

MISSION STATEMENT “Learning and Living Our Faith”

St. Jude Catholic School is the educational center of our diverse faith community. We demonstrate our commitment to living as Jesus taught by continuously refining and integrating Catholic values, not only in the academic setting but also throughout our lives in both our Parish and the community-at-large.

SCHOOL PHILOSOPHY

It is the philosophy of St. Jude School to recognize the parents as the primary educators of their children. Therefore, it is with the active involvement of our parents that together we strive to help our students reach their fullest potential by helping them become:

Spiritual Persons who constantly seek to further a relationship with God; who recognize and proclaim the goodness and grace of God in themselves and in others; who are willingly committed to a Christian lifestyle, and who worship actively with the Faith Community.

Loving Persons who willingly and creatively share time and talents with the diverse society, who are accepting, compassionate and sensitive to those who are met throughout life, while continuously spreading the message of Jesus Christ

Responsible Persons who confidently and competently respond to meeting just needs, protecting personal rights, and respecting the earth’s environment; who are committed to peaceful resolution conflict; striving for academic excellence based on the individual needs and capabilities

Hope Filled Persons who are rooted in our still unfolding Catholic tradition; who are eager to face in faith and trust an uncertain future with a critical, reflective, creative and peaceful anticipation.

I GENERAL INFORMATION

OFFICE HOURS

The school office (815-485-2549) will be open on school days at 8:30 AM. The office will close on full days at 4:00 PM, Early Dismissal days at 2:30 PM and on Half Days at 12:00 PM. We ask that all business be taken care of during this time. If you need attention outside regular hours, leave a voice message on the answering machine and your call will be returned as soon as possible.

CALENDARS

The calendar is available for viewing on the school link to the parish website www.stjudes.org. Changes to the calendar will be listed in the newsletters of the teacher and principal. Notice of activities and special programs and events will be sent home each Thursday to inform you of the latest school news, important notices and reminders. Check the “Schoolnotes” link on the first day of each school week for teachers’ updated newsletters.

LOST AND FOUND

Misplaced or lost clothing, valuables, books, lunches and school bags are brought to the “Lost and Found”. Items may be reclaimed before and after school and during the lunch hour. Unclaimed items will be given to the needy at the end of the school year.

NON-CUSTODIAL PARENT RIGHTS

The school follows the Buckley Amendment and will provide an estranged parent with access to the records and other school-related information about the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a copy of the court order.

STATE CERTIFICATION

The State of Illinois and the Diocese of Joliet license this school. School personnel are licensed and qualified by the State, parish and diocese. State and diocesan guidelines are followed.

NON-DISCRIMINATION POLICY

St. Jude’s School does not discriminate nor restrict admission based on race, gender, national or ethnic origin. Each child has access to the rights, privileges, programs and activities accorded to all students of the school. Restriction is based on individual behavior and the policies of the school. All students take Religion class and participate in weekly Mass.

AMENDING POLICY

The principal retains the right to amend the Parent/Student Handbook for just cause. Parents will be given a prompt notification if changes are made. The amendment will be presented to the School Board for consultation and discussion.

II ADMISSION

REGISTRATION

Admission is open to parishioners and non-parishioners. Registration for both current and new students takes place each year beginning in January. Forms are first sent home for current parents to complete and submit with initial fees. Registration is then open to new families, space permitting.

Admission requirements for Kindergarten are:

- * Must be 5 years of age by September 1 of the enrollment year
- * Certificates of Birth and Baptism must be presented. These are copied and returned.

Admission requirements for grades 1 to 8 are:

- * Report card from the previous school.
- * Recent achievement test scores.
- * A transfer form from the previous school.
- * Up-to-date physical and immunization record.

A complete and signed registration form must be submitted along with a nonrefundable registration fee at the time of registration. After September 1st, any student who withdraws from St. Jude School will forfeit \$300.00 in addition to any tuition that has been incurred up to the date of withdrawal. This fee covers books and materials. Parents who register their children agree to the policies as stated in this handbook. All new students for any grade will be admitted on a probationary basis for the first three months.

PHYSICAL and DENTAL EXAMS

Students entering Kindergarten are required to undergo a physical, dental and eye exam prior to the start of school. Second grade requires a dental exam and Sixth grade requires a physical and dental exam. The exclusion date for students in noncompliance with these policies is October 15th.

Yearly sports physicals are needed to participate in any sport grades 5-8. Sports physicals must be completed before the first practice date.

IMMUNIZATIONS

The State requires that all students must be properly immunized before being admitted to school. The school reviews all health records. Students not meeting all necessary health requirements must remain home until the proper immunizations have been received or an equitable solution found.

INSURANCE

All children must have a primary insurance carrier. The school insurance is a secondary policy that will supply coverage only after the primary insurance has been used. Athletes must supply proof of insurance before playing.

III SCHEDULE

SCHOOL HOURS

Students may not enter the building until 8:55 unless they are in Morning Care or a supervised school activity. Doors for car riders will open at 8:55 and close at 9:05. Parents will be billed for Morning Care supervision. Students are to report to their homeroom upon arrival. Class begins by 9:15. Students arriving after 9:05 must report to the office for a tardy slip. Bus riders arriving after 9:05 will NOT be considered tardy, but are expected to proceed to classrooms as quickly as possible. Classes dismiss at 3:30.

LUNCH AND RECESS

Menus for hot lunch are distributed and must be ordered monthly. Glass bottles are not permitted for safety reasons. Soda is discouraged. Highly caffeinated beverages of any kind are not permitted. Parents are not allowed to join their children for lunch. Please drop off forgotten lunches in the school office. **Fast food lunches are highly discouraged.** No child is allowed to leave the school grounds at lunchtime. With adult supervision and, weather permitting, students enjoy outdoor recess. All children are expected to go out at recess time. A doctor's note is necessary to excuse a child from outdoor activities. Students remain inside during severely cold or inclement weather.

LUNCH & RECESS SCHEDULE

	2 ND , 3 RD , & 4 TH	Kindergarten & 1 st	5 th , 6 th , 7 th , & 8 th
Lunch	12:00 – 12:20	12:20 – 12:40	12:40 – 12:55
Recess	11:40 – 12:00	12:00 – 12:20	12:25 – 12:40

IV ATTENDANCE

Parents may report the child’s absence by telephone the evening before on the office answering machine (you may leave a message) or by calling the office prior to 9:00 on the morning of the absence (485-2549). If there is no call or note, parents or guardians will be called. **Upon return to school, a written, dated, note signed by the parent or guardian stating the reason for the absence must be presented to the teacher. A child without this note will not be allowed back in class until a parent has been contacted.** An absence of 3 or more days will require a doctor’s note. Cases of excessive absence or tardiness will be brought to the attention of the Will County Truant Officer.

EXCUSED ABSENCE

Illness/Injury
 Doctor/Dentist Appointment
 Funeral
 Court appointment

UNEXCUSED ABSENCE

Vacations
 Non-school events
 Personal Business
 No note from a parent

PRINCIPAL’S DISCRETION

Family Vacations

The school discourages vacations taken during the school year because it interferes with the educational process. Parents are asked to schedule vacations when school is not in session. If not possible, the family must take responsibility for subject matter presented during this period of time. Parents taking children from school for vacation must present a written request to the classroom teacher one week before the student’s absence.

MISSED WORK

Daily absence: Parents may request the work the student has missed either by calling the school office before 9:00 a.m. or by sending a note to the teacher. Any work must be picked up in the office after 3:30 p.m. All missed work will be made up or equivalent work will be assigned and taken in its place. Makeup work due to illness is due the number of days absent plus one. Vacation: Work missed will be made up. Assignments cannot ordinarily be sent home before the vacation.

EXCESSIVE ABSENCE

Daily attendance is required. If a student exceeds the maximum number of days absent per trimester, the teacher will determine the student’s grade and/or retention, subject to the approval of the principal. The maximum number of days absent is generally considered to be 10% of the 176 required days of regular attendance (normally 18 days). The Will County Truant Office will be notified in cases of excessive absences or tardiness.

EARLY DISMISSAL

Any request for an early dismissal must be submitted in writing, sent to the teacher and forwarded to the office. The reason and time of pickup should be noted as well as who will come to pick up the child. Students picked up early must be picked up in the school office and signed out. If the adult is not the parent or guardian, picture identification will be required. If the adult is not the one noted in the correspondence, the child will not be released. Early dismissal will be recorded as ¼, ½, or ¾ days absent.

TARDINESS

A child late for class is a disruption for the teacher and the class and forces the child to have to “catch up”. A child is late if he/she enters the building after 9:05 a.m. If a child is late for any reason, he/she must go to the office to get a tardy slip to present to the teacher. If possible, a note explaining the tardy should be presented on the day following the tardy. Students arriving by **bus** after 9:00 a.m. are not considered tardy.

Excessive tardiness in a trimester will result in the following actions. 3 times = 1 warning by teacher phone call or note, 6 times = parent-teacher conference. After 3 times tardy in one trimester, students will stay in for recess to make up for the missed time. Five minutes will be served for each minute late.

WITHDRAWALS AND TRANSFERS

Parents withdrawing or transferring children for any reason must notify the school at least one week before withdrawing and satisfy unpaid fees, tuition or other obligations. NO actual records of attendance or progress will be forwarded unless all fees and tuition matters are settled. All books and workbooks will remain in the school.

V ARRIVAL AND DISMISSAL

BICYCLES

Bicycles are to be locked and placed in the racks. Bike riding on school property during school hours is not permitted. Riders will be dismissed as walkers.

CARS

In the morning, cars form a single file line on the east side of the school building (near the Junior High Science room). Students may be dropped off between 8:55 and 9:05. No child will be admitted through the side doors after 9:05a.m. Admittance after that time must be through the west doors near the gym and the child will be considered tardy. In the afternoon there will be two pick-up lines. Children with last names beginning with A-J will be picked up at the Church entrance. Students with last names beginning with K-Z will be picked up in the West lot. If you designate someone else to pick up your child, tell him or her that they may be required to show a picture ID. In case of a wedding or funeral, parents will be notified and all students will be dismissed through the West doors.

BUSSES

The bus drop off in the morning is in the West lot. In the afternoon busses will pick-up in the Southeast parking lot in front of the school. Bus riders may not return for forgotten items since the buses cannot wait. If your child usually rides the bus but will be a car rider, call the office or send a note so the child will be dismissed with the "car rider" group. Due to District regulations, parents are not allowed to remove a child from the bus once he/she has entered. If you need to make alternative transportation arrangements for your child, please notify the office before 2:00 p.m. so that we have sufficient time to notify the child and the teacher of the change.

