



St Jude School

Student Handbook

2011-2012

Gifted in Faith, Growing in
Knowledge

Celebrating 50 years of Excellence in Education 1962-2012!

WELCOME !

St. Jude School is an extension of your family. Students and parents who experience this will acknowledge that the home and school are partners in building a true Christian Community.

We are a family of students, parents, and faculty members, who bring our own unique gifts to the school. The concern, kindness, and understanding we share will be reflected by those we meet. The inspiration, direction, and opportunity provided by us will show in personal growth and development. Our prayer is that each member of the St. Jude family recognizes the gift of God within and in one another.

MISSION STATEMENT

St. Jude School, a pre K through 8 Catholic School, provides a quality education in an environment based on the teachings of Jesus Christ. We foster a partnership with educators and families that supports the students' abilities to be life-long learners and responsible citizens.

Vision

Gifted in faith; Growing in knowledge

Gifted in Faith:

Each one of us is a gift from God and we pray that each student will see the goodness of God within and in one another. At St. Jude School we will focus on the gospel values: Faith in God, Truth, Respect for Life, Community, Service, Simplicity, Justice, Peace, Compassion and Forgiveness.

Growing in Knowledge:

Individual Academic Plans (IAP) are set for each student in the school. Parents, teachers and students use the data to set academic and personal goals to help each child succeed. St Jude Students consistently score in the top 10-15% on standardized test compared to students throughout the country.

ADMISSIONS AND TRANSFERS

St. Jude School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or other school-administered programs.

Registration of new students generally takes place in the spring. For new students, appointments are made for an interview/screening with the principal and past academic/testing records are reviewed. Students entering kindergarten should be age 5 before December 31. Birth certificates, Baptismal Certificates (if applicable) and proof of immunization must be provided before acceptance

Sufficient notice should be given to the school regarding the transfer of students. Official school records are sent directly from our school office to the receiving school. This is done only after we have received written permission from the parent to release such records. Records and report cards will not be released to parents, nor will they be sent to another school if there are outstanding bills.

ATTENDANCE

Attendance is important. A daily record of attendance is maintained in the school office and is part of the student's permanent record. Please call the school office to report your child absent from school first thing in the morning.

If your child is absent from school on any given day due to illness or other appointment and there is a school/diocesan sponsored activity or sporting event that afternoon or evening, the student may not participate.

TARDINESS

Tardiness disrupts the learning environment for your child and the entire class. In the event that your child is tardy, it is necessary for a parent to accompany the student to the office to sign the late book before their child is admitted to class.

EARLY RELEASE

If a child has to be released early for a doctor's appointment or any other appointment, a parent is required to come into the office and sign the child out. The child's return

must be documented in the office by parent's signature. Arrange appointments for after the end of the school day whenever possible.

VACATIONS

Parents should attempt to plan vacations that coincide with school vacations. *Homework will not be provided to students who vacation at times other than those specified by the school calendar.* All work will be made up when the student returns before the end of the marking period unless other arrangements are made by the teacher and/ or principal.

SCHOOL NURSE

St. Jude School is responsible for the immediate care of any student whose injury or illness occurs on the school premises during school hours or at a school sponsored/supervised activity. The school nurse is available every day between 8:00 and 1:00 PM to monitor the student's physical well being and attend to any health needs that arise during the school day. If any staff member feels a child is in need of medical attention he/she must comply and report to the nurse's office. When the school nurse is unavailable, the parent and if necessary EMS will be called for any serious injury/illness.

The school nurse oversees the health needs of the school community by acting as a liaison and resource for parent/teacher/student. She provides health counseling and programs for chronic illness, nutrition, hygiene, disease prevention/safety, allergies, puberty/childhood growth and development, etc. She collects and assesses medical information and maintains adequate medical record to include:

- Immunization updating (state requirement proper immunization to attend school)
- Vision screening (K-8)
- Hearing screening (K-8)
- Postural/scoliosis screening (5-8)
Physical examinations (state requirement entering Pre-K 3 & 4, Kindergarten, and Sixth Grade) Kindergarten registration

**Note:* A referral form will be sent home if a student fails any of the health screenings. This referral should be completed by your physician and returned to the school nurse for your child's health record.

Please remember to call if for any reason your child is not going to be in school. Communication is important. Keep the school nurse informed about:

- Any serious illness/accident that occurs at home *
- Any specific contagious infection (i.e.: strep throat, pink eye, etc.)
- Any communicable diseases (i.e.: chicken pox, pneumonia, mono, Fifth's disease) Any questionable rash/lice

- Any hospitalizations
- Any regime of medication being given at home
- Any special diet/allergies
- Any major change in health status (i.e.: asthma, diabetes, seizure disorder, colitis, Lyme disease, etc.)
- Any change in home or emergency numbers, or parent's place of employment

NOTE:** For serious illnesses/surgery requiring hospitalization **OR** injuries requiring splints, casts, crutches, wheelchair, etc. **PLEASE, notify the school nurse.** A physician's note is required with diagnosis and prescription of activity when your child returns to school. ***Without these, your child will not be permitted to go to class.

POLICY FOR DISMISSAL FOR ILLNESS

A child's health is an important factor in his receptiveness to learning. A sick child does not benefit from the learning experience. Additionally, he is a potential carrier of infection to all he/she meets during the school day.

When your child's symptoms warrant a dismissal, the school nurse will notify the parent to make appropriate arrangements to pick up the child in a timely fashion.

Guidelines for dismissal:

- ***Children with an oral temperature of 99.8 or higher will be sent home at the discretion of the school nurse. Children with no fever who manifest symptoms of illness may also be sent home. All children with vomiting/diarrhea will be sent home.***
- ***All children who have vomited during the night or the morning should not be sent to school.***
- ***Children who have been sent home from school due to vomiting/diarrhea/ high fever are to remain home the following day.***
- ***If the child has a throat culture for strep, please keep the child home until you receive results from the culture. If positive, your child must be on medication at least 24 hours before returning to school.***

MEDICATION POLICY

The Connecticut State Regulations dictate very specific and inflexible procedures for us to follow.

