

## Mission Statement

### St. Jude the Apostle School Mission Statement

*From Jude, a servant of Jesus Christ and the brother of James  
To those who have been called by God  
Who live in the love of God the Father and the protection of Jesus Christ  
May mercy, peace and love be yours in full measure and those you serve.*

St. Jude the Apostle School of Wynantskill, New York is an educational ministry of St. Jude the Apostle Parish. In the spirit of Jude, a servant of Jesus Christ, we are committed to teaching children Christian values in a caring, nurturing environment within our Pre-K through Grade Six elementary school. Our student body is comprised of children from throughout the Capital District, coming from a variety of backgrounds.

St. Jude the Apostle School is dedicated to providing excellent academic programs that enable every child to develop spiritually, intellectually, socially and emotionally. The school follows the New York State and Diocesan curriculum guidelines in religion, language arts, mathematics, science, social studies, technology, art, music, Spanish, physical education and library. As the first teachers of their children, parents are encouraged to assist in guiding the children to achieve their full potential.

We teach our students to value knowledge as a means of learning. A variety of methods are used to obtain the goals of New York State and Diocesan curriculum. In addition to traditional methodology, students participate in a variety of integrated hands-on-learning activities that compliment the curriculum.

The children of St. Jude the Apostle School seek truth, practice Christian virtues, and respect all people, thus imitating Christ in their daily lives.

## Philosophy

The faculty and staff at St. Jude the Apostle School are committed to the belief that our school exists for the purpose of educating children to be loving, knowledgeable, productive individuals who have the primary responsibility of developing their talents so as to be pleasing to God, our Creator.

We believe that God intended for each of us to develop our intellects in order that we might come to know Him, to love Him, and to develop a more personal relationship with Him

We believe in the strength of the family and we believe that parents are indeed the primary educators for their children. We further believe that we must work collaboratively with parents in teaching our children those Christian concepts that will guide them through life and enable them to successfully fulfill their personal missions here on earth.

We are mindful that parents and teachers must act as exemplary role models for children. It is primarily for this reason that we encourage parents to become involved and to actively participate in the business of the school. Such a partnership not only gives children the security of knowing that everyone is working towards the same goals, but it also demonstrates that genuine love and caring often are the by-products when people demonstrate respect for one another.

## Uniform Policy

Uniforms are a time honored Catholic tradition which symbolizes our belief in equality. They readily identify our students. Adherence to dress code regulations exemplifies school spirit and the discipline necessary to follow rules. Students must follow the uniform regulations. Parents or guardians will be notified by the homeroom teacher if the student's attire does not conform to the uniform regulations. All students are expected to report in complete school uniform every day unless otherwise specified. We ask parental cooperation in this regard. Our school uniform is as follows:

**Girls grades K-4:** green plaid jumper with white blouse, green cardigan sweater, green knee socks or green tights, and dress shoes.

**Girls grades 5 & 6:** plaid skirt with white blouse, green cardigan sweater, green knee socks or green tights, and dress shoes.

**Girls optional clothing:** warm weather uniform, (worn from April 15<sup>th</sup> through June and September – November 30<sup>th</sup>) tan walking skort with green polo shirt. During the cold winter months, girls will be allowed to wear tan uniform slacks with a long sleeve polo shirt. The cold weather option may not be worn December 1<sup>st</sup> through March 31<sup>st</sup>.

**Please Note:** optional uniform clothing is just that: optional. The only uniform required for girls is the green plaid jumper/skort, white blouse, green cardigan sweater and green knee socks or tights.

**Boys all grades:** tan uniform dress slacks, green polo shirt (long or short sleeve), beige crew socks, belt, and dress shoes. **Boys in grades one through six** are required to have a white shirt and green plaid tie as a **formal dress uniform** that is worn at designated times. **Please note that a belt is part of the boys uniform. Boys not wearing a belt are considered to be out of uniform.**

**Boys optional clothing:** warm weather uniform (worn from April 15<sup>th</sup> through June ) tan walking shorts, short sleeve green polo shirt, beige crew socks and dress shoes.

**Dress uniforms for boys and girls:** **dress uniforms are worn for both boys and girls every Monday for attendance at Mass.** Girls must wear green plaid jumper/skort, white blouse, green sweater and green knee socks or tights. **The skort or slacks are not worn for Mass.** Boys must wear **long pants, white shirt and tie every Monday for Mass.** The dress uniform will also be worn at times designated by the principal. Such times could include, but not be limited to, certain field trips, when special guests are expected in the building, for diocesan events or any formal event the school participates in.

**P.E. Uniform K-6:** the gym uniform consists of a green sweat suit and sneakers during the cold weather months and a gray t-shirt and green gym shorts with sneakers during the warm weather. **Both of these uniforms carry the school logo and are worn to school on gym day.**

On scheduled Physical Educational days, all students in grades K-6 must wear a St. Jude the Apostle P.E. uniform (green sweat pants with St. Jude the Apostle logo and a gray long sleeve or short sleeve t-shirt). During the colder months, students may also wear an optional green non-hooded sweatshirt with St. Jude the Apostle logo. All students in grades K-6 must wear sneakers. No jewelry is to be worn to P.E. classes, including hoop or dangling earrings. Girls may wear post earrings only. Students may wear approved St. Jude the Apostle P.E. shorts (or green athletic "knee length" shorts, not nylon or mesh shorts) to school on P.E. days ONLY during September, October, May, and June. On "free dress" days, P.E. students should still be able to participate in P.E. They should bring sneakers and girls should not wear skirts or dresses.