NO BUS SERVICE DAYS

Due to differences in the Diocesan schedule and District 122's schedule, there are a few days during the year when there will be no bus service for SJS students. Parents will be notified well ahead of time of these changes. On these days, please follow the procedure listed below.

MORNING DROP OFF

Please use Second Avenue and the North church lot and form a single file line on the east side of the school building (near the Junior High Science room). Drop off time is from 8:55am to 9:05am. Students arriving late must go to the West door (back of school building) and will be considered tardy after 9:05am.

AFTERNOON PICK UP

Families with the last names beginning with **A-J** will be dismissed to the North Parking lot.

Families with the last names beginning with **K-Z** will be dismissed out of the West lot (back of school building).

BUS SAFETY

Lincolnway Transportation provides free bus service for our children who live at least 1.5 miles away or are in a hazardous area for walking. Schedules are created by Lincolnway Transportation, which sets its own rules. These regulations are to be followed and considered an extension of school rules. The principal will determine course of action if rules are disobeyed. Repeated offenses or misuse of the service may result in the student being restricted from bus service. Students may not use bus service to go anywhere except home, even with parent permission.

NEW LENOX SCHOOL DISTRICT 122 TRANSPORTATION SERVICES

The NLS122 Board of Education has established a transportation policy that provides free bus service for students living more than 1 ½ miles from their assigned school or in a designated hazard zone. Paid transportation is available to all other students and must be contracted on a full school year basis at the established rate. All kindergarten students will be bused without charge regardless of address. Special transportation is available based on a student's IEP.

Bus stops will be located at corners whenever possible. Walking distance to bus stops will be:

- 1 – 3 Grade no more than one block
- 4 – 6 Grade no more than two blocks
- 7 – 8 Grade no more than three blocks
(one block equals one tenth of a mile)

Target student ride times on the bus are:

- Kindergarten 35 minutes
- 1-6 Grade 40 minutes
- 7-8 Grade 45 minutes

Students will be transported to school from one location/bus stop and from school to one location/bus stop. Pick up and drop off locations must be consistent on a daily basis.

Students will ride their assigned bus only. Students are not permitted to ride a different bus except during certain emergency situations. Students who ride the bus to school are expected to ride the bus home unless the school and transportation are notified by a parental note or phone call. The purpose of bus service is to take students to and from school. Students are not allowed to ride the bus to after school activities such as staying at a friend's house, Scouts, music lessons, etc.

School bus riders are under the supervision of the school bus driver. It is the driver's responsibility to provide for the safety of all riders. Since the school bus is viewed as an extension of the classroom, it is the student's responsibility to behave accordingly. The right to ride the bus is conditioned on a student's good behavior and observance of the rules. Misbehavior/misconduct by a student will be reported to the proper school authority for disciplinary action. Please refer to the discipline action section of the student handbook should you have questions.

NLS122 STUDENT DROP-OFF PROCEDURES

Kindergarten students must have an approved adult present at the bus stop before the driver will allow the student to leave the bus. If an approved adult is not present at the bus stop, the driver will follow standard procedures to address the situation. This procedure applies to all Kindergarten age students on NLS122 routes; including St. Jude students.

STUDENTS OLDER THAN KINDERGARTEN WILL BE DROPPED OFF AT THE BUS STOP WITH OR WITHOUT AN APPROVED PARENT PRESENT. (1ST GRADE AND OLDER: BUS DRIVER WILL LET THE STUDENT GET OFF THE BUS WHETHER AN APPROVED ADULT IS PRESENT OR NOT.)

RULES AND REGULATIONS FOR STUDENT RIDERS

1. Students will board and depart the bus only at their designated bus stop or school. Students are to be at their assigned bus stop five minutes before the scheduled pick up time. Drivers cannot wait for tardy students. If the bus is late, students should not wait longer than 15 minutes past the scheduled pick up time before returning home.
2. All students are to go directly to their assigned seat upon boarding the bus, sit down, face forward and stay seated until reaching their destination. Students should not sit on top of their legs, feet, or personal belongings. Students are expected to sit up in their seat so that the bus driver can see them.
3. The aisles must be kept free of all items at all times. Personal belongings must be kept securely in the students' laps at all times. The rear emergency door is to be used only in the event of an actual emergency and/or in a safety drill.
4. Students crossing the road with the bus driver's assistance must wait for the driver's signal to cross, walk out 10 feet from the front of the bus, and upon reaching the shoulder turn back toward the bus walking along the shoulder to reach the bus. This "10 feet in front of the bus" is a safety cushion so that drivers do not lose sight of the smaller students and ensures that all students can clearly see the driver's signal that it is safe to cross.
5. Students not crossing the road are to stand 5 feet back and not approach the bus until it has come to a complete stop and the door has opened. When disembarking at the bus stop, students should move 5 feet away from the bus and wait for the bus to leave the bus stop. Students who leave the bus stop at the time the bus is leaving get lost in the "blind zones" around the perimeter of the bus and are in danger of getting hurt.
6. Students who take medication daily at school must not bring it to school on the bus. Parents must take medication to the school and give it directly to the building secretary or nurse. However, should any student be required to carry an inhaler, Epi-pen, or glucose on the bus to assist in a medical condition, he/she will be required to receive an additional note from the attending physician that must be on file.
7. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. (See Bus Discipline Section.)

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Video and audio cameras may be active on busses to record student contact and may be used for the purposes of investigation into misconduct or accidents on the bus.

NLSD122 KINDERGARTEN PARENT PICK UP/DROP OFF BUS PROCEDURE

Parents are asked to have someone present at the bus stop five minutes prior to the assigned bus pick up and drop off time.

In the event that the child does not have someone waiting for them at the drop off time, the procedure is as follows:

- The bus driver will radio the transportation department, requesting transportation call the home to alert the family that the bus is at the stop.
- If there is no answer, the transportation department will utilize additional phone numbers to contact parents to let them know that there is nobody at the bus stop.
- If nobody is available to get the child off of the bus, transportation will notify the school that the child will be coming back to the building.
- The transportation department in partnership with the school will call all of the emergency numbers until someone has agreed to pick up the child from school.

This procedure applies to all Kindergarten age students, including St. Jude School students, on any NLSD122 bus route.

Last updated January 9, 2017

VI HEALTH and SAFETY

EMERGENCY INFORMATION

All emergency information on the registration form and emergency card must be completed, signed and updated by each child's parent. This information must include the following:

Parent's address, home and work phone numbers of both parents, names and phone numbers of three persons, who could come to pick up a sick child if the parents cannot be reached, and the name and phone number of the family doctor. Anyone unknown to school staff picking up a child must show a picture ID. The parent must phone to inform the school that someone other than the person named on the card will pick up the child or the child will not be released. The child must be signed out in the office. This information must be kept current. Please notify the office IMMEDIATELY of changes to avoid a sick child being kept at school unnecessarily.

HEAD LICE

In the unfortunate event that head lice is identified, a check of every child in the classroom will be mandated. A random check of other students will also be done. The affected child will be required to leave school for the remainder of the school day and can return to school after appropriate treatment has begun. A second check will be done by school personnel 7-10 days after treatment has begun.

EMERGENCY CARDS

Emergency Information Cards are turned in on Information Day and are used in the event of illness or accident. If a student has a physical condition of special concern (epilepsy, asthma, diabetes, etc.) please notify the office and the teacher at the beginning of the school year.

EMERGENCY SCHOOL CLOSING

Radio and TV stations in the area will carry announcements of the closing of school because of emergency or weather. You can also check the website www.emergencyclosings.com. The closing will also be posted on the Parish website as soon as possible.

FIRE – TORNADO

Students will be taken to a safe area where they will be released only to a parent or person listed on the Emergency Card. Because of the possibility that instructions must be given, absolute silence is to be maintained and students are expected to proceed in an orderly fashion. All people in the building must evacuate or take cover.

MEDICATIONS

School personnel are not permitted to dispense medication to children. If the child cannot self-administer the medication, the parent, or an adult appointed by the parent must come to school to administer the medication. A special form, available in the school office, must be signed by a parent and the child's physician and kept on file. This form must be updated annually. Medication must be clearly labeled in the original prescription bottle. All prescription medications, except inhalers, are kept in the school office. Over the counter medicines, even cough drops, are not allowed without a note from the parent and/or signed consent of a physician. These may be held by the teacher or school office until needed at which time the child may self administer.

ILLNESS OR INJURY

In case of illness, serious accident or injury, parents will be notified. No child will be released to anyone not listed on the Emergency Card unless the parent has called. In case of serious accident or illness and the parent or emergency numbers cannot be reached, the school will take emergency measures for the safety of the child. Please do not send a sick child to school. Also, encourage your child to tell an adult at school if they have been hurt or are feeling ill so that we can take the appropriate measures.

An Automated Electronic Defibrillator – AED, is available in the gym facility. Staff and coaches have been trained to use it according to the parameters of the State regulation.

PEST CONTROL

The School Building, gym and Franciscan Hall are treated monthly for pest control purposes.

BULLYING

St. Jude School attempts to provide a safe environment for all students. Bullying or cyber bullying are taken very seriously and can be grounds for expulsion. Please see the Diocese of Joliet's Bullying Policy at the end of this document.

CHEATING

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

CHILD ABUSE AND NEGLECT

St. Jude School abides by Illinois laws requiring educational personnel to report **suspected** cases of abuse or neglect to Child Protective Services.

PROTECTING GOD'S CHILDREN

The Diocese mandates this program to protect children from sexual abuse. Workers or volunteers (coaches, room parents, chaperones or any supervisory personnel) must submit to a background check and attend an awareness session, "Protecting God's Children", given at many locations in the diocese: See www.virtus.org for a list of available sites. Parents must sign an agreement for the proper use of the internet used by students.

COUNSELING

In instances of trauma or great emotional need, families will be put in touch with a licensed counselor. Services are usually offered on a sliding scale reflecting the financial status of the family.

CRISIS MANAGEMENT PLAN

All teachers and staff are aware of the procedure to follow to keep your children safe in an emergency. Crisis will include fire, tornado, intruder, bomb threat, attack on the U.S., bus accident, weapons possession, or death of a student or staff member. In the event of an emergency that requires evacuation, circumstances permitting, students will be moved to one of two secure designated locations.