***** At no time should a child be carrying medication to or in school or be encouraged by his/her parent to self medicate during the school day except as permitted by state guidelines.***

*****ONLY a responsible adult (parent or parent's delegate) may deliver medication to the school nurse and will need to sign over the medication to the nurse to document the transfer on the Medical Administration Record.***

- State law requires the school nurse to receive written order from physician and written permission from parent. Verbal order cannot be accepted.
- Medication delivered in a pharmacy prepared container must be labeled with name of child, name of drug, strength, dose, frequency, physician's or dentist's name, and date of original prescription.

Ask physician to split prescription, one for home use, and one for school. Medication includes: eye, ear, and topical preparations. All over the counter drugs must be delivered in an unopened container.

- Any medication brought in by a student will not be administered by the nurse, or be sent home with the child.
- If parent administers medication within the school, this medication must be administered in the nurse's office only.
- An adult must pick up any unused medication within 7 days, or the nurse will destroy the medication..

OTHER HEALTH POLICIES

Exemption From Activities

If illness or injury necessitates temporary absence from any program, a parental note or call to the school nurse is required. Per nurse's assessment, a physician's note may be required for exemption.

Physical Education is state mandated program. School nurse is able to excuse a student from physical education once, however if more than two consecutive sessions are missed a physician's note is required.

Indoor/Outdoor Recess

Generally, it is assumed that if your child is well enough to attend school, they are well enough to participate in all school activities. ***Please have the child dressed appropriately for the season for outdoor play at recess.***

Emergency Numbers

In September, emergency cards will be collected from all students. If your emergency number changes during the course of the school year, please notify the office/school nurse as soon as possible.

School Absence

Diocesan policy requires notification to the office/school nurse if for any reason your child will be absent from school. Please call first thing in the morning. This is for the

safety of your child. Please provide the school nurse with a note if **absence is due to illness/injury**. This is for the child's benefit in case of relapse.

TRANSPORTATION

Regulations for Students **Riding School Buses**

The safety of children is the prime concern of all persons involved in providing safe efficient transportation to and from school. Since busing brings together groups of children, some regulatory controls must apply in order to preserve the rights and safety of all. The enforcement of necessary regulations relating to transportation rests with at least three different agencies:

THE SCHOOL, THE TRANSPORTATION CONTRACTOR, AND THE HOME.

The following code of behavior has been developed for the purpose of promoting bus safety. Consistent compliance with the code of behavior will encourage safe and satisfactory operation of our transportation system.

ALL STUDENTS RIDING TO AND FROM SCHOOL ON SCHOOL BUSES WILL:

1. Wait for the bus at a designated stop.
2. Be at the bus stop in ample time before the bus arrives.
3. Respect private property. Keep off lawns, fences, etc.
4. Stay off the road.
5. Approach the bus only after it has stopped.
6. Be courteous to others; do not push forward or crowd.
7. Take seats and remain seated until the bus has stopped.
8. Talk with those near you in normal tones.
9. Keep all parts of your body inside the bus.
10. Treat the bus equipment as you would furniture in your home. Damage to seats, etc, will be paid for by the offenders or their parents. Parents are liable for damages caused by their children.
11. Be courteous to other riders and the bus driver. Remember to KEEP YOUR HANDS TO YOURSELF AND TO BE CAREFUL OF YOUR LUGGAGE.
12. Remember that the bus driver is in complete charge and that all requests by the driver must be obeyed.
13. Observe all the directions of the person in charge when waiting for the bus at school. Directions are given to the students at the beginning of the school year.
14. Eating is not permitted on the school bus.
15. When necessary to cross the road, remind the bus driver before you get off. Cross at least ten feet in front of the bus making sure that the driver sees you.

16. If you drop anything while crossing in front of the bus, DO NOT bend down to pick it up. Many lives have been lost doing this.

THOSE WHO, THROUGH VIOLATION OF THE REGULATIONS, INDICATE AN UNWILLINGNESS TO BE CONSIDERATE OF THE WELFARE AND SAFETY OF OTHERS WILL PROMPTLY BE REPORTED TO THE PRINCIPAL FOR APPROPRIATE ACTION. THIS COULD MEAN SUSPENSION OF BUS PRIVILEGES.

Children in Grades Kindergarten and Grade One will not be dropped off unless someone is home to meet them. They will be returned to school. Busses are provided by the town of Monroe and only students that reside in Monroe will be allowed to ride the school bus to and from school.

CAR RIDERS

Since the safety of the students is our primary concern, parents who drive their youngsters to and from school are expected to adhere to the following procedures.

AM.

- Parents should drop the children off at the main entrance of the school no earlier than 7:20 AM
- Parents need to pull up to the entrance and the children need to **exit the vehicle from the passenger side.**
- Any parent who needs to come into the school in the morning before the start of the school day needs to park their vehicle in the designated parking spaces adjacent to the sidewalk then proceed down the sidewalk and into the school building.
- **Please do not park in the middle of the parking lot and walk across. This is for the safety of all parents and students.**

PM

- Parents need to park in the middle two rows of the parking lot out of the way of the buses.
- Remain in your car until the last bus has been loaded.
- Parents should then walk to the sidewalk to pick up their child. No child may cross the parking lot unaccompanied.
- Any remaining students may be picked up in the school aftercare program.

CHANGES IN TRANSPORTATION

The school office must be notified IN WRITING of any change of transportation.

Parents should discuss changes in transportation at home with the child prior to his/her arrival at school so that the child knows exactly how or with whom he/she is going home that day.

If a child is to be picked up by a person other than a parent, a note should be sent to the school regarding the change in pick-up procedure. If the office does not receive a note and the child is picked up by a person other than the parent or authorized individual, the child will be held in office until the parent can be reached for confirmation on pick-up.

