and safe school environment, the following behaviors are inconsistent with the Christian principles of the school and are, therefore, unacceptable:

- Physically or verbally intimidating a member of the school community

- Defamatory, offensive, or derogatory comments regarding the school or any of the students/parents/staff at the school on any social media sites. (Any concerns are to be addressed through appropriate channels)
- Abusive and/or threatening electronic, written, or verbal communication
- Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, office, or any other area of school property.

Email is not to be used to resolve any serious problems. Too often the writer's intended meaning is not clear in an email. Instead, problems should be resolved using personal contact such as an in-person meeting or telephone call.

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

Level One - Teacher

Level Two - Principal

Level Three - School Board

Level Four - Pastor

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

Level One - The Teacher:

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

Level Two - The Principal:

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

Level Three - The School Board:

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

Level Four - The Pastor:

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

It is recommended that the following two steps be taken when raising concerns at any level. **First**, those concerns should be submitted in writing (e.g., in a letter addressed to the correct level). **Second**, an appointment should be set to meet with that level to follow-up the letter. In addition to providing the opportunity to focus on the exact nature of a concern, the written message creates a paper trail. When parents are unsure at which level to raise a concern, they should ask the principal or a school board member. This system is the most efficient and fair manner in which the school may address concerns.

**(Diocesan School Board Policy 2310 Parent/Legal Guardian Concerns procedures see full text in addendum.)**

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

#### **D. HOW TO CONTACT TEACHERS**

##### Meet the Teacher Night:

St. Jude School provides an opportunity for parents to meet their child's teacher at this event. Parents are strongly encouraged to attend. Parents are encouraged to communicate with teachers whenever the need arises. Contact the school office to leave a message for the teacher, or use email. Email addresses can be found on the school website.

#### **E. DOCTOR APPOINTMENTS**

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

#### **F. ADDRESS CHANGES**

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

#### **G. PARENT BULLETIN BOARD**

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

#### **H. VOLUNTEER/PARENTAL HELP**

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

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

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

#### **I. SCHOOL/PARENT AGREEMENT**

The primary mission of St. Jude Catholic Schools is to prepare the children of St. Jude Parish to become adult Catholic Christians. Children are taught the essential truths of the Catholic Church and

are urged to cultivate good habits of daily prayer, works of charity, and faithfulness to the sacramental life of the Church. **Parents must show their intent to abide by these principles by signing and returning the Handbook Receipt Acknowledgement form in the packet of paperwork received at the beginning of the year**

### **Mass Participation**

The work of the school is frustrated if parents do not make an effort to practice their Catholic faith at home. The time and effort taken in school to teach children the truths and good habits of our faith are negated if parents do not practice what is taught at school. Most especially, the work of the school is greatly undermined if parents and their children do not participate in Sunday Mass on a weekly basis. Therefore, St. Jude Catholic Church requires that parishioners who enroll their children in St. Jude Catholic School MUST PARTICIPATE IN WEEKLY SUNDAY MASS ON A REGULAR BASIS.

### **Financial Contribution:**

School tuition and fees cover approximately 76% of the cost of educating a child at St. Jude School. The parish helps to subsidize the remaining cost of tuition through our Sunday contributions. Approximately 24% of the cost of operating the school comes from parish funds. Therefore, in order to receive the Parish discount, St. Jude Catholic Church requires that parishioners who enroll their children in St. Jude Catholic School MUST USE THE SUNDAY COLLECTION ENVELOPES OR ELECTRONIC FUND TRANSFER ON A REGULAR BASIS. Parents are urged to keep in mind the principles of Sacrificial Giving in making their contributions.

## **J. PARENTAL ACCESS RIGHTS TO STUDENTS RECORDS**

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

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

## **VII. OTHER**

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

### **A. USE OF SCHOOL FACILITIES**

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

### **B. SCHOOL SUPPORT ORGANIZATIONS**

#### **1. SCHOOL BOARD**

The Pastor is responsible for the administration of St. Jude School. The Principal functions as the chief administrator for the school and is directly responsible to the Pastor. The School Board is established by the Pastor to assist him and the Principal in the governance of the school. The School Board serves in a capacity of assisting in the development of policies guiding the activities of the school on behalf of St. Jude Parish. Once the Board reaches consensus on a matter of policy, the decision is effective and binding when, and if, it is approved by the Pastor. The Board is consultative

in the following sense: The members cannot act apart from the Pastor and Principal and cannot make decisions binding on the school without the approval of the Pastor. The functions and the responsibilities of the School Board include:

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

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



## **2. HOME and SCHOOL ASSOCIATION**

### **Mission Statement:**

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

### **Goals:**

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

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

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

## **2. ATHLETIC COMMITTEE**

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

### **Mission Statement:**

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

### **Athletic Code of Conduct:**

#### **Respect, Reverence and Responsibility**

St. Jude School places a special emphasis on the values of respect, reverence, and responsibility. These values, which are derived from the St. Jude philosophy and Mission Statement, are a central focus of the

educational purpose of our school. Students, staff, coaches, and parents should be examples of this special emphasis. All athletes must agree to comply with the St. Jude Code of Conduct and understand that failure to do so may result in suspension from athletics at St. Jude.

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

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

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

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

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

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

### **Eligibility Requirements**

The academic success of a student is the primary reason for attendance at St. Jude Catholic School. St. Jude Catholic School also sponsors many extracurricular activities. These extracurricular activities are intended to enrich the academic and social experiences of the student-participants and are considered part of the academic process. Therefore it is a priority of St. Jude Catholic School to help students find a balance between academic success and extracurricular participation to ensure a student's academic success is not negatively affected. Therefore, students participating in any extracurricular activity sponsored by St. Jude School must meet minimum academic performance and conduct standards in order to be eligible to participate. These extracurricular activities include all interscholastic athletics, cheerleading, drama club, math club, the student council, Destination Imagination, and other activities as determined by the Principal.

### **Academic Requirements**

Prior to beginning participation in an extracurricular activity, student-participants must have earned eligibility on their interim report card or end of quarter report card. A student becomes ineligible if either of the following apply:

- He/she receives an F (below 60%) in any academic subject.
- He/she receives a conduct grade of D+ or below.

Students who become ineligible on their interim report card or end of quarter report card will be placed on probation for a two week period including 10 school days. During this probationary period, students will

be expected to attend practices but may not take part in any scheduled games. Students should not attend games in uniform but should sit on the bench and cheer for their teammates. During this two week probationary period, the school will design an action plan to help the student balance academic success and extracurricular activities by improving study habits and time management. As part of the probationary period, the student is expected to adhere to the guidelines and terms of the action plan. If after this two week period, the teacher determines that the student's academic performance has improved to the policy standard required, the student's eligibility may be fully reinstated.

If the student fails to improve as a result of the action plan then the student will be ineligible from any participation in extracurricular activities and may not participate in any practice or games until eligibility is reinstated at the next interim report card or end of quarter report card. An "Incomplete" due to extraordinary circumstances (extended illness, death in a family, etc.) also results in a student entering a probationary period and being placed on an action plan.

The student is responsible for obtaining a release form from his/her homeroom teacher on Reinstatement Day (after the tenth school day) and getting it completed by the teachers and an administrator. Coaches will not allow a student to begin participating until the release form has been obtained and signed appropriately. A copy will be given to the coach by the student.

After each interim report and end of quarter report, a list of ineligible students will be compiled and reported to the President of the Athletic Committee and he/she will notify coaches of those students who are not eligible to play.

### **Conduct Requirements**

To earn eligibility for extracurricular activities, student-participants must maintain a grade of at least "a" "C-" in conduct on both midterms and end-of-quarter report cards, regardless of academic grades in order to maintain eligibility for all school sponsored extracurricular activities. If a student becomes ineligible because of his/her conduct grade, that student will adhere to the rules of the probationary period and will be placed on an action plan. The student will be reevaluated after ten school days and follow the guidelines set forth for Reinstatement Day.

New students entering St. Jude School will be subject to academic eligibility until the first interim report card.

### **extracurricular Activity Misconduct**

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

### **COACHES CODE OF CONDUCT**

**The St. Jude Athletic Committee requires the St. Jude coaching staff to be positive role models for our student athletes and our supporting fans. The coaching staff must inspire respect by example in appearance, manners, behavior, language, and conduct. In representing our school, St. Jude coaches should be examples of the St. Jude theme of respect, reverence and responsibility. Failure to follow the code of conduct will result in dismissal from your coaching appointment.**

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

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

Uniforms-- Coaches are responsible for issuing and collecting uniforms before and after the season. Uniforms must be obtained and returned to the Athletic Committee Sports Representative.