1) The school parking lot 2) District 122 Administrative Center on Cedar Road

A complete crisis plan is available in the school office. Parents may call the school for emergency status.

VII PROCEDURES

VOLUNTEERS

Parent volunteers are needed, at times, to assist the school and staff during the year (room parent, playground supervisor, Parents Club activities, etc.). All parents are urged to donate whatever time or services they can for the benefit of the school and our students. **VOLUNTEERS MUST HAVE ATTENDED A PROTECTING GOD'S CHILDREN WORKSHOP** and have a background check.

VISITORS

Anyone entering the school building at any time is to report to the school office immediately. After students come in at 9:05 the only doors that may be used during school hours are the North and West doors. If a child forgets an item, the parent must bring it to the school office and it will be given to the child. All volunteers must report and sign in (and out) in the school office. Visitors will be given an identification badge and must display it while they are in the building. Visitors without identification badges will be considered intruders and a police call may be made.

MESSAGES/PHONE CALLS

The office telephone is for business purposes only. Children are not allowed to use the office phone without written permission from a teacher unless sick or injured. If you need to get a message to your child during the school day, please call the office and we will relay the information. Cell phones, if brought to school, are to be kept in the child's locker in the "off" mode. The school prohibits cell phone usage during the school day except in the case of an emergency or with the teacher's permission.

MONEY SENT TO OFFICE

Any money sent to school with children must be in a sealed envelope and labeled with the child's name, grade, amount, and purpose of the payment. **EXACT CHANGE IS NECESSARY.** Payments for separate items must be enclosed in separate envelopes for different classes. At times, several activities occur at the same time with different coordinators. Separate envelopes will help keep accounts accurate. Children should not bring or keep money or valuables in their desks. The school is not responsible for missing money or items.

WEEKLY FOLDERS

Each week, on Thursday, Family folders are sent home with the oldest or only child in the family. The information is time sensitive and must be read as soon as possible. Please remove the contents when it is brought home. If it is not given to you, ask for it. Sign the signature form and send it back via your child on Friday. If you represent an organization and have information for the folder, call the office for the date it must be here for inclusion.

LOCKERS

The inside of the locker may be decorated with magnets and appropriate photographs. Please do not decorate the outside of the locker for any reason.

VIII FINANCES

TUITION

Tuition can be made in one payment (by August 1st) for a discount. It can be paid by check/cash directly to St. Jude or with a credit card through FACTS, our third party tuition management system (credit card fees apply). If not paying in full, it is **mandatory** that all families enroll with FACTS for monthly (July through May - 11 payments) or semi-annual (July and January) payments. FACTS payments are auto debited on the 5th or the 20th of the month, your choice. FACTS charges an annual set up fee and credit card fees apply if a credit card is used.

REGISTRATION FEE

The purpose of the registration fee is to hold a student's spot as well as covering initial costs of textbooks, workbooks, and supplies. The registration fee is due by the first day of Catholic Schools Week. All late registration fees will be assessed a late charge. All registration fees are non-refundable. The \$100.00 registration fee will be applied towards tuition.

TECHNOLOGY FEE

A \$250.00 technology fee is charged to students in grades 5-8 for use of the netbook computers.

OTHER FEES

A fee is charged for materials associated with Reconciliation, First Holy Communion, Confirmation, and Graduation.

DELINQUENT TUITION

Tuition accounts will be considered delinquent if a payment is missed without notice. A student may not be allowed to attend school or participate in extra-curricular activities until payment has been made. Progress reports, report cards, diplomas, and test results will be held until delinquent accounts are satisfied.

NSF CHECKS

Insufficient funds will be assessed by FACTS according to what the bank has assessed the program. After the third NSF FACTS payment, the payment must be made directly to the office.

FUNDRAISING

Fundraising is necessary to make up the cost of education not covered by tuition. It is an important factor in the support of our school. According to the Fair Share Program, each family will be assessed a fundraising amount based on the number of children enrolled in school. They will also be required to earn a minimum of 20 hours of volunteer service.

REQUIRED FUNDRAISER

This is usually ONE activity in which all school families are required to participate. The monetary goal, projected in the budget is based on 100% participation. Less than that requires the difference to be borne by the families participating. The targeted amount to be raised is set after the budget committee has considered the tuition rate, fee schedule, and amount of subsidy (not more than 25%) to expect from the parish. Families are encouraged to surpass their obligation. Any extra funds will be used to diminish our dependence on the parish subsidy.

MANNA

These are store certificates for various stores and services. Manna can be ordered through school (forms are available in the school office or on the school website). A percentage of the company profit is sent to the school. Half of this amount is put into the school budget, while the other half may be applied to tuition, extended care, hot lunches, and field trips (after March 1)

OTHER FUNDRAISERS will be offered throughout the year to meet the school wide fundraising goal. These fundraisers are optional.

IX CONDUCT and DISCIPLINE

Discipline will be administered fairly. Parental cooperation and support are necessary. The growth of the student is emphasized. The school should be an extension of the home in guiding the student's growth in virtue and Christian attitudes. **If you do not agree with a discipline approach or assignment, please discuss it with the person who enacted the discipline in private, without the student present. Adult issues should be discussed between adults before the child is asked to be present.**

Under no circumstances will corporal punishment be utilized.

BEHAVIOR

Christian attitudes and respect for others will prevail. Silence is to be maintained in all public areas of the building during the school day due to other classes being in session. Running is not allowed at any time for safety reasons. Cheating and forgery will be considered serious infractions. Vulgar language or swearing is not permitted under any circumstances.

DRUGS/ELECTRONIC DEVICES

Students found using or possessing alcohol, drugs, or cigarettes will be suspended from school pending parental notification. Police will be notified since possession of these items by a minor is a violation of the law. Electronic devices such as iPods, MP-3 players, laser pointers, iPads or handheld games will be confiscated and held in the office for parent pickup. Electronic reading devices, such as Kindles, may be used with teacher approval. No device that may access the internet is permissible. Cell phones, if absolutely necessary, must be kept in the "off" mode and in a backpack, in the student's locker. They are not allowed to be used during the school day or in Before or After Care, except in cases of emergency or with special permission. Unauthorized use will result in confiscation. The school is not responsible for lost or stolen items.

LUNCH and RECESS

Proper eating habits and table manners are expected at all times. Children are to remain seated at assigned tables. Children must raise a hand and be recognized, except in cases of emergency. Children may not walk around to visit with others or exchange food. Students are expected to clear their places, help with table cleanup and properly dispose of trash before lining up quietly to leave the cafeteria. Talking should be at an appropriate level for the table. Students are to walk at all times. Children are expected to respect and obey all adults who assist with the lunch program and to be kind, polite, and considerate. Playground rules and behavior are posted emphasizing safety, courtesy, and respect for others. No food or drink is allowed outside at recess. Playground supervisors assume complete authority while on duty. Gum is NOT allowed at any time. Any candy brought as dessert is to be eaten for lunch or returned to the classroom in the student's lunch box. Highly caffeinated beverages are not allowed and soda of any kind is discouraged. We encourage fruit drinks and milk as part of a healthy eating plan.

DISCIPLINE REFERRALS

Teachers will communicate a behavior problem to parents by way of a form that may include the issuance of a written punishment, misconduct notice, or notice of detention. **PINK** Parent Notices will be issued for inappropriate behavior in school, at recess, at a school-sponsored event, or any event where the child's school can be easily recognized. **BLUE** Parent Notices will be issued for missing homework assignments (at the discretion of the teacher). The form must be taken home and signed by a parent. Individual consequences may accompany a misconduct slip. After the third Parent Notice in one trimester, a student will serve a detention. If the student receives a detention notice, he or she must come to school for a supervised study from 8:05 to 9:00a.m. on a designated Thursday under the supervision of a teacher. A detention may be served on the first infraction depending on the nature of the behavior at the discretion of the principal. If a student fails to attend the detention, he or she will not be allowed back in school until the parent contacts the principal. Failure to attend a detention may result in suspension. The principal may give Saturday detentions. The student will be under the principal's supervision.

SUSPENSION

This is the separation of the child from school for a serious or repeated offense. If the suspension is IN SCHOOL, the student is under the supervision of a staff member (usually the principal). Work will be sent from the classroom. The student may not participate in ANY school activities, before, during or after school. If the suspension is AT HOME, the student may not come to school grounds for any reason, including sports. Home suspension is invoked for a serious or repeated offense. Any deliberate threat of physical or emotional harm to teachers, others or self and/or any repeated incidences of misconduct could call for suspension from the classroom or school (from 1 to 5 days). The principal and teacher will hold a conference with parents before the child will be permitted to return to class. Students who are suspended must make up all assignments and tests. However, full credit will not be received.

EXPULSION

This is a total and permanent separation of the student from the school. The student is no longer enrolled at St. Jude School. It is the responsibility of the parent to find a receiving school. Expulsion is the result of repeated misconduct after suspension or after a single serious offense as determined by principal and pastor. Expulsion is a serious matter and may be invoked because other means have failed or when the well being of the class, a student or the school is endangered. Suspension/expulsion from school may be a result of:

- *Bullying: Excessive/repeated, pushing, shoving, intimidation, threats, harassment, and/or verbal abuse
- *Incorrigible behavior or disruptive conduct
- *Reported display of serious disrespect to teachers, administrators or any adult serving in school
- *Vandalism or theft of school, parish, or the property of others
- *Possession, distribution, or use of drugs, alcohol, tobacco, or weapons.
- *Repeated violations of school or classroom regulations
- *Membership in gangs or cults
- *Fighting which results in physical injury - play or real.
- *Inappropriate use of the internet (at home or school), Cyber Bullying, or posting inappropriate pictures

If it is felt that further counsel is needed, the matter may be taken to the pastor and ultimately to the Catholic Schools Office of the Joliet Diocese. The School Board is not part of the process since its role is consultative in nature. No child will be summarily dismissed unless it is felt that the decision was made to protect the health and safety of the student, the student body, and/or the school staff. Local law enforcement may be called in.

X ACADEMICS

CURRICULUM

The school curriculum is approved by the Diocese of Joliet's Catholic Schools Office and meets State requirements. All textbook adoptions are approved by the Diocesan Schools Office and meet or exceed the same requirements in all Illinois public schools. Individual needs, basic skills and positive self-images are the major goals of the curriculum.