**Please Note** Long dangling earrings or loop earrings, artificial fingernails, makeup, and bleached hair are not appropriate and may not be worn. **Boys may not wear earrings at any time.** Hair for boys is to be

well groomed and cut above the collar and no longer than top of the eyebrows. Spiked hair is not acceptable for boys. Tattoos and any form of body piercing are not allowed.

The uniform policy is written for the general population of the school. If there is a medical situation that requires an adjustment to the uniform, please notify the principal. All students are required to follow the uniform policy. If a child does not meet the uniform code, a note will be sent home to the parents. Continued violations will require parents to meet with the principal to discuss the situation. In case of emergency, parents should write a note explaining why a child is out of uniform.

### **Dress Down Days**

Students are to dress appropriately. Students may wear clothing that is appropriate for wear in a Catholic school. Comfortable but appropriate clothing, including shorts that are mid-thigh or longer, and tops that are not tube, halter or with midriff showing may be worn. It is advised that sandals and flip-flops are not worn, as students are not as safe when running and playing. There should be no writing on clothing that is in any way violent or offensive in any manner. We rely on our parents or guardians to see that the children are dressed appropriately, and cannot list every possibility that might be deemed inappropriate. Children who are not dressed properly will be asked to call home for a change of clothes when deemed necessary by the principal

### **Morning Procedures:**

Arrival time for students is 7:45 a.m. The school day begins at 7:50 a.m. with Morning Prayer celebrated as a school community. Therefore, students who are not present for Morning Prayer at 7:50 a.m. shall be considered late. Our school day ends at 2:30 p.m.

### **Hallways**

- Keep hands off other people
- Walk in the halls
- Quiet should be maintained at all times
- No running in hallways at anytime

### **Lunch Procedure:**

Students are provided a 40-minute lunch period at midday. Teachers and parents serve as supervisors during lunch. Weather permitting, children go out on the school grounds for playtime and are supervised by parents and teachers. We welcome parent and grandparent-volunteers who are willing to give their time during the school year to help supervise during lunch and playtime.

Students may bring their lunch from home or may buy their lunch at school for \$3.75 each day. Menus go home monthly.

In general, well-mannered conduct should guide the student's behavior at all times in the cafeteria. Listed below are some rules and the cafeteria procedure which will help ensure appropriate conduct and an orderly lunch period:

- Students will walk quietly in a single file when entering the cafeteria.
- Students must stay in their seats unless given permission by the supervisor to get up.
- Students may talk during lunch, using inside voices.
- Proper table manners and respect to others are expected at all times.

- Students must be seated at a table when eating. Once seated there is to be NO changing of seats without permission. Students should refrain from shouting across tables.
- Students must remove trash from tables, chairs and the floor and wait for the trash can to be brought to them.
- Students must eat at least part of their lunch before throwing away any food.
- Students may not share or give food to other students.
- Running, excessive noise, “horse play”, or other disruptive behavior is not allowed. All unacceptable behavior will be reported to the classroom teacher and may result in school lunch detention and/or removal from the cafeteria for specified time period.
- Each day, the last 2 minutes of lunchtime and indoor recess will be quiet so that instructions by the person on duty can be clearly heard and all students K-6 will quietly wait to be dismissed to their teacher who will pick them up.
- All classroom grades K-6 have been provided with a Pop Up Tote. This is to be brought to the cafeteria each day and used so students have a place to neatly store their lunch boxes.
- When leaving the lunchroom, students should walk quietly in single file.

All students will be expected to enter the gym for lunch in an orderly manner and to practice good dining and table manners at all times. Fooling, horseplay, tampering with another’s food or other forms of poor dining room behavior is not acceptable. The lunch supervisor is to be given attention and respect at all times. Failure to follow lunchroom conduct guidelines will result in a child’s loss of opportunity to join their class for lunch.

**Dismissal Procedure:**

Students prepare for dismissal at approximately 2:25 p.m. Following end of day announcements and closing prayers, they are called to board respective school buses. Assigned teachers escort students to their respective buses. Students are also dismissed into the after school program, extra-curricular activities or enrichment activities at this time.

NO PERSON OTHER THAN A PARENT OR AUTHORISED ADULT MAY PICK A CHILD UP FROM SCHOOL. “Authorized adults” must be approved in the office prior to dismissal and must show picture identification.

**Individual Late Arrival:**

If a child arrives late for school for reasons other than a late bus, the person responsible for bringing them to school must sign the student in at the secretary’s office. A written note must be presented to the teacher explaining the reason for the lateness. **Five (5) late arrivals are considered a one-half day absence.**

**Absence**

**When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted.

**Students should be fever free for 24 hours before returning to school.**

A written statement giving reasons for the absence or tardiness **must** be brought to the student’s teacher upon the student’s return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process. Missed assignments are the student’s responsibility. **Teachers are not required**

**to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

**Please note: Excessive absence (30) days or the equivalent of 30 days including tardies, can be cause for a student to be retained in the current grade for another year.**

### **Absence During the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

### **Individual Early Dismissal:**

In the case of individual early dismissal from school for any reason, the student must bring a written request from a parent. Teachers will send the request to the office. The note will be signed by the principal and returned to the homeroom teacher who will keep it on file. At the time of dismissal the school secretary will send for the child and parents will meet their child in the school office. Parents should not report directly to the classroom for individual early dismissal. This procedure prevents disruptions to the school class and distraction of the teacher from teaching and supervisory duties. All students must be signed out by a parent or guardian before leaving school. Students are signed out in the school office.