Monroe Residents please note:

- If your child normally rides the school bus and will not be riding the bus on a particular day, the office needs to be notified **IN WRITING** before noon.
- If your child arrives at school stating that he/she is not to ride the school bus and does not have a note, you will be called and will need to **BRING or FAX a NOTE** to the school before noon telling us that your child **will be picked up by car that day and by whom** .
- Your child's name will be placed on a "Change of Transportation" list which will be given to the teacher on duty in the bus room.
- No change in transportation calls or messages will be accepted after 1:15 p.m. unless the school is notified that the child cannot go home on the bus because there will be no one at home to meet the child . In that circumstance the child will be held in the office or the after school program until the parent or other authorized individual arrives. If the school has to incur expense in order to accommodate the child, the family will be charged accordingly.
- If a child accidentally gets on the bus and should be a pick-up, an immediate attempt will be made by the school office to contact the bus company to halt the drop-off and return the child to school. Depending on the individual circumstances, the police may be called for assistance. *Compliance with the school policy of providing notification in writing of any change in transportation will make this unfortunate situation less of a possibility.*

AFTER SCHOOL ACTIVITIES

For all after school activities please pick up your child promptly on the sidewalk in front of the school.

WALKERS

Students who walk to or from school or to any other location need to bring a note to the principal on each occasion.

PARENT-TEACHER CONFERENCES

Notices regarding annual parent-teacher conferences for all parents will be sent out prior to the date scheduled on the school calendar.

An appointment for a conference with a particular teacher may be requested anytime during the year by a parent, teacher, or the principal. A time convenient to all will be scheduled.

When you arrive for a scheduled appointment, please come directly to the school office and the secretary will inform the teacher of your arrival.

If you have a serious emergency and you need to see the teacher, please come to the school office and we will make arrangements for you.

HOW TO ADDRESS CONCERNS ABOUT YOUR STUDENT'S EDUCATION AT ST JUDE SCHOOL.

Occasionally, situations arise which create concern about some aspect of your student's education at St. Jude School. Thus, we have clarified the channel of communication that moves your concern toward the most efficacious resolution of any concerns you or your student might have.

Whenever a concern arises, in the classroom or outside of the classroom but pertaining to your student's participation at St. Jude School, always begin with the classroom teacher. Thus, when a concern arises, one would write a note to the classroom teacher and ask for an appointment to meet to discuss the stated concern. This gives the teacher time to look at her schedule and to identify available times so that valuable instructional time for all the students in your student's class is not lost. It also gives the teacher sufficient time to get as much available information as possible to address your concerns appropriately.

Should the concern remain unresolved, the parent would then contact the office and ask for an appointment with the principal, and would give reference to the previous meeting held with the classroom teacher about that issue.

If concerns remain and if the situation warrants it, the principal would call another meeting to include the support team and the parent to explore various ways to address and hopefully resolve the issue.

The final step, should it be needed, would involve the parent contacting the Deputy Superintendent of Schools at the Office for Education of the Diocese of Bridgeport for assistance in resolving the issue.

All communication to address concerns regarding your child is to be in writing on paper or through a face-to-face meeting.

PRINCIPAL'S OFFICE HOURS

An appointment for a conference may be requested at any time. A convenient can time can be scheduled by phoning the school secretary.

REPORT CARDS

Report cards are distributed 4 times a year to grade 1-8. In lieu of the first report card, Kindergarten will receive a written progress report.

PROGRESS REPORTS

Progress Reports are sent home to all students grades 1-8 midway through the first Marking Period. After the first Marking Period, Progress Reports will be sent on an "as needed" basis.

VISITORS

St. Jude School has a security system. Please ring the bell and state your name and purpose for the visit. ***All visitors must report directly to the school office.***

A parent/child who needs to enter the classroom when school is not in session for an emergency (child left glasses/books in school etc.), needs to come directly to the school office. They will be escorted to the room by the principal, school secretary, or other authorized individual.

HOMEWORK POLICY

Homework is considered to be part of the total educational program and is expected to be handed in on time. Assignments given reinforce skills previously taught and foster habits of independent practice and responsibility. These habits of mind prepare them

for continued academic success. Failure to complete assignments will be reflected in the report card grade.

If a student is sick, he /she will be allowed to have the number of days to do their homework EQUAL TO THE NUMBER OF DAYS OUT, i.e. out 2 days, hand in work in 2 days.

Test make-ups will be given at the assigned time directed by the teacher. It is the student's responsibility to take the test on the day assigned. All efforts will be made to schedule make-ups during non-instructional time.

GRADING

The Grading System for the elementary schools of the Diocese of Bridgeport shall be as follows:

Marking Codes

Grades 1- 8 (All subjects*)

A	94- 100	Outstanding
A-	90-93	
B+	87-89	
B	84-86	Above Average
B-	80-83	
C+	77-79	
C	74-76	Average
C-	70-73	
D	66-69-	Below average, but passing
F	65 and below	Failure

*The following grade codes are used in Grades 1- 3 for the following subjects only:

Foreign Language, Art, Music, Computer Skills, Physical Education

S	Satisfactory
U	Unsatisfactory

Study Skills Conduct/Effort and Social Development (Grades 1- 5) and Conduct/Effort for Grades 6-8

- 1-Excellent
- 2- Good
- 3-Improvement needed
- 4-Unsatisfactory

EXAMINATIONS

Semester exams are administered to students in grades 6, 7, and 8. Exams will not exceed 75 min.

Exams are given in all major subjects: Religion, Math, English, Social Studies, Science, and Reading/Literature.

The material tested for the midterm exam (first semester exam) will include all work that is covered in the first and second marking periods. The materials tested for the final exam (second semester exam) will include all work that is covered in the third and fourth marking periods.

Midterm exams are given one week before the close of the second marking period and are averaged with the first and second marking period grades to determine the first semester grade. Final exams are given within two-three weeks prior to the closing of the fourth marking period and are averaged in with the third and fourth marking period grades to determine the second semester grade

The exam grades are reported separately on the report card. The exam grade alone will not affect the Honor Roll status of a student.

The format of the exam will be left to the discretion of the teacher and submitted for review by the principal.

The exam grades will be weighed according to the following weight schedule approved by the diocese:

Grade 6	Exams count as 4% of the semester grade
Grade 7	Exams count as 6% of the semester grade
Grade 8	Exams count as 10% of the semester grade.

TESTING PROGRAM

Standardized testing for grades K-7 will be given as dictated by the Diocese of Bridgeport.