HANDWRITING

Student work in grades K-4 should be in manuscript print. Work in grades 5-8 submitted for teacher evaluation, must be in ink (erasable OK) and in CURSIVE. The use of correction fluid is not allowed.

HOMEWORK

The completion of homework is the responsibility of the student and the home. Students should complete homework with little help from others so the teacher is able to see if learning is taking place. A parent doing the work undermines the educational process and robs the student of the opportunity to grow intellectually and emotionally. All homework is intended to be review work, not new learning, so the child should know how to do it independently. If a child is having difficulty, or if the time spent is excessive, contact the teacher. The material may have to be re-presented if it is clear some students did not understand. To know this, the teachers must know who is having difficulty.

The approximate amount of time to be spent on homework (written or read) is:

K	20 to 30 minutes	Grades 1-3	1/2 to 1 hour
Grades 4-5	1 to 1-1/2 hours	Grades 6-8	1-1/2 to 2 hours

It is the parent's responsibility to set up an appropriate time and place for study. Good study habits are important for personal responsibility and self-discipline. Students are issued an assignment notebook in grades 3-8 and are required to use it to list homework assignments. Please check this notebook daily.

TESTING

The Iowa Test of Basic Skills is given to grades 3 through 7 in September of each year. This test measures skills in reading, math, language, science, social studies as well as cognitive ability and aptitude. Group testing enables the professional staff to assess both individual and class progress and to evaluate the educational program of the entire school. Test results are shared with parents and retained in the student's record. It should be remembered that standardized tests are only one means of evaluation and should not be overrated or used to assess one child or compare that child to another.

TEACHER ASSISTANCE TEAM

A group of teachers is selected and meets on a regular basis to help classroom teachers to meet the needs of struggling students. They will suggest strategies suggested by experts in the Special Education fields to try to help those students. If all strategies have been exhausted to no avail, the child will be referred to the District 122 special services program for consultation. Students who have gone through this procedure may be recommended to receive services through St. Jude's Resource teacher, Dr. MaryAnn Skummer.

FIELD TRIPS

According to diocesan and state regulations, field trips are to be of an educational nature to enhance the curriculum and student experience. Field trips can be denied to a student if he/she fails to meet academic or behavioral requirements. School personnel and parents who have attended a "Protecting God's Children" session and have had a background check will accompany students if requested to do so by a teacher, All students must return a signed permission slip back to school by the designated due date or they will not be allowed to participate in the field trip. A telephone call does not replace the permission slip. Students not given parental permission to go on a field trip must spend the day in school or be considered absent. A portion of the field trip fee will be refunded if possible for an absent student. The admission portion will be refunded as long

as the group is not charged. Parents are asked not to take siblings out of school to accompany another grade on a field trip. Chaperones are not allowed to bring other siblings.

TEXTBOOKS

Textbooks are provided as part of tuition. The responsibility for the care of these rental books lies with the student. Hardcover books must be kept covered. Covers should not be taped directly to the book. The student must pay for books or workbooks that have been damaged or lost. At year's end, books, lockers, desks and equipment are checked. Damage should be reported when it happens or the parents of the student using the item will be billed. Upon student transfer, all books remain with the school.

LIBRARY

All classes have weekly access to the library. Students are permitted to check out books for a period of one week. Fines are charged for overdue books. Books are to be treated with care and respect. The student must pay for books that have been damaged or lost. Library privileges may be withheld until all fines are paid and overdue books are returned. Any/all books must be returned by a designated day in May. Non-payment of a fee or non-return of a book may result in withholding of the final report card.

CONFERENCES

Parent-teacher conferences are scheduled after the first trimester for all parents, to provide parents and teachers the opportunity to discuss the growth and progress of the students early in the year. Parental interest and concern are absolutely necessary in order for students to progress to their full potential. Teachers welcome questions and comments from parents. Parents are free to arrange a conference with the teachers at any other time by scheduling an appointment either by phone, email, or in writing. Concerns about the child should be first discussed with the child's teacher. Open, respectful, two-way communication, based on trust, is vital to the establishment of a good home and school relationship for each student. Positive communication is essential in creating an effective school environment for the child. Should you have further concerns or have difficulty reaching a resolution with the teacher, make an appointment to see the principal. Should you be dissatisfied with the response, arrange to see the pastor. The "last resort" is contact with the superintendent of the Diocese. The school board is not part of the process.

STUDENT REPORT CARDS

The Report Card identifies specific standards and descriptors that align with Diocesan Standards/Curriculum. These standards and descriptors identify the knowledge and skills students need within each subject area. The report card evaluates student performance in terms of what the child knows and can do relative to our curriculum and standards. Student report cards are issued for each trimester during the school year. Mid-trimester progress reports are issued via School Speak to indicate progress or problems that can be rectified before the end of the trimester. The Report Cards are sent home in envelopes. Envelopes are to be signed and returned to the child's teacher the following school day. Sign for only the current report. These reports will be sent home in the Thursday Family folder. Some classes will use a different report card in order to adhere to State Standards. The Diocese develops these forms currently used in Grades K through 8.

The evaluation forms are designed to report student achievement and effort. The achievement grade is objective and based on the child's performance as measured against the standards. Effort and Behaviors that Support Learning are marked with symbols.

Report Card Codes for Grades K through 3

The marks used to report progress are **4** (Exceeds Expectation), **3** (Meets Expectations), **2** (Approaches Expectations), **1** (Needs to Improve to Meet Expectations) and **NG** (Not Graded). The categories and their explanation are listed below.

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

3– Work Meets Expectation ~ Student consistently demonstrates an understanding of grade level concepts, skills, and processes taught to date to meet the expectations of the curriculum. Student completes tasks with *little* teacher assistance. (Most students will achieve in this range.)

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

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

NG – Not Graded ~ Used when a particular subject is not taught.

Report cards serve to provide parents with a report of their child’s ability and achievement in academic areas, to evaluate the student’s development in attitude and behavior, and to encourage and motivate the student.

Report Card Grading Codes for Grades 4-5 and 6-8

A+	=	100%	D+	=	76-75%	Exceeds	Behaviors that Support Learning ✓ Satisfactory	Needs to Improve		
A	=	99-96%	D	=	74-72%				1	6
A-	=	95-93%	D-	=	71-70%				2	7
B+	=	92-91%	F	=	69-0%				3	8
B	=	90-88%							4	9
B-	=	87-85%				5	10			
C+	=	84-83%					Absence/Tardy	11		
C	=	82-79%								
C-	=	78-77%								

Honor Roll Requirements

Any “D” or “F” disqualifies a student from Honor Roll.

A “Pass” is required in non-graded subjects. Both Honor Rolls require good effort and conduct grades. A number indicating deficiency in any area will negate Honor Roll Status.

High Honors : GPA 3.51 and higher

Honors : GPA 3.0 – 3.5

Classes that count toward GPA are Math, Reading, Spelling/Vocabulary Social Studies, Science, English/Writing, and Religion.

	Grade Point Value
A+	4.4
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
D-	0.7
F	0.0

RETENTION

Occasionally, a child may have great difficulty in mastering the basic skills for his or her grade level. In such cases, the teacher will make recommendations throughout the year and meet with the TAT in hopes of avoiding retention. Parents will be notified by the end of the second trimester if retention is being seriously considered for the child. Retention is chosen if it is determined that the child will not succeed at the next grade level after all remediation has been exhausted and is found to have had little to no positive impact. Promotion or retention is the ultimate decision of the principal in communication with the teachers and parents.

GRADUATION

Graduation Requirements

In order to receive a diploma from St. Jude School, a student must maintain acceptable attendance (less than 10% days absent) receive passing grades, including passing tests on the Federal and State Constitutions according to State mandate and be approved for graduation by the teaching staff. Parents will be notified by February 1 of the graduating year if a student is in jeopardy of failing. Final promotion decisions will remain at the discretion of the Principal.

A student who does not meet the above requirements may receive a certificate of attendance.

Graduation Ceremony

To participate in the graduation ceremony, a student must be in good standing in academics and behavior. A notice will be sent if there is a possibility of the child's non-participation in the hope that there is time for the problem to be rectified. Participation in the ceremony, however, is at the discretion of the school, which may result in the diploma being mailed.

CLASSROOM PARTIES and SPECIAL EVENTS

Classroom parties (grades K-8) must have the approval of the principal and the teacher. A small birthday treat may be brought to share with the class. The school is not responsible for parties held in the child's home. Party invitations to a private party may be passed out at school only if there is an invitation for each child in the class and permission has been obtained from the teacher to distribute them. At various times during the year, special activities or events may be held. These may include: Catholic Schools Week activities, an Academic Fair, Book Fair, etc. Parents will be notified of these events in the newsletters.

PHYSICAL EDUCATION

Physical Education is an important part of the school program and all students are required to participate unless a written excuse from a doctor is on file.

XI SPIRITUAL GROWTH

DAILY PRAYERS

Prayers are part of the daily activities in all classes. Prayers are said in the morning, afternoon, and at the end of each day. All students are expected to take Religion classes and participate in liturgies.

MASS ATTENDANCE

It is important in a Catholic school that community prayer and worship be developed and nourished in students by parents. All Catholic students are expected to attend Sunday Mass with their families. A school Mass will be celebrated once during the week. Families are encouraged to attend.

RECONCILIATION

Students in Grade 2 receive the Sacrament of Reconciliation for the first time. Students in Grades 3 - 8 are given the opportunity to receive this sacrament during Lent and Advent.

FIRST HOLY COMMUNION

Students in Grade 2 receive First Holy Communion in May. It is expected that the parents of these communicants help with their spiritual preparations at home. Parents of students preparing for Reconciliation and Communion will be expected to attend evening sessions for the sacraments to help in preparing their child at home.

CONFIRMATION

The sacrament of Confirmation is offered to 7th and 8th grade Catholic students in alternating years. Candidates must submit a Baptismal certificate if he/she was baptized in another parish. Candidates must also participate in community service and in a summary interview prior to the reception of the sacrament.

ADVENT

Advent activities and/or prayer services are planned in preparation for the feast of Christmas.

LENT

The children will attend Stations of the Cross and be aware of the season with classroom activities. These should not replace Lenten activities practiced as a family.

ALTAR SERVERS

Students in Grade 6 – 8 are given the privilege of serving as Altar Servers. When a student commits to being a server, he/she must understand that they will have to serve Mass on weekends and school breaks, year round, and may be called to also serve for funerals, weddings, etc. New students may be trained at the end of Grade 5.