**Please Note: Parents with Pre-K students are expected to wait until regular 2:30p.m.dismissal to pick up any K - 6 siblings. Excessive early dismissals will be counted as a tardy.**

### **Eucharistic Celebration:**

We are fortunate and blessed to celebrate Eucharist as a school faith community. Eucharist is the center of our lives and proper respect and appreciation should be instilled in our children at the earliest age. Parents are encouraged to attend Sunday Mass with their children and actively participate in their home parish. Students attend Mass on Monday at school. Holy Day Masses are observed with the parish. All students are expected to wear complete dress uniform for Mass. Parents are welcome to join us for any liturgies.

### **After School Care**

We are pleased to offer after school care for our working parents. The Community After School Enrichment Program (C.A.S.E.) the service is provided for families whose parents have no other form of child care until they return home from work. There is a fee for this service and applications are available in the school office. The hours are from 2:30 – 5:30 p.m.

### **Visitors**

To **INSURE THE COMPLETE SAFETY** of our students, all school doors are locked during the school day. All visitors must report to the main office immediately upon entering the building. A visitor is any adult, including a parent or grandparent. Cameras positioned throughout the school building monitor the entrances and hallways of our school. We also **INSIST** on the following:

**Absolutely no one** may go to a classroom and ask a teacher to allow a student to be excused. Excused students will meet parent/guardian in the office. If an adult must speak with a child during school hours, this meeting is to be in the school office only.

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their student during the day. This is an interruption to the teacher and to the educational process.

#### Volunteers

**All individuals who volunteer in the school must complete the Diocesan mandated background check and VIRTUS training.**

### Sacramental Preparation

#### Celebrating the Sacraments of First Reconciliation and First Eucharist

Children begin their preparation for these sacraments when they have entered the second grade. Children should be in religious classes at least one year prior to starting their sacrament preparation (either with the parish or in a Catholic school). Classes will also be available for those children in grades three (3) through five (5) who have not received these Sacraments.

**Parents are encouraged to attend Mass regularly with their children during this year. The children need to know how to go to Mass** (when to stand, sit, pray and kneel, how to behave in Church - they can only know this by going to Mass.)

While the second grade teacher does remote preparation for the sacraments of First Penance and First Eucharist, each family must register for reception of these sacraments at their home parish as the home parish completes immediate preparation. Children receive these sacraments in their home parish but are welcome to do so at St. Jude the Apostle Parish with their classmates providing they have permission from the pastor of their home parish. This is the policy of the Diocese of Albany and is supported by St. Jude the Apostle Parish.

### Attendance Guidelines

Good attendance and success in school go hand in hand. Students should make every effort to maintain a good attendance record. Parents are required to call school by 8:30 a.m. if a child is to be absent (283-0333). Students, who do not attend class during the day, do not participate in extra-curricular activities in

the evening. Parents are requested, where possible, to avoid making appointments for students during school hours.

Because State Law regulates attendance, parents must send a written excuse explaining a child's absence before that child may return to class. Each note must include the child's name, the date, reason for the absence and the parent's signature.

There are benefits within the educational process that are very difficult to replicate outside the classroom setting. Planned lessons emphasize continuity and utilize repetition in many different situations to reinforce the learning process. Tardiness and frequent absences are very disruptive to the teaching process and adversely affect your child's progress. Your child's attendance in school should be taken most seriously, not only because of the ramifications it has on their record and education, but also because establishing good attendance patterns, children develop a positive work ethic that will serve them well throughout their entire life.

Because of the seriousness of maintaining good attendance and arriving at school on time, the school may require that a parent conference be scheduled to determine the nature of a problem when attendance or tardiness become a problem.

**Excessive absence (30) days or the equivalent of 30 days including tardies, can be cause for a student to be retained in the current grade for another year.**

#### **No School Messages:**

School is in session every day except when the weather makes travel dangerous. On those days, St. Jude the Apostle School will close. "No School Messages" are displayed on all local television stations.

**Parents should watch for the name: St. Jude the Apostle School to be displayed.** Parents also have the option for signing up for SCHOOL MESSENGER, which is an automated emergency notification system contacting via phone and email. All other emergency closings or emergency early dismissal will be aired in the same manner.

It is never the intention of St. Jude the Apostle School to close school once the school day has begun. However, if the weather during a given day tends to deteriorate and word is received from one or more of the public school districts that they will close early for the safety of the students then our school will dismiss the students in those school districts to the buses when they arrive. All other students will remain in school until the close of the school day. Children who regularly attend the C.A.S.E. program will automatically move from their regular classroom to the C.A.S.E. area for supervision until such time as parents come to the school to pick up their child/ren.

Parents should be aware of the weather and anticipate childcare needs in advance. It is wise to arrange standby childcare when snowstorms are predicted. Parents should stay tuned to the television if a storm starts during the day to see whether or not there will be early dismissal. Of course, nothing can replace good parental judgment. If you feel the trip from home to school is too hazardous, please follow your own heart.

#### **Late Opening:**

**St. Jude the Apostle School makes every effort NOT to delay opening for inclement weather.** If your local public school district delays opening and your child is transported to school by bus, your child will be picked up late and delivered to school late. This is considered an excused late arrival.

**Transfer To Another School:**

Parents must notify the school before transferring a student to another school. The notification should indicate the last day the student will attend and the name and the address of the school to be attended. All books must be returned and all bills settled before a copy of the student's record can be sent to another school.

<b>Health and Safety</b>
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The nurse is on hand to offer advice and administer first aid from 9:30 – 1:30 p.m. each day. She checks children returning to school after an illness. When necessary, she will notify parents of defects requiring medical attention and will assist and guide faculty members in protecting the health of children. She will maintain student health records.