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

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

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

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

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

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

### **Special Circumstances**

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

### **5<sup>th</sup> and 6<sup>th</sup> Grade**

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

## **D. ENVIRONMENT**

St. Jude School encourages families to recycle materials. As part of our school effort, we use 1/2 clean paper for most of our student papers and some parent communications. We will accept 1/2 clean paper from any business or family that wishes to donate.

### **E. Covid-19 Considerations 2020-21 school year**

*This section added in 2020 will remain in place and made effective in the event that COVID or another health crisis arises.*

## **STUDENT/PARENT HANDBOOK CONSIDERATION**

### **General Statement – Public Health and Safety**

During public health and safety emergencies, our schools will follow Diocesan policies, directives from our Bishop, Governor, and the Indiana Department of Education; national, state, and local health department guidelines; Federal Emergency Management Agencies; and more. We count on the Indiana State Police, local and national news, and weather agencies to help us to properly respond to severe weather events. As an example, the COVID-19 pandemic led to the closure of our Catholic Schools based on a directive from the Bishop, followed by the Governor's executive order to close all schools in the state. In rare cases like the pandemic, our schools can experience closures for an extended period of time. When this occurs, our schools will transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

Because of public and health emergencies, our Catholic schools create safety and health plans. They plan for a constant state of readiness by addressing four phases of emergency management that include mitigation, preparedness, response, and recovery. We will follow our plans to ensure the safety of all involved.

### **Academic Integrity and Grading during Extended Learning**

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principals in a timely manner.

The school grading policies and practices remain intact and continue during any extended learning period.

### **Tuition**

In case of an extended learning period related to any public health and safety, or severe weather event, the school will provide continuous education services remotely for students. Tuition agreements, policies and practices, will remain in effect and binding.

### **Attendance**

In the event of an extended learning period arising out of any public health and safety, or severe weather event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc. The school's guidelines for students and/or staff returning to school follow:

#### **Confirmed Symptomatic Case**

No fever without any fever-reducing medication; and

Improved Symptoms (ie. Respiratory symptoms like fever (<100.4 or higher), chills, cough, shortness of breath, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestions or runny nose, nausea or vomiting, diarrhea); and

>= 10 calendar days from 1st day of symptoms OR Two negative COVID-19 test/24 hours apart

>= 10 calendar days passed without symptoms, and  
Released by a healthcare provider

#### **Presumed Case of COVID 19**

72 Hours Fever free without any fever-reducing medication; and

Improved Symptoms (ie. Respiratory symptoms like fever (<100.4 or higher), chills, cough, shortness of breath, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestions or runny nose, nausea or vomiting, diarrhea); and  
>= 10 calendar days from 1st day of symptoms

### **Distance Learning:**

With the current pandemic and the fluidity of the situation it presents, our school must make every effort to meet the educational needs of our students and their families effectively and safely. St. Jude Catholic School has decided that each classroom teacher and specials may record or live stream the direct instruction periods during each school day until the threat of COVID-19 passes. (Direct instruction does not mean 5-6 continuous hours of live instruction, but rather accessing the short blocks of time teachers are introducing/reviewing a skill with their classroom, typically 10-25 minutes for each lesson, times and presentation will vary by grade level.) Providing this service we will allow students to receive instruction at home should they be quarantined due to possible exposure or contracting COVID-19 or isolated due to testing positive. Parents will have the comfort of knowing their child(ren) will not miss out on classroom instruction. The best instruction for our students is in person learning; however, we understand we have students with medical issues and/or families electing a virtual option. While you had until August 5th to let us know about Distance Learning (DL), if you have changed your mind and now want your child(ren) to go in person for instruction, please contact Mr. Obergfell as soon as possible. If your decision has not changed, you do not need to contact Mr. Obergfell.

The school will focus the camera on the teacher only and the materials he or she shares. The focus will intentionally NOT be on the students in the classroom, but the school cannot guarantee that a child will never be seen on the livestream. The school will use the same guidelines that our media release policies list, do our best to safeguard the links provided to our homebound students, and never share a student's personal information online. Furthermore, we ask that parents not copy, share or download the video recordings provided by teachers. This, too, will help us to ensure the privacy of our students.