SUMMER SCHOOL

A student who fails one major subject for the year, except Religion, must successfully complete summer school or private tutoring by a certified teacher approved by the principal. Upon successful completion of the program, the student will be promoted. If a student in grades 6- 8 fails religion, they must work with the teacher to complete a summer project.

COMPUTER USE

All parents and students must sign the Diocese of Bridgeport Acceptable Use Policy and the Monroe Board of Education Computer Use Policy at the beginning of every school year.

CONDUCT AND DISCIPLINE

The goal of school discipline is to encourage development, discipline, and responsibility.

1. Each child is to maintain self-control.
2. Respect for all individuals is required.
3. A quiet atmosphere conducive to learning is encouraged.
4. Students must observe the rules of good sportsmanship and proper behavior during school-related activities on or off school property.

FOR THE ABOVE TO TAKE PLACE, THE FOLLOWING GUIDELINES ARE IN EFFECT

BEHAVIOR ON SCHOOL GROUNDS

1. Students are to respect the rights and property of others at all times.
2. Students may not leave the school grounds at any time without the permission of the principal or his/her designee in his/her absence.
3. Students are expected to speak to teachers on duty if a problem arises during recess, rather than taking matters in to their own hands.
4. Students will refrain from playing games involving rough, physical contact.
5. Fighting or attacking another person either verbally or physically is not permitted,
6. Harassment in any form will not be tolerated.
7. Students may not bring in electronic equipment from home unless specifically requested by the teacher for a definite purpose. This includes but is not limited to walkmans, CD players, palm pilots, hand-held video/other games, cell phones, camera phones, I-pods, beepers etc.
8. Gum is not allowed in school.
9. When the children arrive for school in the morning or at dismissal time in the gym, the students need to sit in their assigned place and refrain from playing ball or games.
10. The use of foul language is not allowed.
11. Balls and frisbees are not to be used in the classroom during indoor recess.

BEHAVIOR ON CORRIDORS, STAIRS, AND LINES

When walking between classes or through the halls during any transition including fire and or emergency drill will be quiet and respectful. The physical space of everyone will be respected. There will be no pushing or shoving, Students need to walk in the corridors, not run.

BEHAVIOR IN THE LUNCHROOM

1. All students come to the lunchroom at the assigned time.
2. Students will eat at an assigned table with their individual classes. No child will be ostracized or excluded.
3. Students are expected to be courteous to everyone.
4. Each child is expected to keep his/her place clean. All scraps, milk cartons etc. should be placed in the trash barrels or the recycling bin when finished eating.
5. Students will remain at their tables after they eat until they are dismissed to either go outside or back to the classroom.
6. Conversation at lunch should be moderate in tone. Screaming, shouting, and any other inappropriate noises are not permitted. All food is eaten in the lunchroom unless otherwise stated
7. Students may leave the lunchroom only with the teacher's permission.

DISCIPLINE POLICY

Certain types of behavior will not be tolerated. Behavior that is deemed inappropriate of a student in a Christian environment is not acceptable. Infringement of any rule or regulation may be met by appropriate consequences. These may include:

1. Loss of field trip or other school privileges
2. Repairing and/ or replacing damaged property.
3. Phone call to parents either at home or at **WORK**
4. Detention
5. Student is placed on probation
6. Suspension
7. Expulsion

DETENTION

Detention will be given for infringement of school policy. A detention notice will be sent home informing the parents of the offences and the date of the detention. The form needs to be signed and returned to the teacher the following day. Ordinarily, a student will be given a one-day notice. However, if a particular circumstance warrants it, a call to the parents would be sufficient for detaining a child on the same day the detention is given.

SUSPENSION AND EXPULSIONS

Suspensions and expulsions are the most serious disciplinary measures used when a student acts in an irresponsible or inappropriate manner in or about school. Repeated infractions may result in a suspension of a student. The principal has the right to suspend those pupils whose presence in the school has become a serious impediment to the school operation. A student may be placed on probation at this time. Among the types of conduct which could make a student liable for suspension are:

1. Disrespect and defiance toward administration, teachers, staff members, and those in authority.
2. Continued harassment and/or bullying
3. Carrying an object to school that could endanger the safety of others
4. Biting other children or any other physical harm
5. Fighting either verbally or physically
6. Cheating, stealing, or lying
7. Disruptive behaviors or attitude impeding the academic process of self and others
8. Destroying school property

EXPULSION

The policy of the Diocese of Bridgeport will be followed in cases of expulsion.

UNIFORMS

THE SCHOOL UNIFORM IS REQUIRED OF ALL STUDENTS, K-8. The uniform should be the appropriate size and should be worn appropriately.

The FULL DRESS UNIFORM is required for all Masses and special occasions.

Students who consistently fail to adhere to the dress code will be given a detention. Parents are asked to cooperate with the school regarding the dress code. We ask that you assume the responsibility to check that your child is in uniform before leaving home. It is not our desire to have teachers use valuable teaching time to check up on a student's uniform.

You may purchase your school uniforms at either one of the following locations:

Blake's School Uniforms
60 Access Road
Stratford, CT 06615
(203) 375-5901

www.blakesschooluniform.com

Dennis Uniform Company
500 Boston Post Road
Orange, CT 06477
(203) 795- 5457

www.dennisuniform.com

THE UNIFORM IS AS FOLLOWS:

<p><u>Girls</u></p> <p><u>Grade K</u> White St Jude polo long/short sleeved Plaid uniform skort or walking short Navy uniform cardigan Navy socks or tights (NO LOW SOCKS) Sturdy shoes with rubber sole. NO BOOTS, CLOGS, WORK BOOTS, SANDALS, OR PLATFORMS</p> <p><u>Grades 1- 5</u></p>	<p><u>Boys</u></p> <p><u>Grade K</u> White St Jude polo long/short sleeved Navy blue uniform pants with elastic waist Navy or black socks (NO LOW SOCKS) Tie/Velcro shoes (NO WORK BOOTS OR BLACK SNEAKERS)</p> <p><u>Grade 1-5</u></p>
<p>Jumper White blouse</p> <p>Navy uniform cardigan Navy socks or tights (NO LOW SOCKS) Sturdy shoes with rubber sole NO BOOTS,CLOGS, CROCS,WORK BOOTS, SANDALS,OR PLATFORMS</p> <p>Use leggings for added warmth in the winter Please wear shorts under the jumper.</p>	<p>Navy blue uniform pants white dress/oxford shirt plaid uniform tie Navy uniform cardigan Navy or black socks (NO LOW SOCKS) Tie shoe with rubber sole. (NO WORK BOOTS ,OR BLACK SNEAKERS)</p>