New York State Education Law (912) requires the public school district provide resident pupils attending a nonpublic school the health and welfare services available to pupils in the public schools. Such services must be provided, by contract, to resident pupils attending nonpublic schools located in other school districts when authorities of such nonpublic schools request such service through the district where the nonpublic school is located. This service is provided to parents as taxpayers in a given district. The following listed services must be provided to students.

**Mandated Health Screenings**

The State of New York mandates that health related screening be completed in our schools each year. The requirements are as follows:

- Vision and hearing screening: all new entrants.
- Vision Screening: (Distance Acuity) in Kindergarten and Grades 1, 2, 3, 5, 7 and 10.
- Hearing Screening: Completed in Kindergarten and Grades 1, 3, 5, 7 and 10.
- Scoliosis: Completed in Grades 5 – 9.

If there are any usual findings, or cause for concern, the school nurse will contact you. In the event that additional evaluation is needed, a referral form will be sent home for you to take to your private healthcare provider.

New York State Education Law requires Physical Exams for all students at certain grade levels:

**Kindergarten**

**Grade 2**

**Grade 4**

**Grade 7**

**Or when a student enters a district for the first time** (transfers in from another school district).

Many parents prefer to have their own physician do the exam. A private physician provides the extra benefit of not only consulting with the parent on the child's growth and development, but can also provide the needed immunizations and follow-up care.

\*\*Reports of physical exams done by private physicians must be dated **within 1 year** previous to the start of the school year, and no later than 30 days after entering school.

**Please submit completed forms before the first day of attendance, so that the child's Health Record will be in order.**

**Medicine in School:**

New York State Law requires parents and doctors to submit a signed permission slip for the administering of medication to a child during the school day. All medication must be brought to the school office with a parental permission slip and the doctors signed instructions for administering the medication. No student may carry any type of medication on his person at any time. If there is no note then the parent must come

to the Nurse's Office to dispense the medication. If medication must be given to a student during the after school program, a separate doctor's note is necessary. After school medications are kept separate from medications dispensed during the school day.

Please note: cough drops are considered medication and children will not be allowed to consume cough drops at school without a written note from the parent stating that the cough drops are necessary. If such a note is written, it must state the duration that cough drops are to be taken. If it is deemed that the consumption of cough drops becomes excessive, the school nurse will notify the parent and a doctor's order must be obtained.

### **CRISIS PLAN**

St. Jude the Apostle School maintains a crisis plan in case of an emergency. All staff is aware of the procedure to follow to keep children safe. In the event of such an emergency, the building may be evacuated and students will be moved to a secure designated location, circumstances permitting

### **VIRTUS TRAINING**

Parents, guardians, and relatives are encouraged to chaperone and volunteer at school. All chaperones and volunteers must attend VIRTUS training as a condition of service. Workshops are scheduled throughout the year. Chaperones and volunteers must also agree to a background check and sign a Code of Conduct.

<b>Organizational Structure</b>
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Catholic religious formation and education, imparted in any schools whatsoever, are subject to the authority of the Church. It is the responsibility of the conference of bishops to issue general norms in this area, and it is the responsibility of the diocesan bishop to regulate such education and be vigilant over it.

The pastor is the proper shepherd of the parish, exercising pastoral care in the community entrusted to him under the authority of the diocesan bishop in whose ministry of Christ he has been called to share. In accord with the norm of law, he carries out for his community the duties of teaching, sanctifying and governing, with the cooperation of other presbyters or deacons and the assistance of lay members of the Christian faithful.

To that end, the directors of Catholic schools on both the diocesan and parish level are to see to it that the instruction given in them is doctrinally sound and academically distinguished.

(Code of Canon Law – 519,804 and 806)

Policies that govern the operation of St. Jude the Apostle are developed and defined in the Policies and Bylaws, Administrative Regulations of the Albany Diocesan School Board at the direction of the Bishop. The responsibility for implementation of such and for creating and enforcing organizational policies and curriculum objectives is assumed by the school administrator at the direction of the Pastor.

All programs, policies, goals, objectives and rules at St. Jude the Apostle School are subject to the Albany Diocese and are in compliance with the Board of Regents of the University of the State of New York. St. Jude the Apostle School, Wynantskill, New York is duly registered and licensed to operate as an academic institution in New York State.

### **School Board:**

St. Jude the Apostle School Board is advisory to the pastor and principal. The purpose of this board to assist in planning for the continued growth and development of St. Jude the Apostle School. It shall provide advice and counsel to the pastor and principal. The composition of the school board should be 1/3

parents, 1/3 parishioners and 1/3 community members. Members are appointed by the pastor with consultation of the principal. Terms of office are three years.

### **Family School Connection:**

The FSC plays a vital role in the life of St. Jude the Apostle School. Through its efforts, educational and social programs are made available for St. Jude the Apostle School. One of the major goals of the FSC is to assist the administration, faculty and staff in building a mutually supportive community for our school. SJS is always in need of your help. Whatever you can do is greatly appreciated. Wherever your special talents lie, we have the place. The FSC is the perfect vehicle to assist in this effort.

All families are members of the FSC by virtue of their enrollment in the school. Membership fee is \$10.00 per year payable in September at Back to School Night. The FSC executive officers meet once a month.

<b>Curriculum</b>
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The program of studies at St. Jude the Apostle School offers the entire New York State curriculum in conjunction with the curriculum of the Albany Roman Catholic Diocese. We are a Middle States Association Accredited school, recognized for our devotion to our mission, high academic standards, and commitment to addressing the concerns of our parents and the needs of our students. Within the prescribed curriculum and course of study, teachers have the flexibility and are encouraged to be creative in the design of their instructional patterns. They are encouraged to use a variety of techniques and methods of approach in the teaching of their subject matter always with the focus on motivating students and meeting their individual needs and learning styles. Students partake in daily prayers, school liturgies and student service projects throughout the year. Religion lessons and the Gospel message are taught each day. Technology, Spanish, Art, Music, Library, and Physical Education classes are taught to all grades Kindergarten through eighth.

