# St. Jude School

## PRESCHOOL - 8th Grade

## 2026-2027

## Family Handbook


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Mrs. Molly Hibler, Principal

School Office Hours:  7:25 am – 3:30 pm
School Day: 7:45 am – 2:40 pm

## St. Jude School Statement of Belief

We believe St. Jude School is rooted in the rich traditions of our Catholic faith. Our parish school is a diverse and inclusive community.

In fostering a spirit of faith, service, and collaboration in all that we do. In nurturing the spiritual growth of every student.

In promoting academic excellence through a supportive and challenging environment.

Every student is a unique gift from God, deserving of respect, encouragement, and opportunity.

## St. Jude School Mission Statement

Rooted in the traditions and practices of our Catholic faith, St. Jude, a Parish School, is a diverse community of faith, love, service, and collaboration where we promote the spiritual, academic, and emotional development of each student.

***Going Above and Beyond in Learning and Serving***

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**St. Jude School reserves the right to amend this handbook in part or entirety at any time during the school year. Notices of updates will be provided to families via electronic communication.

Handbook updated August 2026

# INTRODUCTION

This Handbook is intended to serve as a quick reference, providing a general understanding of the policies and practices in place at St. Jude School (the "School"). Naturally, this handbook cannot and does not endeavor to address all aspects of the School or anticipate every situation that may arise in the course of enrollment at the School. The School reserves the right to change, revise, eliminate, or add any policies, procedures, or programs described in this handbook. This handbook supersedes and replaces any previous handbooks.

The language in this handbook should not be construed as establishing a contract of any kind, express or implied.

A copy of this handbook is provided to all parents of students enrolled at the School. It is your responsibility to read, understand, comply, and ensure your child(ren) understand and comply with all provisions in this handbook. If you have any questions about any provisions in this handbook, please contact the School office.

# ST. JUDE SCHOOL ADMISSION POLICIES

St. Jude School aims to impart basic religious instruction and to guide and cooperate with parents in preparing students for their role as Christians who will live and spread the Gospel of Jesus. For this to occur in the lives of St. Jude students, both the home and school must be teaching and living the same Christian values. St. Jude School expects all parents to be supportive of Catholic education and all the policies of St. Jude School. The school requires all students, regardless of faith tradition, to take part in daily religion classes and other religious school celebrations.

St. Jude School grants admission/readmission on a yearly basis based on our Catholic philosophy of education. We will review requests for admission to the School annually as enrollment numbers allow, using the following criteria as a guideline in consecutive order:

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

## Statement of Non-Discrimination

St. Jude Parish School recruits and admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, it is school policy to comply with applicable constitutional and statutory provisions regarding non-discrimination on the basis of race, color, religion, sex, gender, national origin, disability, and age. St. Jude School is a Catholic school and has the right to conduct all aspects of its operations, including without limitation curricular and non-curricular activities, in accordance with Catholic teachings and beliefs and to require that its students and staff conduct themselves at all times in a manner that is consistent with Catholic teaching.

## New Family Admission Procedure

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

1. Complete online application, including submission of report cards and other required documents.
2. The Director of Admissions will call to schedule at least one full shadow day.
3. Upon completion of these steps, the admissions team requests the right to schedule a follow-up meeting to further discuss individual education needs.

## Age Requirements

- 3-Year-Old Preschool – A child must be 3 years of age by the 1st day of school.
- 4-Year-Old Preschool – A child must be 4 years of age by the 1st day of school.
- Kindergarten - A child must be 5 years of age by the 1st day of school.

## Independent Toileting Skills

All students accepted into St. Jude School must be able to independently use the toilet/urinal, including recognizing the urge to go, getting to the toilet, managing clothing, wiping, flushing, and handwashing.

## Annual Registration Requirements

Please see our Road to Enrollment on the school website for further guidance.
Enrollment is contingent upon all prior financial obligations being paid in full, including, without limitation, tuition and fees (i.e., extended day, early care, lunch, etc.)

## Student Placement

If a family has concerns regarding student placement in a specific homeroom or grade for the upcoming school year, the family must email the principal by June 30th. Requests will be considered but **may or may not be honored**. Placement requests involving teachers for specific content areas will not be accepted.

## Termination of Services

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

## Withdrawals

St. Jude School requires families seeking a withdrawal from school to schedule a meeting with the principal. Necessary paperwork to withdraw will be provided during the meeting. Student records may be withheld for outstanding balances as permitted by law. If a student is present for any portion of a quarter before withdrawal, tuition fees will be billed through that entire quarter.

# TUITION, FEES, AND PAYMENTS

Parents are required to sign and comply with the terms of their Tuition Agreement as presented on an annual basis. Failure to comply with the terms of the Tuition Agreement, including payments being issued in a timely manner, may result in dismissal from the School.

## Tuition and Assistance

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

## Financial Hardships

St. Jude School defines hardship as any extenuating circumstance that results in the failure to adhere to the tuition agreement. Financial hardships must be addressed directly with the principal so a plan of action can be put in place.

## Non-Sufficient Funds

All non-sufficient funds transactions must be replaced with cash or money order and will be assessed a $30 fee.

## Extended Day Fees

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

## Fundraisers

Fundraisers are not mandatory at St. Jude School, but your support is paramount to the education of our students. These funds raised are routinely utilized for field trips, classroom supplies, capital improvements, and extra-curriculars. All fundraisers are allocated for groups as a whole, not an individual participant (i.e., field trips, PTO, and CYO fundraising events).

# PARENT EXPECTATIONS

The primary responsibility for the education of children belongs to the parents. Although this responsibility is shared with school as a matter of practical necessity, parental responsibility remains paramount.