<p><u>Girls</u></p> <p><u>Grades 6-8</u></p>	
<p>Plaid uniform skort White blouse pointed collar Navy fleece</p> <p>Navy socks/tights (no nylons without socks. NO LOW SOCKS!!) Use navy heavy tights for cold weather</p> <p><u>Shoes:</u> black traditional penny loafers Black Oxford or choice of slip-on style shoes <u>1 ½ inch heel max. Not Permitted: CLOGS, CROCS, SANDALS, PLATFORMS, or WORK BOOTS.</u></p>	

<u>Boys</u>	
Grades 6-8	
Khaki uniform pants White dress/oxford shirt Plaid uniform tie Navy blue fleece White or black socks (NO LOW SOCKS!) Sturdy loafers or tie shoe with rubber soles <u>Not permitted: work boots, or black sneakers.</u>	

Some of the non-plaid uniform pieces may also be purchased at Land’s End.

OPTIONAL SUMMER UNIFORM

White golf shirt with St. Jude Logo worn tucked in
 Navy walking shorts with belt or skort (grades 6-8 girls) Shorts or skorts should be to the knees or not more than 3 inches above the knee
 White or navy crew socks and Sneakers

Physical Education UNIFORM (K-8)

- | | |
|----------------------------|-------------------------------|
| Navy Blue St. Jude T-shirt | Navy Blue St. Jude Sweatshirt |
| Navy Blue St. Jude Shorts | Navy Blue St. Jude Sweatpants |

Sneakers need to be worn to take part in physical education classes. Only students wearing the proper uniform can participate in PE classes.

Sneakers with wheels on the soles (wheelies) are not permitted in our school, church, gym, or parish social hall. This is a safety precaution.

Gym uniforms are to be worn to school on Gym Days. If the gym day is a Church day, The full school Uniform should be worn and sneakers should be carried to school.

HAIR AND ACCESSORIES

Extraordinary hairstyles (tails, shaved designs, colors etc.) are unacceptable.
 Boys may not wear earrings.
Makeup/lip gloss and nail polish are not permitted. Girls may wear small earrings- one in each ear.
 PLEASE DO NOT WEAR SILLY BANDS or other decorative type bracelet!

DRESS DOWN DAYS

Please be mindful that appropriate school attire is worn on dress down days. Short shorts, halters, belly shirts, tank tops, and tops with spaghetti straps or strapless tops need to be reserved for home. Boys need to wear an undershirt if they chose to wear a basketball jersey to school. Clothing needs to be appropriately sized to insure a comfortable and modest fit.

Shoes suitable for safe outdoor play need to be worn on these days. Sandals, crocs, clogs, and wheelies are not permitted. SHOES MUST HAVE A BACK! Kindergarten children should be in sneakers every day!

Parents will receive a phone call at home or work to bring clothing if a child comes to school dressed inappropriately on these special days.

CLASSROOM

Classroom procedures and management will be designed and implemented by the individual teacher. All items brought to school by a student must relate to the academic process. Books (hard cover and soft) must be **covered at all times**. School bags are required. Each child is responsible for the general cleanliness of the classroom, the building, and the materials within.

FIELD TRIPS

Field trips having an educational purpose are planned each year by the individual classroom teacher.

Virtus trained chaperones may be needed by the teachers to assist them on the trips.

Field trip permission forms are required for all field trips in the Diocese of Bridgeport.

The Diocesan policy states that a student who does not have a signed permission form may not go on the planned trip. Parent phone calls and/or handwritten notes are not acceptable. A faxed permission slip is allowed.

Teachers may also plan in-house programs for his/her class during the school year.

SACRAMENT PREPARATION

Students preparing for the reception of the sacraments of Reconciliation (Grade 2) Eucharist (Grade 3) and Confirmation (Grade 9) must take part in the Religious Education Program of the Parish, according to the Diocesan Regulations. Parents are

notified as to the time frame regarding preparation, as well as parents' meeting by the Director of the Religious Education Program.

Communion

Students at St. Jude School will attend Liturgy many times during the school year. Catholics, in good standing should receive communion. We will follow the guidelines set forth by the United States Conference of Catholic Bishops (USCCB). As parents are the primary catechist for their child(ren), please be sure to fill out the "Holy Communion Form" found in the August packet to communicate with your child's teacher whether your child is eligible to receive the Blessed Sacrament. We do not want any child to feel uncomfortable so please be sure that this is complete before the first school Liturgy which is the first week of school.

NOTICES

A weekly notice is emailed or sent home every Wednesday throughout the school year. Please read this for important information.

AFTER CARE PROGRAM

The After School program is made available to working parents. The regular hours are from the end of the school day until 6PM Monday through Friday. Payment for the after Care Program are payable weekly or monthly and payable to St. Jude School. Please contact the school office or refer to the August Packet for further information.

TUITION FEES

A tuition contract is presented to each family. In addition, EVERY family MUST enroll in SMART Tuition Plan. Please refer to your enrollment for or log on to www.smarttuition.com for mailing information. Any tuition payments that are brought to the school should be made out to St. Jude School. Failure to abide by the terms and conditions as contained in the agreement may result in your child not receiving report cards, not being allowed to attend school activities, not being allowed to continue to attend classes etc.

Tuition needs to be up to date in order to participate in all sports programs.

SCHOOL ADVISORY BOARD

The School Advisory Board participates in the strategic planning and goal setting for finance, facilities, marketing, and development. It receives, reviews, and revises, if necessary, the annual operating budget prepared by the principal and business manager. It works as advisory to the principal in these areas.