Every teacher at St. Jude the Apostle School has been trained in New York State Learning Standards Based Curriculum grades Pre-K-6 issued by the New York State Department of Education.

The Catholic Schools of the Roman Catholic Diocese of Albany embrace the State Learning Standards with excitement and challenge. As we move ahead in this journey together, we are confident in the many talents and gifts that God has given us to achieve our fullest potential for His honor and glory. With our hand firmly grasped in His, we move forward recognizing that the work of our hands is truly His own.

### **Evaluation:**

One of the most important factors in the establishment of a school program is the setting of procedures and devices for accurately measuring student progress. Educators and parents want to know the extent to which students achieve that which was intended. The method for determining that information is evaluation. A process of evaluation can tell us at what level of development a student is as measured against where the child should be. Thus we can better meet individual student needs. At St. Jude the Apostle School a variety of evaluative procedures are employed in concert with one another to adequately reflect the entire picture of the child. St. Jude the Apostle School participates in the New York State Testing Programs in Mathematics, English Language Arts, and Science.

### **Homework**

Children in grades K-6 will have homework on a regular basis. Assignments are a review or extension of the skills taught in class and are meant to foster further independent study. Parents are encouraged to check a child's homework for accuracy and neatness while still allowing the assignment to reflect the child's own work. Homework may not necessarily mean a written assignment. Study is the most important part of

homework. We continue to emphasize the importance of learning to take care of preparing assignments. This is another way of taking pride in one's work and developing good habits that will remain with each child throughout life.

Missing homework assignments are taken seriously as they reflect the child's ability to organize, take responsibility and work independently. Missing homework assignments will be dealt with as follows:

- Upon missing the first assignment within a quarter, a child will be given a verbal warning and be expected to make up the assignment and turn it in the following day.
- A missing second assignment within the same quarter will result in the teacher filling out a school discipline referral form (see Disciplinary Consequence) and the child completing his/her work during recess. This will be counted as a minor infraction and the form will be sent home for a parent signature.
- This procedure will be repeated for a third and fourth offense. As stated in our discipline referral, "three minors equal a major" offense.
- After the fourth missing assignment within the same quarter, the child will receive afterschool detention and the discipline forms will be sent to the administrator who will decide on further action to be taken. Parents will be contacted by phone or in person to discuss the recurrence of missing work.
- At the start of each new marking period, the child's homework offenses will be cleared and he/she will have the opportunity to start fresh.
- Legitimate excuses include illness or family emergency, will be taken seriously.
- Illegitimate excuses include participation at sporting events or other leisure activities.
- Sudden, unexpected instances will be reviewed and a decision will be made at the teacher's discretion.

### **Library:**

Students are allowed to borrow books from the school library. Each student has the responsibility of returning books on the day they are due. If a student has over-due books he/she may not take out a new book until all over-due books are returned and fines are paid. A student who loses a book will be billed for the cost of the book in order that it may be replaced.

### **GRADING SYSTEM**

The grading system consists of performance levels, percentages, and corresponding standard indicators at the different grade levels and in different courses. In grade 3-6 numerical averages will be used with 70% and above considered passing.

#### **Pre-Kindergarten**

M--Meets expectation

P--Show progress in meeting expectations

NY--Does not yet meet expectation

NA--Not assessed at this time

#### **Kindergarten –Grade 2 Rubric**

Performance Levels

4--Student work demonstrates a thorough and consistent understanding of grade level standards and objectives.

3--Student work demonstrates an understanding of grade level standards and objectives.

2--Student work demonstrates a partial understanding of grade level standards and objectives.

1--Student work demonstrates minimal understanding of grade level standards and objectives

Standard, Effort, Conduct, Personal Growth Codes

E --Excellent

S --Satisfactory

N --Needs Improvement

NA --Not Assessed at this time

The academic year is divided into four quarter marking periods. Report cards are issued each quarter for students in grades Pre-K-6. In all areas, various abilities, understandings, and specific course objectives are measured. Your signature means that you have checked the report card. Before report cards are given to students it is essential that all financial obligations to the school be met.

### **Parent Teacher Conferences:**

Sometimes marks in themselves say very little about a student's state of academic achievement. Often teachers wish to give parents deeper insight into the causes and nature of a child's performance. For this reason parent/teacher conferences are scheduled throughout the year. A usual time for these conferences would be at report card distribution time, but they may be deemed necessary at any time during the school year. Parents will be notified if the principal or teacher desire to meet with them. Any parent who may wish to confer with a teacher or principal should feel free to do so by making an appointment in advance.

### **Progress Reports:**

Progress reports are issued five weeks prior to distribution of report cards. Parents and students should examine and discuss these reports. It is anticipated that any existing problems will be corrected at this time. These reports should be signed and returned the next day.

### **Retention Policy:**

Academic progress, maturity level, and attendance are the criteria used for promotion and retention. Any inquiries from parents, guardians or students challenging a grade or retention will be referred to the teacher involved. The teacher will then notify the principal concerning the matter. A conference will be held, if necessary.

Any student in Grade 6 fails three or more major subjects will be retained in the same grade for the following school year. The major subjects are Reading and English Language Arts, Mathematics, Social Studies, and Science. This policy may be altered depending on individual circumstances after consultation with the parent, guardian, teacher, and principal.