Careful consideration has been given to how teachers can best meet the needs of our students, maintain their privacy, allow all students that are homebound for health reasons to remain connected to their classmates, receive continuing faith formation, and be academically challenged. To do this, providing parents/guardians and students access to the direct instruction and resources during absences is a necessary step.

Each grade level has determined what digital platform they will be using, if they are recording videos or live streaming, and how they will be sending it to the parents/students. The teachers will be sending information to the Distance Learning (DL) families the week of August 17 DL families should come to the school on August 17 between 9-11 AM to pick up their textbooks and chrome book (if needed). **Instruction for DL students for grades (Grade and Dates)**

4-8 will be using Google Classroom to post recorded videos, homework, and assignments. Some teachers are using Seesaw, EPIC, Wonders, google meet, Loom or other appropriate site for their recorded videos. They will share in their informational letter where their videos will be posted. Middle School will be using (Meeting Software [Google Meet, Zoom, Microsoft Teams]) to record their live stream teaching sessions. Again, (Grades) will be sending you information about their instructional videos, recorded teaching sessions, live streaming.

As far as homework assignments, tests, quizzes, all DL students have the same expectations as the in person students. Students can upload assignments via (LMS: Google Classroom, scanned photo of assignments, google doc, or drop off in person, can scan the documents back

to the teacher via email. For example, if the in person student has an assignment due on Monday, so does the DL student.

We understand the DL student will be working from home on videos, homework, etc.. Similar to last spring's remote learning, students are expected to:

1. Follow the teacher's instructions on the platforms they are using for best DL instruction
2. Although we will not participate in live streaming, we ask that students discipline themselves for their lessons; students will be at a table, not in pajamas, and not eating food.
3. If possible, teachers will answer emails throughout the instructional day. Teachers will have 24 hours as well to answer emails from the students or parents.
4. All assignments are due when the teacher assigns a due date for both the in person and DL learner (same date). DL students will follow the teacher's policies and procedures on turning in homework, taking quizzes, tests, and late homework.

Amendments added September 16, 2024

## **Addendums:**

### **Amendment Gender Identity:**

Given the cultural challenges we face, it is necessary that we have clear policies for our parishes and schools regarding conduct related to sexual identity and sexuality. It is important that our Catholic school educators, parish staffs, catechists, youth ministers, and parents who enroll their children and young people in our Catholic schools, religious education programs, and parish youth ministries are knowledgeable of these policies based on the anthropological teachings of the Catholic Church summarized above in this document. These policies are established as binding for diocesan institutions, including all diocesan offices, parishes, and schools in the Diocese of Fort Wayne-South Bend.

1. Designations and Pronouns: Any parochial, organizational, or institutional documentation that requires the designation of a person's sex is to reflect that person's God-given sexual identity, that is, his or her biological sex. No persons may designate a "preferred pronoun" in speech or in writing when related to ministry activities of any kind; nor are diocesan institutions to permit such a designation. Only pronouns that accurately reflect a person's God-given sexual identity shall be used when addressing or referring to that person.
2. Bathrooms and Locker Rooms: All persons must use the bathroom or locker room that matches their sexual identity, that is, his or her biological sex. Individual-use bathrooms are permitted in diocesan institutions and are to be available to all members of the respective communities.
3. Attire: Appropriate modesty in dress is expected in a manner consistent with the cultivation of the virtue of chastity. Where a dress code or school uniform exists, all persons are to follow the dress code or uniform that accords with their God-given sexual identity.
4. Single-Sex Programs and Activities: Participation in institutional programs and activities (whether curricular or extracurricular, athletics, camps, retreats, etc.)

that are designated as single-sex must be consistent with the person's God-given sexual identity. Some programs and activities may be open to participation by persons of both sexes.