The Principal is directly responsible for the overall running of the school and the implementation of the Diocesan School Policies. The principal is directly responsible for the school's curriculum, programs, and personnel and works interactively with the School Advisory Board to fulfill the School Advisory Board's responsibilities in the school's strategic planning, finance, marketing, and development.

The Diocese of Bridgeport provides training to the School Advisory Board as to their role in the governance of the school as stated above. Parents need to be respectful of these roles and to observe **the proper protocol** in any communication within our school community. *Any questions or concerns concerning your child's education or school life need to be addressed according to the proper protocol stated in this handbook "How to Address Concerns About Your Student's Education at St Jude School."*

HOME SCHOOL ASSOCIATION

All individual schools in the Diocese of Bridgeport have an organized Home School Association. The H.S.A. is engaged primarily in fund-raising activities which directly serve the needs of the school. Every parent is a member of the Home School Association and is expected to support the H.S.A. efforts in fundraising.

Payment of the annual Home School Association assessment is required of every family in our school. This assessment is discussed in detail at the first Home School Association Meeting in September. The Principal and/or Home School Association Treasurer handle any questions that may arise in this area.

The Principal is directly responsible for the overall running of the school and the implementation of Diocesan School Policies. The principal is directly responsible for the school's curriculum, programs, and personnel and works with the Home School Association in the area of fundraising to meet the needs of the school as deemed necessary.

Parents need to be respectful of the roles of the Home School Association Officers and observe **the proper protocol** in any communication within our school community. *Any questions or concerns concerning your child's education or school life need to be addressed according to the proper protocol stated in this handbook "How to Address Concerns About Your Student's Education at St Jude School."*

SAFE ENVIRONMENTS

All volunteers in the Diocese of Bridgeport must be in compliance with the Safe Environment Program. "*Virtus: Protecting God's Children for Adults*" is a mandatory 3-hour training program required of every person age 18 and over who works or volunteers within the Diocese of Bridgeport. Awareness training is required by the *Charter for the Protection of Children and Young Persons*. The school secretary has the necessary information for every parent to enroll in the course.

SCHOOL SERVICES

NURSE

Health services include emergency care of an injury or illness, annual visual, auditory and growth checks. Scoliosis screening is done in Grades 5-8.

The school nurse is available on all school days from 8:00 AM to 1:00 PM.

COUNSELING and SUPPORT

The school psychologist or counselor will be available as needed from Monroe Public school and from the Diocese of Bridgeport on a part time basis to provide testing and counseling services and to consult with parents, students, and staff.

HOT LUNCH PROGRAM

Hot lunch is made available on a daily basis to those who wish to participate. A menu is provided on a monthly basis. Payment is required at the time of ordering. Milk may be ordered for the year.

INCLEMENT WATHER- EARLY DISMISSAL

St. Jude School follows the Monroe Public School schedule of NO SCHOOL ON SNOW DAYS. Listen to WEBE108-FM or WICC 600-AM for announcements of school cancellations. In the event of an unscheduled early dismissal due to inclement weather or any other emergency, an email will be sent to all parents in an email blast using the information provided to the office. Additionally the Room Parent will attempt to contact each family. Please provide them with all of your emergency phone numbers at the beginning of the year when asked in case of an emergency during the school year.

Due to emergencies such as inclement weather or any unexpected circumstances, children SHOULD BE INFORMED where they should go if a parent is not home. Please work out a plan with your family for such occasions if they occur. Students will not be permitted to call to arrange play dates or to change transportation arrangements because they had "a better idea."

INSURANCE

Students are offered the opportunity to participate in the insurance program offered to the school by the Diocese. Information can be found in your welcome packet. The coverage is optional.

LIBRARY

All students have access to the student library. Books are taken on a weekly basis. The library is also used for research. The children are also encouraged to procure a library card from the town library.

SPORTS AND ACTIVITES

Extra-curricular activities are provided at St. Jude School. They include but are not limited to sports, yearbook, literature, drama, choir, the arts, scouting , and student council. Separate criteria will be sent home at the beginning of each school year. However, sports and other activities do not in any way, take precedence over academics. Also, the expected behavior of each student in dealing with the entire school community is of a higher priority than the sports or extracurricular programs.

Tuition must be up to date for students to participate in all sports programs at our school.

***Diocese of Bridgeport
Student Code of Conduct***

Behavior	Grades K - 12 Guideline of Consequences
Any Behavior That Communicates a Failure to Give Due Honor to God, Holy Persons, and Holy Things	1 st and Subsequent Offenses: <ul style="list-style-type: none"> • parent or guardian notification with consequences determined on a case-by-case basis
Misbehavior at Mass or Other Liturgical Functions	1 st and Subsequent Offenses: <ul style="list-style-type: none"> • disciplinary conference with administrator with consequences determined on a case-by-case basis • potential suspension • parent or guardian notification • exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator
Sacrilege, Including Blasphemous Speech, Actions, Entertainment, Etc.	1 st and Subsequent Offenses: <ul style="list-style-type: none"> • disciplinary conference with administrator, consequences determined on a case-by-case basis • potential suspension • potential expulsion • parent or guardian notification • Superintendent notification • exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator
Failure to Respect Religious Differences	1 st and Subsequent Offenses: <ul style="list-style-type: none"> • parent or guardian notification with consequences determined on a case-by-case basis • exclusion from all co-curricular and extracurricular activities for a period of time determined by administration

Bus Misconduct	<p>1st Offense:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator • potential bus seat assignment • parent or guardian notification <p>2nd Offense:</p> <ul style="list-style-type: none"> • parent or guardian notification • bus seat assignment <p>3rd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • potential suspension of bus privileges for up to 5 days • potential disciplinary action
Inappropriate Physical Contact (Pushing, Shoving Another Student – no “serious” physical injury occurs)	<p>1st Offense:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator • parent or guardian notification <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator • parent or guardian notification • loss of privileges up to 3 days (recess, co-curricular activities, field trips, etc.) • potential detention, conduct referral
Verbal Assault or Threatening Physical Harm	<p>1st Offense:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator, consequences determined on a case-by-case basis • parent or guardian notification <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • potential suspension • parent or guardian notification • exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator
Possession and/or use of Tobacco, Smoking Paraphernalia	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • parent or guardian notification with consequences determined on a case-by-case basis
Hazing	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator with consequences determined on a case-by-cases basis • potential up to 2 days suspension • parent or guardian notification • Superintendent/Office of Safe Environments notification • potential expulsion • exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator
Bullying	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator, consequences determined on a case-by-case basis • potential suspension • potential expulsion • parent or guardian notification • Superintendent notification • exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator

Sexual Harassment/Sexual Misconduct	1 st and Subsequent Offenses: <ul style="list-style-type: none"> • administrator investigation as per diocesan policy • potential suspension • parent or guardian notification • potential expulsion • Superintendent/Office of Safe Environments notification • exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator
Fighting	1 st and Subsequent Offenses: <ul style="list-style-type: none"> • disciplinary conference with administrator • potential suspension • parent or guardian notification • exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator
False Alarm/Bomb Threat	1 st and Subsequent Offenses: <ul style="list-style-type: none"> • potential suspension • parent or guardian notification • Superintendent notification • exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator • police/fire referral
Assault Premeditated violence, planned attack	1 st and Subsequent Offenses: <ul style="list-style-type: none"> • potential suspension • parent or guardian notification • Superintendent/Office of Safe Environments notification • exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator • potential expulsion • police referral
Controlled Substances: Use / Possession or Sale (Drugs, Alcohol, Inhalants)	1 st and Subsequent Offenses: <ul style="list-style-type: none"> • parent or guardian notification • Superintendent notification • administrator/parent conference with consequences determined on a case-by-case basis • referral to social agency and/or DCF • police referral • potential expulsion
Arson	1 st and Subsequent Offenses: <ul style="list-style-type: none"> • potential suspension • parent or guardian notification • exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator • Superintendent notification • potential expulsion • police/fire referral

Weapon Possession and/or Facsimile or Replica (including fireworks)	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • potential suspension • potential expulsion • parent or guardian notification • Superintendent/Office of Safe Environments notification • exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator
Hate Crimes	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • potential suspension • parent or guardian notification • exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator • Superintendent/Office of Safe Environments notification • potential expulsion • police referral
Criminal Mischief	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • potential suspension • exclusion from all co-curricular and extracurricular activities for a period of time determined by administrator • Superintendent notification • administrator/parent conference with consequences determined on a case-by-case basis • reasonable restitution • police referral
Violation of Fire/Lock Down Drills	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • parent or guardian notification • determined on a case-by-case basis and may lead to suspension
Other Serious Misconduct as Determined by the School Administrator	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • determined on a case-by-case basis and may lead to suspension or expulsion • parent or guardian notification • Superintendent/Office of Safe Environments notification • police/fire/DCF referral
Student Dress Code Violation	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • parent or guardian notification and change of clothes • additional loss of privileges levied by administration
Academic Integrity: Cheating	<p>1st Offense</p> <ul style="list-style-type: none"> • disciplinary conference with teacher • parent or guardian notification • loss of credit <p>2nd and Subsequent Offenses</p> <ul style="list-style-type: none"> • disciplinary conference with administrator • parent or guardian notification • loss of credit

Academic Integrity: Plagiarism	<p>1st Offense</p> <ul style="list-style-type: none"> • disciplinary conference with teacher • parent or guardian notification • loss of credit <p>2nd and Subsequent Offenses</p> <ul style="list-style-type: none"> • teacher written disciplinary referral to school administrator • disciplinary conference with administrator • parent or guardian notification • loss of credit
Refusal to Adhere to Staff Member Directive: Open Defiance of a Teacher or Any School Employee	<p>1st Offense</p> <ul style="list-style-type: none"> • disciplinary conference with teacher • parent or guardian notification <p>2nd and Subsequent Offenses</p> <ul style="list-style-type: none"> • removal from class • disciplinary conference with administrator with consequences determined on a case-by-case basis • parent or guardian notification • potential suspension • exclusion from co-curricular and extra-curricular activities for a period of time determined by administrator
Obscene, Vulgar, Abusive, Inflammatory or Disrespectful Language, Gestures, or Behavior Directed Toward any Adult or Student	<p>1st Offense</p> <ul style="list-style-type: none"> • teacher written disciplinary referral to school administrator • parent or guardian notification • disciplinary conference with administrator with consequences determined on a case-by-case basis <p>2nd and Subsequent Offenses</p> <ul style="list-style-type: none"> • potential suspension • parent or guardian notification • exclusion from co-curricular and extra-curricular activities for a period of time determined by administrator
Inappropriate Behavior: Minor Breaches of Student Conduct Not Covered Explicitly in Conduct Behaviors	<p>1st Offense</p> <ul style="list-style-type: none"> • staff discussion with student • parent or guardian notification <p>2nd and Subsequent Offenses</p> <ul style="list-style-type: none"> • parent or guardian notification • disciplinary conference with administrator with consequences determined on a case-by-case basis
Racial or Other Discriminatory Slurs	<p>1st Offense</p> <ul style="list-style-type: none"> • disciplinary conference with administrator with consequences determined on a case-by-case basis • parent or guardian notification <p>2nd and Subsequent Offenses</p> <ul style="list-style-type: none"> • potential suspension • parent or guardian notification • potential Superintendent/Office of Safe Environments notification • exclusion from all co-curricular and extra-curricular activities for a period of time determined by administrator