### **RETENTION PROCEDURES**

Parents and guardians of students in Grades K-6 will be notified if there is a possibility that a student may not be promoted to the next grade level. A meeting to discuss this situation will be scheduled with the parent, guardian, teacher and principal at a time convenient for all parties

### **Graduation:**

All academic and financial responsibilities must be fulfilled before graduation. When these responsibilities are not met, students will not be allowed to attend the class trip or graduate with their class.

### **Textbooks:**

Many textbooks are supplied by the student's respective school district. Textbooks are obtained by sending the names of St. Jude the Apostle School students, by grade level, to their home district or to Questar. St. Jude the Apostle School purchases religion books and some academic textbooks. Parents are charged a book fee during the summer billing for these items. All books should be covered with the student's name written in the space provided on the inside cover. Students are responsible for lost or damaged books and parents will be billed for the cost of the book.

### **Student Conduct Guidelines**

The faculty, staff, parents, and students at St. Jude the Apostle will work together to reinforce positive behavior and attitudes. We believe all students can behave appropriately during the school day. We do not tolerate students stopping the teaching and learning process. In order to guarantee all students the excellent learning climate they deserve, St. Jude the Apostle employs the following behavior policy:

- Follow directions
- Talk when given permission
- Respect other's space, belongings, and feelings
- Stay in your seat unless given permission
- Do your own work
- Use school equipment properly
- Show appropriate behavior in church, on the playground, in the cafeteria, and hallways
- Smoking or possession of materials for smoking, alcohol and drugs are forbidden
- Fighting, name calling, disturbing, aggravating, and harassing others are forbidden;
- Gum chewing or eating candy is not allowed on school premises
- Excessive or extreme jewelry, makeup, hairstyles (including hair color) and fads are not permitted

#### **General**

- Come to school on time and enter prepared
- Be kind and considerate of one another
- Use language that is becoming to a Christian boy or girl

St. Jude the Apostle is a Christian community that thrives on respect and love. A firm commitment toward individual responsibility is necessary for all students. It is expected that students will obey rules and regulations, as well as the ordinary rules of courtesy and good behavior. It is important that students demonstrate an understanding of and respect for the values reflected in the school philosophy.

#### **Student Responsibilities**

- To show respect for administration, teachers, staff and students;
- To obey rules and procedures established by school and administration;
- To obey rules and procedures established by each teacher;
- To be present and punctual daily;

- To complete projects and homework assignments daily;
- To participate appropriately at liturgies and school assemblies;
- To practice courtesy and good manners at all times;
- To cooperate with the teachers to maintain a pleasant and supportive learning atmosphere

**Disciplinary Consequences**

The teacher is responsible for the discipline of the classroom.

Discipline consequences are to be age appropriate, reasonable, and done in a timely manner.

Below is a form your child's teacher will be required to fill-out when his/her behavior requires disciplinary action.

Problem Behavior	Motivation	Administrative Decision
<p><b>Minor</b></p> <p><input type="checkbox"/> Inappropriate language</p> <p><input type="checkbox"/> Inappropriate physical contact</p> <p><input type="checkbox"/> Minor Disrespect</p> <p><input type="checkbox"/> Minor Disruption</p> <p><input type="checkbox"/> Property misuse</p> <p><input type="checkbox"/> Homework</p> <p><input type="checkbox"/> Uniform</p> <p><input type="checkbox"/> Other _____</p>	<p><b>Student states his/her motivation was:</b></p> <p><input type="checkbox"/> Obtain peer attention</p> <p><input type="checkbox"/> Obtain adult attention</p> <p><input type="checkbox"/> Obtain items/activities</p> <p><input type="checkbox"/> Avoid Peer(s)</p> <p><input type="checkbox"/> Avoid Adult</p> <p><input type="checkbox"/> Avoid task or activity</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> Follow up agreement</p> <p><input type="checkbox"/> Loss of privilege</p> <p><input type="checkbox"/> Conference with student</p> <p><input type="checkbox"/> Parent Contact</p> <p><input type="checkbox"/> Out-of-school suspension (____ hours/ days)</p> <p><input type="checkbox"/> After school homework detention on _____ from _____ to _____</p> <p><input type="checkbox"/> Other _____</p>
<p><b>Major</b></p> <p><input type="checkbox"/> Abusive language</p> <p><input type="checkbox"/> Fighting/ Physical Aggression</p> <p><input type="checkbox"/> Obvious Defiance</p> <p><input type="checkbox"/> Disrespect shown toward Teacher/Staff/Volunteer</p> <p><input type="checkbox"/> Harassment/Bullying</p> <p><input type="checkbox"/> Intentional Disruption</p> <p><input type="checkbox"/> Other</p>		

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All minors are filed with classroom teacher only. **Three minors equal a major.**

All majors require administrator consequence, parent contact, and a signature.

Discipline is a consistent process that enables the student to grow and develop his/her potential as a whole person. The teacher and principal will make every attempt, with expected cooperation of the parent, to discover the cause of disciplinary problems. Every effort will be made to provide discipline that is productive and growth producing. Cooperation between the school and parent is essential. Your child's teacher is always available to discuss questions or problems that may arise. St. Jude the Apostle implements a progressive disciplinary policy whereby the consequences for inappropriate behavior become more significant as the frequency and/or magnitude of the misbehavior increases.

**Bullying and Harassment** A student is being bullied whenever he or she is exposed repeatedly and over time, to negative actions on the part of one or more students. St. Jude the Apostle School provides a safe environment for all. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including suspension or expulsion. If you believe that your child is being harassed or bullied, please notify the principal immediately.