XII EXTRA CURRICULAR ACTIVITIES

All extra curricular activities are under the supervision of the principal, teachers, and staff or designated parent volunteers. Students must conduct themselves properly at all times and maintain acceptable academic and behavioral standards. Student athletes may be suspended for improper behavior or academic problems. This authority covers all school activities.

BAND/MUSIC LESSONS

Lessons are available for musical/band instruments to provide students with an expressive and creative outlet of their musical talents. Band for Today provides this program to our school. In addition, there is a program available for students in K-2 to learn piano skills. Guitar lessons are also offered before school. These lessons require extra fees and are arranged through the teachers providing the lessons.

ATHLETICS

The athletic program of St. Jude School allows students the opportunity to develop their physical talents as well as to teach students the values of team play, good sportsmanship and self-discipline. The Athletic Program is associated with the Joliet Diocese and follows Catholic Conference rules. Responsibility for the program rests with the pastor, principal, athletic director and the coaches, in that order. The program is open to all students in grades 5-8. Coaches for all athletic activities serve on a volunteer basis and all undergo a criminal background check and must attend a PGC awareness session. To be eligible to participate in extra curricular school athletic activities students must have:

- *A complete physical examination signed by a physician attesting that the student is physically able to participate in the athletic program.(DUE EACH YEAR BEFORE THE FIRST PRACTICE SESSION)
- *Parental permission and proof of primary insurance on file.
- *On time completion of homework activities (no more than 2 late per week)
- *At least a passing grade in all subjects, with no more than 1 “D”
- *Exhibit appropriate behavior and Christian conduct.
- *Display good sportsmanship at all times while on the playing field whether at home or away.

Teachers will evaluate students when progress reports and report cards have been completed. Students falling below expectations in academics and/or conduct will be suspended from practice and participation in the sports program for one week. A student may be barred from athletic events at the discretion of teachers and principal. A student suspended from school is ineligible to participate in school sports activities, sit with the team, or attend practices until the suspension is lifted. Three suspensions will eliminate the student from the team for the remainder of the season as decided by the principal. Students who are absent on a school day may not participate in athletic practices or events that evening unless permitted by the principal. All participants in extracurricular activities are representatives of the school and must be on their best behavior at all times. Parents or students involved in the athletic program are responsible for transportation to and from practices and athletic events. They are responsible also for establishing a Christian standard of behavior that students should imitate. Any concerns regarding the athletic program are to be brought to the attention of the Athletic Director who will consult with the pastor and principal.

Concussion Management Policy

The purpose of this policy is to safeguard student athletes by (1) educating student athletes, school personnel and parents/guardians about concussions, (2) requiring that a student athlete be removed from play when a concussion is suspected and requiring a licensed health care professional to provide clearance for the student athlete to return to play or practice, and (3) implementing the concussion management requirements specified by the Illinois High School Association and Illinois Elementary School Association.

This policy applies to athletic play occurring in Diocese-sponsored sports programs provided by elementary, middle and high schools regardless whether the sports program *is intramural, interscholastic, afterschool or provided during the summer (e.g. summer sports camp)*. This policy applies regardless of whether the sports activity or program is offered by or through a Diocese consultant, vendor or partner.

Concussion Signs and Symptoms

A concussion is a traumatic brain injury that interferes with normal brain function. A student athlete does not have to lose consciousness to have suffered a concussion. Signs and symptoms of a concussion include the following

Signs Observed by Others	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or "pressure in head"
Appears confused	Nausea
Forgets sports plays	Balance problems or dizziness
Is unsure of game, score, opponent	Sensitivity to light or noise
Moves clumsily	Double or fuzzy vision
Answers questions slowly	Feeling sluggish or slowed down
Loses consciousness (even briefly)	Feeling foggy or groggy
Shows behavior or personality changes	Does not "feel right"
Can't recall events prior to hit or fall	Concentration or memory problems
Can't recall events after hit or fall	Confusion

Removal and Return to Play

Any player who exhibits signs, symptoms or behaviors consistent with a concussion shall be immediately removed from the game or practice and shall not return to play until cleared in writing by a licensed health care professional. If a health care professional is not immediately available at the athletic event or practice and an injured student athlete has any of the described signs, symptoms or behaviors of a concussion, s/he shall be promptly taken to a facility for appropriate medical evaluation and care.

A player must be removed from an *interscholastic* athletics practice or competition immediately if one of the following persons believes the player might have sustained a concussion during the practice or competition:

- a coach;
- a physician;
- a game official;
- an athletic trainer;
- the student's parent or guardian or another person with legal authority to make medical decisions for the student;
- the student; or
- any other person deemed appropriate under the school's return-to-play protocol.

A student removed from an *interscholastic* athletics practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- the student has been evaluated by a treating physician (chosen by the student or the student's parent or guardian) or an athletic trainer working under the supervision of a physician;
- the student has successfully completed each requirement of the "return-to-play" and "return to learn" protocols established for the student to return to play;
- the treating physician or athletic trainer working under the supervision of a physician has provided a written statement indicating that, in the physician's professional judgment, it is safe for the student to return to play and return to learn; and
- the student and the student's parent or guardian have acknowledged that the student has completed the requirements of the "return-to-play" and "return-to-learn" protocols necessary for the student to return to play; have provided the treating physician's or athletic trainer's written statement and have signed a consent form indicating that the person signing has been informed and consents to the student participating in returning to play in accordance with the "return-to-play" and "return-to-learn" protocols and understands the risks associated with the student returning to play and returning to learn and will comply with any ongoing requirements in the "return-to-play" and "return-to-learn" protocols. A sample acknowledgement is found in the link below:

[http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20\(RPT-RTL\).pdf](http://www.ihsa.org/documents/forms/current/Post-concussion%20Consent%20Form%20(RPT-RTL).pdf)

- A coach of an *interscholastic* athletics team may not authorize a student's return to play or return to learn.

Licensed Health Care Professional

For purposes of this policy, licensed health care professional means physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

Concussion Policy/Fact Sheet

Information on the school's concussion and head injury policy must be a part of any agreement, contract, code, or other written instrument that a school requires a student-athlete and his/her parents or guardian to sign before participating in practice or *interscholastic* competition. The IHSA/IESA has provided a [Concussion Information Sheet and Sign-Off Form](#) that schools may use to notify athletes and their parents/guardian about the dangers of concussions and head injuries.

<http://www.iesa.org/documents/general/IESA-ConcussionSign-Off.pdf>

The parent/guardian of each student athlete and the student athlete shall receive annually a concussion information sheet and they shall submit written verification(s) that they have read the information. A student athlete may not participate in practice or competition prior to the school's receipt of this written verification.

Each school shall also use education materials provided by the Illinois High School Association, and Illinois Elementary School Association see links below, to educate coaches, student-athletes, and parents/guardians of student-athletes about the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury.

<http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx>

<https://www.iesa.org/activities/concussion.asp>

Concussion Oversight Teams (COT)

Each school shall form a Concussion Oversight Team (COT). The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention. These teams can contain a range of individuals based on the resources available to the school in their community or neighborhood but must include one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols.

Per the law, each concussion oversight team must include to the extent practicable at least one physician. If a school employs an athletic trainer, the athletic trainer must be a member of the school concussion oversight team to the extent practicable. If a school employs a nurse, the nurse must be a member of the school concussion oversight team to the extent practicable. At a minimum, a school shall appoint a person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the concussion oversight team. A school may appoint other licensed healthcare professionals to serve on the concussion oversight team.

Coaches Training

All *interscholastic* coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, nurses, and game officials must provide the school with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training. Compliant courses are available on the IHSA and IESA websites. *IESA member schools may access the course through the IESA Member Center. It is recommended all elementary schools with athletics join the IESA-\$75 dues-to allow access to these materials.*

Emergency Action Plan

Each school must also develop a school-specific emergency action plan for *interscholastic* athletic activities to address the serious injuries and acute medical conditions in which the condition of the student may deteriorate rapidly. There are certain provisions the plan must include and it must be reviewed by the COT before being approved by the school. The plan must be distributed to appropriate personnel, posted at the school, and reviewed annually. Links to sample information may be found below on the IESA website and on the IHSA website.

http://www.ihsa.org/documents/forms/current/Emergency_Action_Plan_Form.pdf

Guidelines

The Superintendent or designee is authorized to issue Guidelines for the effective implementation of the requirements of this Policy.

Compliance

Failure to abide by this Policy or Guidelines will subject employees to discipline up to and including dismissal.

Some Additional Resources

<http://www.ihsa.org/documents/sportsMedicine/Concussion%20Protocols.pdf>

<http://www.iesa.org/documents/general/IESA-ConcussionInfo.pdf>

http://www.cdc.gov/headsup/pdfs/schools/tbi_returning_to_school-a.pdf

http://www.cdc.gov/headsup/pdfs/policy/rtp_implementation-a.pdf

<http://www.ihsa.org/multimedia/articulate/2015-16/concussion/presentation.html>

<http://www.catholicmutual.org/Portals/0/Docs/Risk%20Mgmt/CARES/Healthcare/Concussion%20CARES.pdf>

EXTENDED DAY PROGRAM

St. Jude School offers an Extended Day Program on all full days of school. This program has a morning session (6:45 A.M.—9:00 A.M.) and an afternoon session (3:30 P.M.—6:00 P.M.) This program is open to any St. Jude School student in Grades PreK-8. In case of an emergency school closing the program will not meet. This is a structured program. All school rules will apply. Students are to bring their own snacks. A registration form must be filled out prior to services being given. Payments are billed and paid weekly. Place payments in an envelope with the needed information. The specific procedures and fees are outlined in the Extended Day brochure available in the office.

We do not allow electronic devices in our Before/After Care program. If a student has a cell phone; it must be kept in the off position and in his/her backpack. Use of the cell phone will only be in an emergency situation and with the moderator's permission. There are two PC's in the room which students may use for homework assignments, with the moderator's permission. We have a variety of games and activities in which the students may participate.

STUDENT COUNCIL

The Student Council provides leadership to the student body. Its members are expected to show responsibility, judgment, and example. A Student Council Representative must maintain at least a 'C' average. Poor behavior or lack of responsible effort may cause the representative or officer to be removed from office by the principal.

YEARBOOK

This book is sold at cost to the students who reserve a copy. The cost covers the book and processing fees. It is not intended as a fundraiser.