5. Single-sex Accommodations: Participants in overnight events or programs sponsored or approved by diocesan institutions may only reside in single-sex rooms or accommodations consistent with their God-given sexual identity. The only exception is, of course, accommodations used by persons whom the Church considers validly married and family members.
6. Conduct: Chaste conduct is expected and required in our diocesan institutions and at all events and programs sponsored by our diocesan institutions, including at parish or school dances and social activities. Public advocacy for, or celebration of, sexual behavior or ideologies contrary to the teachings of the Catholic Church are prohibited. Active, hostile, and public defiance of these teachings is prohibited since it is harmful to the institution's Catholic identity and mission.
7. Treatments for Gender Incongruence: Compassion and sensitivity is expected and required in our diocesan institutions towards those who struggle with gender incongruence or dysphoria. Just as "Catholic health care services must not perform interventions, whether surgical or chemical, that aim to transform the characteristics of a human body into those of the opposite sex or take part in the development of such procedures," so our diocesan institutions are not permitted to cooperate in such interventions, including the taking of puberty blockers, on diocesan property. While we strongly support efforts to alleviate the suffering of those who struggle with their sexual identity, we cannot support interventions which, we believe ultimately harm them. We support pastoral and counseling services to alleviate their suffering and assist them in accepting the God-given gift of their sexual identity.
8. Protecting the Vulnerable: All who teach, serve, and minister to young people in our diocese are expected to uphold the teachings of the Church regarding sexual identity, sexuality, and marriage, to affirm their God-given dignity and worth, and to treat them with the love and compassion of Christ. Ministers have a special responsibility to assist those who are hurting or struggling, including those dealing with confusion about their sexual identity or with same-sex attraction. Ministers must not tolerate any ridiculing, bullying, or hostile speech or behavior directed against them.

This document has been approved and the above policies promulgated as diocesan law by the undersigned Bishop of Fort Wayne-South Bend, Kevin Carl Rhoades, on September 12, 2024, the Memorial of The Most Holy Name of Mary.

[Document on Gender Incongruence or Same-Sex Attraction.pdf](#)

**Diocesan Policy on the creation, distribution, possession, dissemination or recording of pornographic images, photos or videos of children under 18 years of age.**



1. Knowingly or intentionally sending, displaying, possessing, accessing, uploading, downloading or distributing immoral, pornographic, obscene or sexually explicit materials, messages or pictures of individuals under the age of 18 through the use of written material, the internet, digital or “PDA” device, cellular telephone or through the use of an artificial intelligence medium will be deemed a violation of the Diocesan Educational Policies
2. A violation in #1 above shall be deemed to occur whether the impermissible conduct occurs on school grounds or is found to have occurred off campus.
3. A principal having belief that a violation of #1 has occurred shall immediately report such violation to the Indiana Department of Childhood Services and/or local law enforcement
4. violation, together with any findings, to the Superintendent of Schools who, in turn, shall report such incident to the Vicar General who will relay the information to the Bishop
5. The Bishop may then choose to seek the advice of the Diocesan Review Board, a consultative board which assists the Bishop regarding claims of sexual abuse. If a determination and finding is made that a knowing or intentional violation of #1 has occurred, the student shall be expelled from school with no right of re-entry. If a determination is made that the facts do not support a knowing or intentional violation of #1, the Bishop, in consultation with the school principal and pastor (as applicable), shall determine the consequence, if any, as provided in the Diocesan Education Policies.
6. The determination of expulsion or other discipline pursuant to #5 above shall be final and not subject to any appeal.

**The following are the full text of diocesan policies referenced in the St. Jude Handbook**

**P4010 Diocese of Fort Wayne-South Bend Students Enrollment**

**I. School Admission Policy**

Diocesan schools shall comply with State laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

**II. Nondiscrimination Policy**

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, sex, or national origin, and reasonably accommodate students with disabilities in its educational programs. By way of example, and not exclusion, reasonable accommodation may include allowing access by a service animal as required by law. A. High School Admissions In the event enrollment appears to be reaching capacity, the school is to give preference in admissions to students with Active Registered Parishioner status from feeder schools. The school may also give preference to siblings of current students or alumni and children of faculty and staff. When a school class has reached capacity, the names of children not able to be accepted (or on a waiting list) should be given to the other Catholic high school in the area no later than the end of May. At the request and expense of the other Catholic high school in the area, the school which has reached capacity will address and then mail marketing materials

provided by the other Catholic high school to the parents of the children not able to be accepted or on that school's waiting list.

### **III. All prospective students:**

All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal or designee is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Catholic Schools Office. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students. Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.

### **IV. School Entrance Requirements**

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody must also be required in cases where a child does not reside with both natural parents. If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana ClearingHouse for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing. The custodian parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days. Written proof that the child meets State and county health requirements (immunization record) for enrollment shall be required.