Our rules against bullying are as follows:

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We will try to help students who are bullied.

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We will include students who are easily left out.

· These types of bullying behaviors will not be allowed to occur at St. Jude the Apostle School:

**Physical:** hitting, kicking, shoving, spitting, play fighting, rough play, or getting another person to assault someone.

**Verbal:** taunting, threatening, teasing, degrading racial or sexual comments, or spreading rumors

**Non-verbal:** written, obscene gestures, deliberate exclusion from a group or activity, or cyber-bullying.

These types of behaviors will be viewed as serious and may result in a suspension of up to three days, mandatory counseling, or expulsion.

**Property Damage:**

Students are not to deface, mark, or otherwise damage or destroy any type of school property. Each incident may result in a suspension up to 3 days and possible criminal prosecution.

The student will also have to make restitution for the defaced property.

**Disrespect to Staff and Visitors:**

Students are to show proper respect to all who work or visit the school. Arguing, backtalk, and rudeness will not be tolerated. Each incident may result in a suspension of up to three days.

**Profanity:**

Vulgar remarks, obscene gestures, and foul language have no place in the school setting. The act of using obscene language by pupils in verbal, written form, or pictures in or on school property will not be allowed.

**Chemical Abuse:** St. Jude the Apostle School is a drug free zone. Students shall not possess or use tobacco products, synthetic cannabinoids, alcohol, drugs(including look-alike drugs) on school property.

**Cheating:**

Giving, taking, or receiving answers to tests, quizzes, and other class assignments (including the copying of computer material) is not permitted. No credit will be given for work that has been copied. A 6<sup>th</sup> grade student who is caught cheating will be denied being named the class valedictorian or salutatorian

**Stealing:**

Students who are caught stealing may be suspended for up to three days. Upon reentry to the school the students will have to make full restitution.

**Candy and Gum:**

Students are never permitted to chew gum or eat candy while on school property or while on a school class trips. Cough drops are not allowed as well.

**Cyberbullying**

St. Jude the Apostle attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats online, seriously or in jest, may face suspension or expulsion. Any students who posts or emails defamatory messages about other St. Jude the Apostle students, staff or the school in general on internet social sites may result in a suspension of up to three days

**Forgotten Items**

Developing responsibility and dealing with the consequences of not being prepared are part of a child's growth. Students may not call home for items that have been forgotten (homework, books, lunches, permission slips etc.) unless the teacher and principal feel it is absolutely essential.

**Agenda Planners**

Every student in grade 2-6 is issued an agenda planner to record all homework assignments. The agenda contains the school calendar. Parents should look at their child's agenda and sign it every day. One agenda is issued free to each student. Lost or misplaced agendas must be purchased for \$7.00.

**After School Extra Curricular Activities**

In order to participate in any after school extracurricular activity at St. Jude the Apostle School, a student must be receiving passing grades in all subjects. In addition, all tuition and fees must be paid and up-to-date.

**Cell Phone/Electronics Policy**

Cell phones re not to be used by students while on school property or on school trips. Cell phones must be turned off and kept inside book bags. Cell phones will be confiscated if seen or heard. They will be returned only to a student's parent or legal guardian. St. Jude the Apostle School is not responsible for lost or stolen items.

**Weapons**

It is forbidden for anyone to possess a weapon of any type on [School] property or at an [School] sponsored event held off-grounds. Offenses in this area of concern are considered grave and are addressed individually according to established policies.

**Threats**

A threat is an expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, or symbolic (e.g., motioning with one's hands as though shooting at another person). When an incident is deemed a threat, a team of school personnel is assembled and responses according to school and diocesan policy. Offenses in this area of concern are considered grave and are addressed individually according to established policies.

### **Blogs and Social Networking Agreement**

Posting on online blogs or social networking sites such as, but not limited to, Instagram, Twitter, Facebook, etc. may result in disciplinary actions should the contents of the blog include defamatory comments about our school, our faculty, or our students.

### **Birthday/Party Invitations**

Occasionally children bring invitations to distribute to classmates at school. Distribution of invitations is permitted only if the entire class or all boys or all girls are invited. While it is the family's decision as to whom to invite, distribution to all but a few is **unkind**.

### **School Bus Rules:**

Good behavior is essential for safety and enjoyment. The bus driver is in charge and should be given the respect he/she deserves. The bus driver will discipline children for loud, boisterous conversation, and noise, use of profanity, disobedience of driver's regulations, fighting, misusing or damaging the bus or the possessions of the students on the bus, throwing objects out of the bus, failure to stay seated and roaming in the aisles.

After the driver has corrected the student, the driver does not expect inappropriate behavior to continue. If a student does continue to act inappropriately, the driver will refer the student to the school principal. The school principal will notify the student's parent/guardian. On the third referral, the students will be suspended from the privilege of riding the bus for one week. Additional referrals will result in longer suspensions.

St. Jude the Apostle School cannot give permission for a child from one district to ride a bus of any other district. If a child from St. Jude is to be discharged at a stop other than the usual one, the school must be informed in writing. If a child is to be picked up by a parent or any other adult, a signed note from the parent is required or the child will be put on the regular bus at dismissal.

### **Playground Conduct:**

Students are expected to use their playtime as another form of relaxation and fun. Any behavior causing another student to be hurt, either physically or emotionally will not be accepted. Rough games involving pushing and tackling; doing something which may cause someone to fall from playground equipment; pulling on students which may cause clothing to rip; or excluding other children from games and play will not be tolerated. Verbal insults or harassment in any verbal form will also not be tolerated. Students who disregard these rules will have to forgo their playtime and their parents will be notified.