XIII ORGANIZATIONS

SCHOOL BOARD

This group acts in an advisory capacity to the Principal and Pastor in matters that affect the Parish School. They will promote and update the Strategic Plan for the school. They will not discuss personnel or curriculum selection. Meetings are open for guests. Members act as a School Board only when they meet as such. Addressing the Board requires prior written notice to the president or principal. A Diocesan organization,

Partners in Education, meets each fall to offer assistance to local school boards. Board members are encouraged to attend.

PARENTS CLUB

This is an organization founded to enhance the relationship between parent, teacher, school, and community. The Parents Club sets up the Dinner Dance, Ice Cream Socials, teacher luncheons and refreshments for several events during the year. All school parents are members of Parents Club. At least one parent from each family is encouraged to attend meetings that are held several times during the year. K-8 students are charged a party fee of \$7 per student and a family fee of \$15. This is payable on Information Day in August.

ATHLETIC ASSOCIATION

The Athletic Association meets once per month (open meeting) to plan fundraising activities for equipment and events, discuss schedules, and administer the athletic program. Any parent is eligible for membership.

ROOM PARENTS

Room parents are asked to volunteer for the position at Information Day in August. All room parents must be certified in PGC. Room parents will work with the teachers to plan activities for the class. A Party Fee of \$7 for each student is paid every year. This money is given to the Room Parents to purchase refreshments and supplies for classroom parties during school time.

XIV DRESS CODE

APPEARANCE

Students are to maintain a neat, clean, appearance while in school.

A watch, cross, or medal that reflects Christian values is permitted for boys and girls (no chokers)

No bracelets are permitted

Hair must be neat and properly groomed and of natural color. It must be above the eyebrows, bottom of the ear, and the shirt collar for boys. Fad or extreme hairstyles are not permitted. Highlighting or coloring is not permitted. Hair accessories must be coordinated with the school uniform and be unobtrusive. No long ribbons or scarves (or headbands with attached scarves). No beads or corn rows allowed. **Colors of hair accessories must match uniform colors.**

Basic and practical black or brown school shoes with soft soles are acceptable. Gym shoes, boots or sandals are not to be worn in school. No backless shoes are permitted. Grades K-4 may wear gym shoes on gym days. Grades 5-8 will bring gym shoes to change in to. No light-up gym shoes or dress shoes. Socks visible above the shoe must be worn at all times.

The classroom teacher will bring infractions of the uniform and dress codes to the attention of the student and parent. It is the responsibility of the parents to see that their children are in proper uniform and that their appearance meets dress code regulations. Chronic violators of the uniform dress codes will be asked to remain home until the problem is corrected.

UNIFORMS

School uniforms should be clean, neat, and in good condition when they are worn to school. Students should bathe and brush their teeth daily and keep their hair clean and brushed/combed. Teachers will enforce consistent rules for both boys and girls and check uniforms as frequently as possible. The same procedure will be followed for theme days, focus days and dress up days. The Principal is the final authority in determining if any part of the student's dress (shoes, hair, etc.) is appropriate for school. The dates when winter and summer uniforms may be worn have been purposely overlapped to allow for unseasonable changes in weather. Uniforms may be ordered through Schoolbelles 7763 S Harlem, Bridgeview (708-598-8008) www.schoolbelles.com . Our school code is SO765.

GIRLS (K--8)

- Green plaid jumper (K-4)
- Green plaid skirt, split skirt or kilt (5-8)
- Skirts should not be shorter than three inches above the knee
- White uniform blouses (short or long sleeve), or plain white polo shirts
- White or flesh colored under clothing
- Shirts must be tucked into the skirt, not draped over the waistband.
- If a shirt is worn under the polo, it must be a plain, white t-shirt
- White turtlenecks may only be worn with jumpers, sweaters/uniform
- Uniform sweatshirts may be worn in cooler weather, October 1—April 30
- Navy blue uniform sweater. No cable knits, colored trim, zippers, hoods, or pockets
- Dress shoes with heels/soles no higher than one inch
- Boots, thick-soled shoes, gym shoes or athletic shoes are **not** permitted with the regular school uniform
- Plain navy blue, red, forest green or white knee socks or anklets may be worn with the uniform. Socks must be visible above the shoe
- Opaque tights (red, white, navy blue) may be worn (K-8).
- No make-up, colored lip gloss, fingernail polish, cologne or perfume is permitted except for specific events as identified by the principal.
- Girls may wear one pair of simple post earrings (no long, dangling or hoop earrings may be worn). Earrings must be worn in the ear lobes only. No cartilage piercings
- No tattoos (wash off kind included)
- No fad hairstyles, or hair coloring or highlighting is permitted. No multi-braided or beaded hairstyles.
- Hair accessories must match the school uniform and be unobtrusive**
- No scarves that are worn during the day or headbands with scarves
- Girls in Grades K-8 have the option of wearing uniform navy blue slacks. A belt must be worn and shirts must be tucked in.
- In cold weather, leggings may be worn with socks (No loose fitting, yoga, or sweat pants)
- Jeans are permitted **ONLY** for designated out of uniform days. Pants or jeans may not be low-riding or excessively tight. **“Skinny jeans” are not allowed. Shorts that are excessively tight are not allowed. Any clothing containing spandex or a spandex blend and fitting very tightly is not allowed.**
- Leggings may only be worn with a dress, skirt, or shorts of appropriate length. Leggings are not to be worn as pants.**

BOYS (K-8)

- Dark blue dress slacks
- A belt must be worn
- White, 3 button knit shirts (long or short sleeves) (tucked in at all times)
- If a shirt is worn under the polo, it must be a plain, white t-shirt
- White turtleneck shirts may be worn with sweaters or uniform
- Uniform sweatshirts in cooler weather, October 1-April 30
- Navy blue uniform sweater. No cable knits, colored trim, zippers, hoods, or pockets
- Dress dress shoes with heels/soles no higher than 1 inch
- Boots, thick-soled shoes, gym shoes or athletic shoes are **not** permitted with the regular school uniform
- Navy blue, black or white socks may be worn with the uniform (socks must be visible above the shoe)
- Hair must be worn above the collar; not longer than the ear lobe on the sides. Extreme hairstyles/cuts or hair coloring are not permitted.
- No tattoos or earrings.
- Jeans are permitted **ONLY** for designated out of uniform days. No excessively baggy, tight, or low-cut jeans or pants.
- Uniform pants that are excessively faded must be re-dyed or replaced.
- No body sprays or cologne

SUMMER UNIFORM

-Navy dress walking shorts may be worn from the 1st day of school until October 31, and from April 1 until the end of the school year.

-Shorts may be no shorter than fingertip length with the hands at sides.

-Denim or cargo shorts may not be worn

-White knit shirts may be worn with the shorts.(shirts tucked in)

-A belt must be worn

-Canvas or leather athletic shoes may be worn with black, white or blue socks that are visible above the shoe

-The walking shorts for both boys and girls are the only shorts that are permitted on school days. If a student does not wear these shorts, they must wear their regular uniform.

-FROM THE FIRST DAY OF SCHOOL THROUGH OCTOBER 31ST AND FROM APRIL 1ST UNTIL THE END OF THE SCHOOL YEAR, ATHLETIC SHOES MAY BE WORN WHEN WEARING SCHOOL UNIFORM SHORTS. If Athletic shoes are worn daily with uniform shorts, the student should have a separate pair of shoes to be worn only for gym.

GYM UNIFORMS

Students in grades 5-8 change into uniforms for gym class (including gym shoes for grades 5-8). These uniforms are purchased through www.teamgoallout.com/stjude . No jewelry is to be worn during gym due to the possibility of injury. If a student is not in the proper uniform for an emergency reason, a note must be presented. If the reason is found unacceptable, the student will be considered out of uniform. Neat, properly laced up gym shoes may be worn to school on gym days for students in grades K-4 only. Non-participation, due to the lack of a proper gym uniform, will be reflected in the grade for that trimester.

GYM SHOES

Gym shoes must have proper support for Athletic activities. No fad shoes, light up shoes, roller shoes, high tops, sparkles, skater shoes, or glow-in-in-the-dark shoes will be allowed in school. Socks must be visible above the shoe.

FOCUS DAYS

Each month, the school collects money for a worthy cause in order to teach children to make small sacrifices to share with others less fortunate. For a small donation, the students may wear "Casual Dress" as described in this handbook. The money that is collected is sent to a selected charity each month. Children choosing not to participate must wear the regular school uniform.

CASUAL DRESS

On certain days such as Focus Days, students may come in casual dress attire: no uniform, no specific color of outfit. Any outfit may be worn as long as there are no inappropriate slogans, or pictures. **Shirts for boys and girls must have sleeves.** No tank tops, strapless, **capped sleeves**, spaghetti strapped tops, or low-cut tops. Jeans may not be torn or excessively baggy, low cut, or tight. All pants must be worn around the waist. **"Skinny jeans" are not allowed. Shorts that are excessively tight are not allowed. Any clothing containing spandex or a spandex blend and fitting very tightly is not allowed.**

-Leggings may only be worn with a dress, skirt, or shorts of appropriate length. Leggings are not to be worn as pants. No low-rider pants or jeans. No pajama pants. Shorts and skirts must be of an appropriate length, no more than 3 inches above the knee, (even if tights or leggings are worn). Make-up rules apply. Footwear must be sensible: **no flip-flops, backless shoes or high heels. Socks must be worn.**

SPIRIT DAYS

At times during the year, students are invited to wear clothes that have the school mascot and/or name. Gym shoes may also be worn. Jeans are acceptable (please see "Casual Dress") If Spirit wear is not worn, the regular uniform must be worn. Spirit wear is available through www.teamgoallout.com/stjude

DRESS UP

There are "Special Occasion" days when students are expected to wear dress up clothes. Girls are to wear skirts/dresses of acceptable length or dress slacks of an appropriate design for a Catholic school activity. No strapless, sleeveless, capped sleeves, spaghetti strapped dresses are allowed. Dresses with straps, capped sleeves, or that are sleeveless must be accompanied by a jacket which may not be removed during the school

day or the event. No short or low-cut dresses are allowed. No excessively tight or spandex dresses or skirts should be worn. Boys will wear dress slacks and a dress shirt. **All students will wear dress shoes.** Boys in grades 7 and 8 are encouraged to wear a dress shirt and tie. Dress up clothes must be worn for the entire school day. Casual dress as stated above is NOT acceptable. **No Jeans or gym shoes on Dress Up Days. In the absence of dress up clothes, the school uniform may be worn.**

OTHER

Students are not allowed to bring toys to school, including electronic games and music devices. Items brought for Before/Aftercare use must be kept in backpacks during the school day. The Before/Aftercare supervisor has the final say in items that can be used during that time period.