Possession of, Posting, or Distributing Libelous, Obscene, or Defamatory Materials or Literature	1 st and Subsequent Offenses <ul style="list-style-type: none"> • confiscation of materials • consequences to be determined on a case-by-cases basis and may lead to suspension or expulsion • potential Superintendent/Office of Safe Environments notification • potential police referral
Other Serious Misconduct as Determined by School Administrator	1 st and Subsequent Offenses <ul style="list-style-type: none"> • consequences to be determined on a case-by-case basis and may lead to suspension or expulsion • parent or guardian notification • potential Superintendent/Office of Safe Environments notification • potential police referral
Inappropriate Use of School Technology	1 st and Subsequent Offenses: <ul style="list-style-type: none"> • disciplinary conference with teacher • parent of guardian notification • loss of privileges • potential suspension • teacher written disciplinary referral to school administrator • disciplinary conference with administrator; consequences determined on a case-by-case basis • exclusion from co-curricular and extra-curricular activities for a period of time determined by administrator
Inappropriate Use of Technology in Extended School Community (Cyberbullying)	1 st and Subsequent Offenses <ul style="list-style-type: none"> • loss of privileges • parent or guardian notification • disciplinary consequences determined on a case-by-case basis • potential Superintendent/Office of Safe Environments notification • potential police referral
Misconduct Out of School/Conduct Leading to a Felony Arrest or Class A Misdemeanor/Adjudication as a Delinquent or Youthful Offender	1 st and Subsequent Offenses <ul style="list-style-type: none"> • refer to consequences for relevant behavior(s) listed in other sections in this document • potential Superintendent/Office of Safe Environments notification • potential suspension/expulsion
Falsifying Signatures, Excuses or Other School Documents, or Any Deliberate Statement Whether Written or States	1 st and Subsequent Offenses <ul style="list-style-type: none"> • parent or guardian notification • teacher written disciplinary referral to school administrator • loss of privileges
Graffiti	1 st and Subsequent Offenses <ul style="list-style-type: none"> • parent or guardian notification • restitution and/or clean up required • teacher written disciplinary referral to school administrator • disciplinary conference with administrator • parent or guardian notification • potential police referral

Vandalism	1 st Offense <ul style="list-style-type: none"> • teacher written disciplinary referral to school administrator • parent or guardian notification • Superintendent notification • restitution required 2 nd and Subsequent Offenses <ul style="list-style-type: none"> • parent or guardian notification • suspension • Superintendent notification • restitution required • disciplinary conference with school administrator • exclusion form all co-curricular and extra-curricular activities for a period of time determined by administrator • potential police referral
Tampering with School Records	1 st and Subsequent Offenses <ul style="list-style-type: none"> • disciplinary conference with school administrator with consequences determined on a case-by-case basis • parent or guardian notification • Superintendent notification • potential suspension/expulsion
Theft or Possession of Stolen Goods	1 st and Subsequent Offenses <ul style="list-style-type: none"> • disciplinary conference with administrator • parent or guardian notification • restitution required • exclusion from all co-curricular and extra-curricular activities for a period of time determined by administrator • potential suspension • Superintendent notification • potential expulsion • potential police referral
Borrowing, Taking, or Receiving Any Item (including money) by Force, Threat or Intimidation	1 st and Subsequent Offenses <ul style="list-style-type: none"> • parent or guardian notification • exclusion from all co-curricular and extra-curricular activities for a period of time determined by administrator • restitution required • potential Superintendent notification • potential suspension • potential police referral
Other Serious Misconduct as Determined by School Administrator	1 st and Subsequent Offenses <ul style="list-style-type: none"> • consequences to be determined on a case-by-case basis and may lead to suspension or expulsion • parent or guardian notification • potential Superintendent/Office of Safe Environments notification • potential police referral
Trespassing and Violations of School Suspensions	1 st and Subsequent Offenses: <ul style="list-style-type: none"> • written/verbal warning and removal from premises • parent/guardian notification • potential police referral

Tuancy: Unauthorized Absence from School	1 st and Subsequent Offenses <ul style="list-style-type: none"> • parent/guardian notification • superintendent notification • promotion may be withheld • social/legal agencies notified as appropriate
Cafeteria/Dining and Assembly Hall Misconduct	1 st and Subsequent Offenses <ul style="list-style-type: none"> • parent/guardian notification • loss of privileges
Unauthorized Use of Telecommunication Devices Such As, But Not Limited To: Beepers, Cellular Phones, I-Pods, Palm Pilots, Video Games or Other Electronic Communication Devices	1 st and Subsequent Offenses <ul style="list-style-type: none"> • confiscation of device • parent/guardian notification and pick-up
Use of Laser Pointers	1 st and Subsequent Offenses <ul style="list-style-type: none"> • confiscation of device • parent/guardian notification and pick-up
Tardy to School: Ten (10) Times on One Quarter	1 st Offense <ul style="list-style-type: none"> • written notification from school administration 2 nd and Subsequent Offenses <ul style="list-style-type: none"> • parent or guardian meeting with administrator • possible referral to DCF/legal agencies and/or retention
Leaving School Grounds	1 st and Subsequent Offenses <ul style="list-style-type: none"> • parent or guardian notification with consequences determined on a case-by-case basis • police notification
Being Outside the School/In Unauthorized Area Without Prior Approval	1 st and Subsequent Offenses <ul style="list-style-type: none"> • parent or guardian notification with consequences determined on a case-by-case basis • possible police notification
Failure to Serve Detention/In-School Suspension or Misbehaving During Detention/In-School Suspension	1 st and Subsequent Offenses <ul style="list-style-type: none"> • parent or guardian notification with consequences determined on a case-by-case basis
Other Serious Misconduct as Determined by School Administration	1 st and Subsequent Offenses <ul style="list-style-type: none"> • consequences to be determined on a case-by-case basis and may lead to suspension or expulsion • notification including, but not limited to: parent or guardian, Superintendent, Office for Safe Environments, DCF, police and/or other social/legal agencies

Please tear off, sign and return this form to your child's homeroom teacher. If there is more than one child in the family, only one form is needed

We have read the St. Jude School Handbook and will abide by the rules and regulations. We understand that the Handbook may be revised at anytime during the year. Revisions may be sent home and/or posted on the website.

Family Name _____
Child's Name _____ Grade _____
Child's Name _____ Grade _____
Child's Name _____ Grade _____
Child's Name _____ Grade _____

Signed _____ Date _____
(Parent or Guardian)

Signed _____ Date _____
(Student)

Signed _____ Date _____
(Student)

Signed _____ Date _____
(Student)

Signed _____ Date _____
(Student)

Students in Grade PreK – Grade 3 may sign, but it is NOT required – Parental discretion.