- Share playground equipment and playground space
- Fighting, pushing, shoving, tripping, poking, and wrestling are unacceptable actions
- The throwing of snowballs is forbidden
- Games that require physical contact are unsafe and are not allowed
- No food or drink is to be taken out to the playground area

### **Fire Drills:**

We are required to have twelve fire drills a year, eight of which must be before December 1<sup>st</sup>. The school as well as the home, should stress the necessity and reason behind hurried, never running, absolutely silent drills. It is strongly suggested that all families have at home drills as well

<b>Financial Obligations</b>
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Tuition payments are the responsibility of the parents/guardians of student. Tuition payments may be paid in 10 monthly installments. Since the stability of our school and the quality of its programs are of the utmost importance, we are always seeking ways to make improvements to benefit everyone. After much research and investigation, we have partnered with FACTS Management Company to help us manage our tuition payment program and financial aid assessment. FACTS is used by many schools locally and over 5,000 schools nationally. We are excited to be working with them and are confident this program will offer greater efficiency and financial stability for the school while providing convenience to families.

One of our primary goals this year at St. Jude the Apostle School is to concentrate our efforts on improving the *business side* of our school. By taking advantage of the security and convenience of payment processing and information technology offered by FACTS, we remain committed to this goal.

You will realize these benefits by using FACTS for your tuition payment plan:

1. **Payment Dates:** You may choose either the 15<sup>th</sup> or 30<sup>th</sup> of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards, if applicable
2. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
3. **Peace of Mind Insurance:** FACTS offers this optional benefit for only \$14 per year per family. In the event of death of the Responsible Party or spouse, the remaining tuition balance owed for the current school year is paid to the school.
4. **Consumer Account:** You may check your personal account or make payments online from the convenience of your home or office anytime.

One of the universal challenges in education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we are enlisting the help of the FACTS Management Company. With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or “hardship” cases arise during the school year.

Parents are billed each month by FACTS and may pay with check, money order, cash, or credit card. Visit [onlinefactsmgt.com](http://onlinefactsmgt.com)

The cost to educate one child at St. Jude the Apostle School is approximately twice what is charged in tuition. We recognize that tuition alone does not cover this cost. We are grateful to St. Jude the Apostle Parish for making it possible for us to offer this reduced tuition rate to our parents. **Therefore, each family is asked to participate in all fundraising efforts of the school and should complete the tuition/service agreement enclosed in the school registration packet given each family at registration and re-registration time.**

Application for tuition grants (grades K – 6 only) are available for families who wish to apply. Assistance is afforded through the Diocesan Lally grants, the Diocesan Beacon of Hope grants or a grant from St. Jude the Apostle School/Parish. Information on these three programs is given to each family at the time of registration or re-registration. **No tuition assistance will be awarded from the diocese or St. Jude the Apostle School unless an application is received for such. Financial assistance is determined by an outside agency called in consultation with the pastor and principal. The outside agency is FACTS management.**

St. Jude the Apostle School expects the timely payment of tuition since the monies received are necessary for the payment of our bills. When parents are late with tuition payments, a serious cash flow exists for our school. For all accounts that fall into two months of arrears the, the school principal will contact parents initially. Payment arrangements will be expected at that time. Additionally, St. Jude the Apostle School expects the timely payment of fees for the CASE after school program. Failure to keep after school accounts current will preclude use of the program.

### **Parent Teacher Relations**

At the beginning of the school year, lead your child to understand that you support the school authorities and that you expect you child to obey the teacher and observe classroom and school regulations. Teachers, no matter how experienced and expert they may be, cannot motivate a student who reflects indifference. The teacher desires to bring out what is best in the pupil. As a result, sometimes misunderstandings may occur. If your child reports such difficulty, please withhold your judgment in the problem until you have discussed it with the teacher. Through sincere and confidential parent-teacher cooperation, harmonious solution can surely be reached. Any difficulties that may arise should always be discussed with the teacher involved before going to the principal. If the parent-teacher conference does not solve the problem, a conference should be held with parent, teacher, and principal. Hopefully, this will solve whatever dissatisfaction may exist.

A parent may schedule a conference at any time by calling the school office and asking to speak with the principal or teacher. Your call will be returned in the same business day.

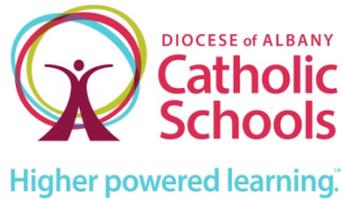
#### **Communication:**

All of us who receive a service will have from time to time have a concern about the service being given. Please know that we want to know how we can best serve you. Keep the lines of communication open. Bring your concern to the person in the school who is closest to, or responsible for, the concern. If your concern is not addressed at this level, then bring it to the attention of the school principal. Concerns can only be remedied by scheduling an appointment with the proper authority. No difficulty or concern is ever resolved in the “rumor mill.” Rumor mills are just that: rumors, without fact or foundation. It is only by scheduling an appointment and addressing your concerns with the proper authority can the facts of any situation be discussed. The administration, faculty and staff have earned and deserve your respect in this regard. We are always available to assist and serve you.

#### **RIGHT TO AMEND**

**St. Jude the Apostle School reserves the right to amend this handbook. Notice of amendments will be communicated accordingly. The pastor and the principal are the final recourse in situations and reserve the right to waive any and all regulations for just cause in his or her discretion.**

Revised May 2016



Student/Parent Declaration

I have read the 2015-2016 St. Jude the Apostle School Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Student Name (print) \_\_\_\_\_

Grade in September 2015 \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

This form is to be returned to St. Jude the Apostle School no later than September 30, 2015