If a change of clothes is brought to Aftercare, school regulations must still be followed.

XV FUNDRAISING

St. Jude School relies on Fundraising to support the operating budget. In light of this necessity, Fundraising practices and procedures have been enacted to maintain honest relationships. Fundraisers will be open, truthful and clear in solicitations.

DONOR' S RIGHTS

Every effort will be made to avoid misleading donors as to the use of funds and the nature of activities the funds support. Donors will be treated with respect and requests for monetary support will be kept to a minimum. All information concerning donors such as names, addresses, gift amounts and other contact information will be kept in the strictest confidence. Such information will never be sold, rented, or exchanged with other companies or organization. The school will honor the known intentions of a donor regarding the use of any accepted funds. A written record of donor intent will be kept in permanent records. Donor's request to remain anonymous will be honored and each donor will be informed of this option through written and online communication. The Principal will ensure that staff and volunteers are aware of the donor requests. If donor wishes to be removed from a call or mailing list, a request should also be sent to the School Principal.

SOLICITATION AND ACCEPTANCE OF GIFTS POLICY

St. Jude School solicits and accepts gifts that are consistent with its mission. Solicitations will be accurate, truthful, and candid. All federal, state and diocesan guidelines will be followed. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government organizations. Money, securities, real and personal property will be accepted as gifts, unless said gifts are in conflict with the mission of the school or parish. Questionable gifts will be referred to the Pastor and be evaluated on a case by case basis.

FAIR SHARE PROGRAM

St. Jude School has a "Fair Share" program in an effort to keep tuition costs as low as possible and to strengthen our school community. The cost of each child's education is currently over \$6,800. Since tuition and fees do not nearly cover this cost, we must fundraise to help make up the difference. A minimum fundraising obligation is mandated by the Diocese of Joliet. We also rely on the generosity of the parish which contributes approximately \$256,000 per year (25% of our operating costs) in financial support.

There are two major parts of the Fair Share Program:

A) Service Hours (not required of preschool families)

Each family is required to perform at least 20 service hours for the school. Hours can be earned through direct (recess supervision, library aid, classroom helper, etc.) or indirect service (Manna helper, folder stuffing, working at fundraisers such as Book Fair or Parents Club Events, etc.) At least 2 of your 20 hours must be earned at either the "Garage Sale" in June or the "Running with Faith" event in August.

B) Fundraising is required by all families.

The *Back to School Raffle* is the only mandatory fundraiser. **Upon completion of this fundraiser, a family's mandatory Fair Share fundraising is complete for the year.**

Each family is required to sell a certain amount of raffle tickets based on the number of children enrolled in school. Raffle tickets are distributed to families in May. Families are required to sell or purchase all of their raffle tickets before the August **Information Day**. The winning tickets are drawn at the **Running with Faith Race**.

Raffle Ticket Obligation (and Fair Share minimum requirement)

- 1 child (K-8) = 40 \$10 raffle tickets or \$400
- 2 children (K-8) = 50 \$10 raffle tickets or \$500
- 3 or more children (K-8) = 60 \$10 raffle tickets or \$600
- Preschool (per child) = 10 \$10 raffle tickets or \$100

The dollar amount of any unsold raffle tickets will be added to your tuition bill following the August event.

Any families who register for the 2017-2018 school year after the August event will be responsible for a portion of the fundraising obligation calculated based on the number of months remaining in the school year. (Our fundraising year is March – February.)

FAIR SHARE MANDATORY FUNDRAISING BREAKDOWN

For families that register after July 31st.

MONTH	1 Child	2 Children	3 or more Children	Preschool Child Only
August	400.00	500.00	600.00	100.00
September	342.90	428.70	514.20	85.80
October	285.75	357.25	428.50	71.50
November	228.60	285.80	342.80	57.20
December	171.45	214.35	257.10	42.90
January	114.36	142.90	171.40	28.60
February	57.15	71.45	85.70	14.30

With each trimester report card, you will receive an update of your fundraising and volunteer hour status. At the beginning of the **third trimester**, your numbers will be totaled and you will receive a bill for any outstanding Service Hours you may be missing. Unearned Service Hours will be calculated at \$50 per hour. For families that use the FACTS tuition program, money owed will be added to your remaining FACTS balance.

Should you choose to do additional fundraising above and beyond the required raffle tickets, you will earn 100% of the predetermined profit (as outlined below) as a fundraising credit. Any credits accrued through the Fair Share Program (ending in February) will be applied towards new charges at St. Jude starting in March. Such charges include, but are not limited to, extended care, hot lunches and field trips. If a family still has a Fair Share credit balance due to them after the last day of school, a check will be issued to them.

- **Additional Raffle Ticket Sales – Receive a \$5 credit for each ticket sold over your mandatory ticket sales.**
- **Manna – Percentage of credit is listed on manna order form next to each vendor.**
- **Running with Faith Race Sponsorships – Receive 50% credit for every corporate sponsor that lists your family name on the sponsor sheet.**

Please Note: While Fundraising and Service Hours are both part of our Fair Share program, they are not interchangeable.

- You CANNOT transfer extra Service Hours between service and fundraising.
- Service Hours CANNOT be transferred from one family to another.
- Service Hours CANNOT be accumulated and transferred to the next year.

Service Hours earned starting March 1st, will be counted toward the next school year's commitment.

Records of the fundraising dollars and hours will be recorded by the school office. Final billing and FACTS management will be handled by the Tuition Coordinator.

XVI OTHER

MISSING PERSON and HIS/HER SCHOOL RECORD

Each school shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State police.

The procedure is as follows:

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

REPORTING DRUG VIOLATIONS to AUTHORITIES

Each school shall follow the provisions of the School Reporting of Drug Violations Act, 105 ILCS 127 which provides that the superintendent of the school or his or her designee shall report all instances of "drug violations" to local law enforcement officials or to the office of the county sheriff of the municipality or county where the school is located.

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

A person knowingly manufactures, delivers, or possesses with intent to deliver, or manufacture, cannabis in a school, in violation of the Cannabis Control Act, 720 ILCS 550, Section 5.2; or

A person delivers a controlled, counterfeit or look-alike substance to a person under 18 years of age, in violation of the Illinois Controlled Substances Act, 720 ILCS 570, Sections 401(b) and or 407; or

A person knowingly possesses, procures, transports, stores, or delivers any methamphetamine precursor or substance containing any methamphetamine precursor in standard dosage form with the intent that it be used to manufacture methamphetamine or a substance containing methamphetamine, in violation of the Methamphetamine Control and Community Protection Act, 720 ILCS 646 *et seq.*

- b. Reporting. Upon receiving any report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property, the superintendent or his or her designee shall

report such drug-related incident occurring in a school or school property to the local law enforcement authorities immediately **and** to the Illinois State Police. Reports to the Illinois State Police can be made through the School Incident Reporting System (“SIRS”), a web-based application used by schools to report incidents electronically. Note that reporting through SIRS does not satisfy the requirement to report the incident to local law enforcement authorities as well. 105 ILCS 5/10-27.1B

REPORTING FIREARMS on SCHOOL PROPERTY to AUTHORITIES

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

REPORTING ATTACKS on SCHOOL PERSONNEL to AUTHORITIES

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

NON-DISCRIMINATION

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

PUBLIC ADVOCACY

St. Jude School does not pursue public policy advocacy as part of our regular program activities. However, being a Catholic community we occasionally called upon to share knowledge and expertise relevant to society at large. We are also called upon by our mission of service to Jesus Christ to sign on to formal and informal coalitions that advocate for the needs of others.

The school Principal may authorize participation in such activities when it is determined that participation coincides with the mission of St. Jude School. The nature and extent of such participation will be determined by the Principal and staff assigned to the advocacy program.

VOLUNTEER HANDBOOK

Volunteers are critical to the success of St. Jude School and are essential to the school’s day-to-day operations. Volunteers and paid staff are considered partners in implementing the mission and programs of the school, each with complimentary roles to play.

Thank you for becoming a part of the ministry and service of St. Jude School.

Equal Opportunity Policy

St. Jude School maintains a strong policy of equal volunteer opportunity. We recruit, accept, train, promote, and dismiss volunteers on the basis of personal competence and position performance, without regard to race, color, national origin, age, gender, marital status, political affiliation, veteran status, or mental and physical disabilities which do not impact one’s ability to perform. A preference for Catholicism for certain positions is allowed under Federal Law and does not constitute discrimination.

Procedures

- Background checks and reference checks may be required for volunteer positions within St. Jude School.
- Compliance with and training from Protecting God's Children as well as the Diocese of Joliet are required.
- All volunteers must comply with the Diocesan Policy of Christian Conduct.
- Volunteers will receive a general orientation. Volunteers may receive specific training for specific tasks.
- Volunteers are a valuable asset to St. Jude School, and recognition will happen. An annual thank you Mass and breakfast is usually planned in the spring of the year.

A system of record keeping will be maintained for each volunteer within the school. The record will include required documents, (sign in/out sheets, computer attendance), results of background checks (if necessary), Protecting God's Children certification, and dates and times of service. Volunteers must be accountable to maintain their own records and to report in and out of events/meetings.

- Position descriptions will be maintained for each volunteer or group of volunteers, for example, the Athletics Board or Parents Club.
- Volunteer Conduct must meet the standards spelled out by the Diocese of Joliet.
- Volunteers should be present and on time for each event or activity in which they are scheduled. Chairpersons should be contacted within 24 hours before an event in the case of an emergency.
- Volunteers are expected to act professionally and in accordance with their position. In a grievance, every effort will be made to resolve issues in as timely and effective manner possible. The volunteer should first speak to the chairperson and attempt to resolve any issues. If this is not successful, the principal will be consulted. The final authority lies with the Pastor who will be consulted only if previous methods fail to resolve the issue.
(Confidentiality may not be guaranteed for complaints involving sexual harassment or child abuse.)
- Volunteers deserve meaningful feedback on their efforts to help them grow in their role. This feedback is informal and will be given by school personnel usually at the time of service. Other opportunities for meaningful development may arise over the course or tenure for the volunteer role. Volunteers will be made aware of these options and be given the opportunity to take advantage of them for personal growth.
- Volunteers will be asked to attend orientation times when school personnel will give them specific tasks and procedures. Room parents meet for the first time on "Back to School" Night in August. Training sessions for Athletic volunteers will take place before the start of the particular season.
- As a volunteer, you have the right to discontinue your service at any time. Please be courteous. Notify the chairperson or officer, as well as administration of the school.
- Please be careful never to represent yourself to the media as a spokesperson of the school. Only the Pastor and Principal may speak for the school publicly, unless appointed.
- Volunteering should be an enjoyable experience. Harassment is not only illegal, but it also creates uncomfortable conditions and an unpleasant experience for everyone involved. Any volunteer who feels harassed is strongly urged to speak to his or her volunteer coordinator, the Principal, and Pastor immediately in an attempt to reach a solution.
- Dress code is such that everyone representing St. Jude School should be clean, neat, and modest.
- Volunteer hours will be recorded on a sign in sheet for the purpose of the Fair Share Program.