### **V. Kindergarten Age Requirement**

Schools shall follow state law guidelines in enrolling Kindergarten students. A child entering kindergarten must be five years old prior to August 1, or date set by the State. A school should administer a developmental assessment for determining proper placement in kindergarten.

### **VI. First Grade Entrance Requirements**

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier. Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

### **VII. Children with Exceptional Educational Needs**

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a

tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school setting which can accommodate the special needs of exceptional children. Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the special education teacher and the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will refute the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would be detrimental to the child's educational or emotional needs, poses an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

### **VIII. Students or Prospective Students with Diseases**

Catholic schools shall comply with all applicable State law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease. Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable State law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease. However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks. Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk – how the disease is transmitted;
- B. the duration of the risk – how long the carrier is infectious;
- C. the severity of the risk – the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required. The review must also take into consideration the scope of the problem, education related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Secretary for Catholic Education, and diocesan attorney. In the

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

See “Special Needs Students – Release of Information” form in the School Administrative Handbook and “Special Needs Students – Admission Form” in the School Administrative Handbook.

## **P4040 Diocese of Fort Wayne-South Bend Students Attendance IC § 20-33-2-6**

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

### **I. Parents/Legal Guardian Responsibility**

Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates; or
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
  - 1. the student and the student’s parent or guardian and the principal agree to the withdrawal;
  - 2. the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student’s parent/guardian understand that withdrawing from the school is likely to reduce the student’s future earnings and increase the likelihood of the student being unemployed in the future, and the student’s parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
  - 3. the withdrawal is due to financial hardships requiring a student to be employed to support the student’s family or dependent, illness or an order of a court that has jurisdiction over the student, or
- C. Reaches the age of eighteen (18) years. whichever occurs first.

### **II. Absences from School**

Absences from school shall fall into one of the three following categories:

- A. Absences which are counted as present.
  - 1. Serving as a page for or honoree of the Indiana General Assembly;
  - 2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;

3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year, or participation in civil air patrol as a member of the Indiana wing of the civil air patrol for not more than five (5) days in a school year;
5. Placement in a short-term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances.
8. Approved, educationally related non classroom activity per I.C. 20-33-2-17.5.
9. Participation or exhibition in the Indiana state fair by the student or a member of the student's household if the student is in good academic standing but not to exceed five (5) instructional days in a school year.

#### B. Excused Absences

1. Illness of the student (with written statement by parent/ guardian or doctor)
2. Funerals
  - a. for death in the immediate family
  - b. for persons outside of the immediate family with parental permission
3. Out-of-school suspension
4. Medical and legal appointments – Such appointments should be scheduled after school hours when possible.
5. School/college visits (2 days) – Parents/guardians need to check with the individual school's policy when arranging such visits.

#### C. Unexcused Absences

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
3. Family vacations.
4. Absences other than those defined as excused or absences counted as present.

### III. Truancy

A student is truant when he/she is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures: The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is students who have ten (10) unexcused absences in a school year.
- C. Three (3) or more judicial findings of truancy.

### IV. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

#### **V. Frequent or Prolonged Illness**

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

#### **VI. Response to Irregular Attendance**

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

- A. Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and to determine reason.
- B. After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.
- C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

#### **VII. Habitual Truancy Report to BMV**

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

### **P4520 Diocese of Fort Wayne-South Bend Students Grounds for Suspension or Expulsion of Students**

#### **I. The grounds for suspension or expulsion below apply to student conduct which occurs:**

- A. On school grounds;
- B. Off school grounds at a school activity, function, or event;
- C. Traveling to or from school or a school activity, function, or event; or
- D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.

#### **II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.**

- A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
- B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
- D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
- E. Threatening or intimidating any individual for whatever purpose.
- F. Violation of the diocese's Gun-Free School Policy, or possession of or control over a knife or other cutting type of device not used for school sanctioned purposes.
- G. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
- L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.

## **P2310 Diocese of Fort Wayne-South Bend Community Relations**

### **Parent/Legal Guardian Concerns Procedure**

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

Step 1: Address the issue with the classroom teacher in a formal manner with a face-to-face meeting or professional letter and/or email. No communication should occur through social media platforms.

Step 2: Address the issue with the department chair.

Step 3: Address the issue with the Principal.

Step 4: Address the issue with the Pastor (elementary schools only).

Step 5: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

Step 6: Contact the Catholic Schools Office. Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).