If a volunteer has access to confidential information, (such as medical treatments, diagnosis, financial information, contributions made, information regarding homes or incomes, information of arrests or allegations of abuse), he or she MUST follow the confidentiality policy instituted by the school and parishes.

CONFLICT OF INTEREST

All volunteers are expected to display loyalty to St. Jude School. Individual interests of interests of a third party are to be put aside for the betterment of the school as a whole. Conflict of interest may take the form of a volunteer seeking financial gain or special privileges for family members based on confidential information. A volunteer is under obligation to disclose any actual or potential conflict of interest to the school principal as soon as it is known.

SAFETY

Although St. Jude does its best to provide safe conditions for volunteers, volunteers should speak up if they have a safety concern.

- Volunteers are often concerned about their own liability in service for the school. Volunteers can be held responsible for actions taken while under the service of volunteerism for St. Jude School, especially in the case of misuse of judgment or equipment, though they are somewhat protected by immunity clauses.
- Insurance and safety experts preclude allowing infant and toddler presence for certain volunteer activities and non-school children cannot ride a bus on a field trip or activity. Please be respectful when these factors must be considered in volunteer service.

ADVANCEMENT

- Understanding that volunteers may wish to transition to other meaningful capacities in the school, staff and volunteer coordinators will sometimes make open and available other volunteer positions in the school to current volunteers.

At any point during the course of a volunteer's service the volunteer is invited to inform the staff member of their interest in other volunteer roles or opportunities. Every attempt will be made to accommodate the volunteer's desire to advance to new volunteer roles.

5313 BULLYING PREVENTION POLICY

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

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

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

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

105 ILCS 5/27-23.7 (b)

Bullying Conduct

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

Cyber Bullying

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

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

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

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

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

STUDENT WELLNESS POLICY

BELIEF STATEMENT

The Diocese of Joliet is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

INTENT

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004, including goals for nutrition education, physical activity and other school based activities designed to promote students wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.

RATIONALE

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being. Healthy eating is demonstrably linked to reduced risk of the development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong healthy eating patterns. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

GOALS FOR NUTRITION EDUCATION

- Students in preschool through grade 8 shall receive nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors. Special emphasis should be placed on nutrition education in preschool through the primary grades as eating habits are established at a young age.
- The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips, school gardens, or other like activities.
- Schools shall work with parents to assist in providing a healthy diet and daily physical activity for their children, which may include information to help the incorporate healthy eating and physical activity.

GOALS FOR PHYSICAL ACTIVITY

- Students in preschool through grade 8 shall participate in regularly scheduled formal and informal physical activity programs. Special emphasis should be placed on promoting an active lifestyle in preschool through the primary grades as health habits are established at a young age. Reasonable accommodations shall be made for students with disabilities and/or other limitations.
- Elementary schools shall provide a daily, supervised recess period to students.
- Students shall be provided opportunities for physical activities through a range of school programs such as intramurals, interscholastic athletics, physical activity clubs or other like activities.

GOALS FOR OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS

Consistent School Activities and Environment – Healthy Eating

- It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family and school staff.
- School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat.
- All food service personnel shall have adequate pre-service training and participate in activities or programs that provide strategies for providing tasty, appealing and healthy school meals; nutrition education strategies including coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits.
- Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options. (Attachment A provides suggestions.)
- Schools shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products.^{i ii}
- All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations.
- Access to any area involved in storage, preparation or service of food on the school campus shall be limited to authorized personnel.

Consistent School Activities and Environment – Physical Activity

- Schools are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.
- Physical activity facilities and equipment on school grounds shall be safe.
- Schools are encouraged to work with the community to create a safe and supportive environment for students walking or biking to school.

Food or Physical Activity as a Reward or Punishment

- School personnel shall not withhold food or beverages from students as punishment.
- School personnel shall not withhold participation in physical education class as punishment.

Nutrition Guidelines for All Foods and Beverages Available on School Campuses During the School Day

- Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing and meal planning practices consistent with current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).ⁱⁱ
- All foods and beverages sold individually (apart from the reimbursable school meal) shall be well-regulated and consistent with the nutritional goals of this policy. This includes:
 - a la carte offerings in the food service program;
 - food and beverage choices in vending machines, snack bars, school stores;
 - food and beverages sold as part of school-sponsored fundraising activities.
- Every effort shall be made to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, wherever and whenever food is sold or otherwise offered at school.

Guidelines for School Meals

- School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.^{ii iif iv}

Measuring Implementation & Community Involvement

- The diocesan superintendent or designee shall be charged with the operational responsibility for ensuring that each school meets the wellness policy requirements.
- The principal of each campus shall be responsible for implementation of the wellness policy.
- Individual schools shall involve parents, students, representatives of the school food authority, the school board (if applicable), school administrators, and the public to implement and continue development of the wellness policy. Their involvement shall include review of and listing on the individual school wellness checklist.
- The diocesan superintendent, based upon feedback from individual schools, may revise the wellness policy as appropriate.

Attachment A

Healthful Food and Beverage Options for School Functions *

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit – nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

* This list is not all-inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.

References

¹ Child Nutrition and WIC Reauthorization Act of 2004 [Public Law 108-265, Sec. 204]. <http://thomas.loc.gov/bss>

¹ Dietary Guidelines for Americans 2005, Department of Health and Human Services and Department of Agriculture, 2005. www.health.gov/dietaryguidelines

¹ MyPyramid.gov, United States Department of Agriculture. www.mypyramid.gov

¹ Minimum School Meals Requirements – section 9(f)(1), 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a))

¹ Minimum School Meals Requirements – subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779)

DIOCESE OF JOLIET – CATHOLIC SCHOOLS VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS POLICY

The Diocese and Schools of the Diocese of Joliet allow positive publicity of students using videotapes, digital images, photographs and web publications within the context of this agreement. Videotaping and/or photographing may be used in and by the Diocese and Schools of the Diocese as a facet of instruction for enhancing learning, to share information, to promote the school, to assist in providing a safe and secure learning environment, and to monitor/record student activities. Such videotaping/photography may be announced or unannounced and will be conducted according to Diocesan guidelines. **However, the Diocese and Schools of the Diocese do not approve of the display of any videotapes, digital images, photographs on social networking or video sharing sites, such as YouTube, without the expressed permission of the administrator and all parties involved.**

- I. Videotapes, photographs, and digital images of students may be utilized by teachers, administrators, or their designee within the Diocese and/or School for classroom instructional purposes without advance consent of a student's parent/guardian. Such School and or Diocesan staff shall maintain the confidentiality of these student records in accordance with state and federal laws and the established Diocesan student record procedures.
- II. Photographs or videos of students posted on the School website shall not be captioned with the student's full name or identify the student by name in any manner. Disclosure of student information will be limited to first name and last initial. No image of a student may be posted in such a way that the image of that student may be linked to or associated with the student's full name.
- III. A student teacher under the supervision of a college/university, or other certified staff member may utilize videotapes, photographs, or digital images of students for his/her own professional use without the advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments, presentations, etc.
- A release form is required from the parent/guardian when students participating in class activities with a student teacher are videotaped or photographed for purposes of assessment of teaching as part of the university class assignment and/or student teaching portfolio development.
- IV. Students under the supervision of the administrator/teacher or approved designee, may videotape or photograph students without the advance consent of a student's parent/guardian for educational purposes, to promote the school/school activities and to enhance learning. Examples: yearbook, school paper, sports games, etc.
- V. Forms of release for videotaping and photographing of students **are not required** from the parent/guardian when:
1. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
 2. The student has chosen to be an officially designated school leader or role model, such as athlete, student council leader, etc. for which there is potential for informal contact with news media.

3. Stock videotape footage or generic pictures. (i.e. yearbook individual and group pictures) are being obtained in public places. (i.e. hallways, gymnasiums, general classroom areas, playgrounds, athletic fields, etc.) by the Diocese and/or School.
4. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, etc.
5. Video cameras are in use to monitor public areas of a school/church facility or bus.

PARENT/STUDENT AGREEMENT TO BE TURNED IN BY SEPTEMBER 1TH, 2017

I have read and discussed the Handbook for St. Jude School with my child/ren.

I agree, as a condition for my child's continued enrollment at the school, to abide by these rules and regulations and assist the faculty, if required, in the application of these rules.

I have received the "Parent Guide to Internet Safety for Children and Teens" and the Diocese of Joliet "Parent Guide: Understanding & Preventing Child Sexual Abuse" which are at the end of this document.

FATHER'S SIGNATURE _____

MOTHER'S SIGNATURE _____

STUDENT SIGNATURE _____

STUDENT SIGNATURE _____

STUDENT SIGNATURE _____

DATE: _____.

PLEASE RETURN WITH THE OLDEST OR ONLY STUDENT IN SCHOOL.

THANK YOU FOR CHOOSING ST. JUDE SCHOOL

ANNUAL AFFIRMATION OF COMPLIANCE AND DISCLOSURE OF CONFLICT OF INTEREST STATEMENT - VOLUNTEERS

I have received and carefully read the Conflict of Interest Policy for volunteers of St. Jude School and have considered not only the literal expression of the policy but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy.

Except as otherwise indicated in the Disclosure Statement and attachments, if any, below, I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests of St. Jude School or the diocese, nor does any relative or business associate of mine have such an actual or potential conflict of interest.

If any situation should arise in the future that I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the School Principal or to the pastor as applicable.

I further certify that the information set forth in the Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information, and belief.

Name (Please print)

Signature

Date