The attitude of each parent toward sharing this responsibility with the school is important to the child as a person and to the community. The conscientious parent will try to plan thoughtfully, not only for the child's first entrance into school life, but also for his/her continued success in school. St. Jude School expects our parents to advance our Mission through their own speech and behavior. While it would be impossible to list all expectations of School parents, below is a non-exhaustive list of ways parents are called to advance our Mission:

1. Build religious celebrations and family prayer, especially attendance and participation in weekend Mass, into your lifestyle
2. Initiating and promoting Catholic development in your child's life
3. Ensuring your child attends school daily and arrives on time
4. Encouraging the child's development of interests and individual talents while stressing the importance of education over extracurricular activities
5. Providing a regular time, a quiet place, and encouragement for thorough completion of assignments.
6. Support the policies of St. Jude School and hold your child accountable to the school regulations and principles of expected behavior.
7. Cooperating with the School's Code of Conduct, which includes student disciplinary action for noncompliance with school policies and procedures
8. Attending orientation, conferences, sacramental preparation events, disciplinary meetings and/or other meetings as required by School administration
9. Be aware of your child's conduct and effort marks and discuss with your child to ensure compliance with school policies.
10. Supporting teachers and school policy throughout the school community including without limitation in your use of social media
11. Keeping open communication between parent/teacher/child to enhance the educational process and respecting the chain of command by approaching your child's teacher first with concerns. If further discussion is warranted, communicate with the principal and/or pastor related to any concerns.
12. Model Gospel values in speech and behavior while interacting with others (administration, faculty, staff, parents, students, etc.) on school campus and when attending school events whether on or off school campus
13. Paying all fees (tuition, field trips, lunch, extended care, etc.) on time
14. Reimbursing St. Jude School for any property destroyed (accidentally or intentionally)
15. Following all policies and procedures of the School including without limitation those listed herein

The education of your child is a partnership between families and the school. If the administration feels that the partnership is irretrievably broken, due to a parent's failure to comply with these expectations, St. Jude School may restrict a parent's access to the School property and/or dismiss the student from the School. St. Jude School requires all families and students to follow and support the policies contained in this Family Handbook.

Parents are not permitted to enter the classroom before school or at dismissal to have an unscheduled conference or conversation with the teacher. The teacher's primary responsibility is to monitor students at that time. For the safety of our students and staff, parents/guardians are not permitted to enter the building except by appointment or approval by administration/office staff.

# ACADEMICS

## Religious Formation

At St. Jude School, the religious formation of our children is paramount. We encourage a spirit of prayer as a reminder of God's presence throughout the day. Each morning and afternoon, the school community says a short prayer together. Each class has opportunities for planning and participating in the Liturgy. On holy days and special occasions, the entire school attends Mass together.

The Sacrament of Reconciliation and the Holy Eucharist are major events in the life of the child. Therefore, the religious curriculum provides thorough preparation in these areas. Parent meetings and involvement are also a vital part of our sacramental preparation.

St. Jude School provides opportunities on occasion for other para-liturgical services such as retreats, prayer services, and May Crowning. Students have the opportunity for involvement in all of these and thus develop a greater realization of God's presence in their lives.

## Faculty and Staff

St. Jude School is staffed by a qualified faculty. The school staff includes classroom teachers, physical education, music, STREAM, and art teachers, aides, paraprofessionals, intervention specialists, Spanish teachers, occupational therapists, speech therapists, physical therapists, school counselor, lunch monitors, office personnel, maintenance, and before and after care facilitators.

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

## Standard Program of Study

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

## Method of Instruction

St. Jude School believes in using research-based interventions to enhance academic performance, social skills, and personal success for all students. St. Jude School provides pupil services in an inclusion setting for individual students who are recipients of the Autism or Jon Peterson Special Needs Scholarships, and offers the following services: Intervention Services, Speech and Language Services, Occupational Therapy, Physical Therapy, Aide Services, Tutoring, and Audiological Services.

## Summer Programs

St. Jude School believes that students benefit from optional summer educational opportunities. This may include tutoring, language arts and math camps, occupational therapy, physical therapy, and speech camps or lessons, executive functioning and social skills camps. All summer programming is provided by St. Jude School staff.

## Field Trips

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

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

## Homework/Classwork

It is a student's responsibility to complete all assignments, homework, or classwork by the due date. Parents should monitor these assignments through Google Classroom, where homework is posted, and PlusPortals, where grades are posted. Teachers accept missing or late assignments up to the end of the unit or final test; anything thereafter will receive a zero. St. Jude School believes that it is still important for the student to complete the assignment in order to demonstrate an understanding of the material. A student with three missing assignments in any given subject may be issued disciplinary action. If parents feel the homework assignments are excessive, parents should first discuss the issue with the teacher before contacting administration. St. Jude School teachers make every effort to post homework to Google Classroom by 5:00 pm each day.

## Parent PlusPortals / Google Classroom

Parent PlusPortals is a secure website that enhances communication between home and school. Teachers in grades K-8 upload grades at least once every two weeks during the school year. In addition, teachers make every effort to post homework to Google Classroom by 5:00 pm each school day and may post upcoming tests and projects in an effort to keep parents better informed. St. Jude School strongly advises parents and students to use Parent PlusPortals and Google Classroom consistently. Parents are able to monitor the academic progress of their children and remain aware of late or missing work through Parent PlusPortals.

## 6th-8th Grade Report Card Grading Scale

| 6th-8th Grade Grading Scale Percentages | | Participation Work Completion Behavior Scale | | 6th-8th Grade GPA Values* | |
|---|---|---|---|---|---|
| A+ | 100-98 | O | Outstanding | A+ | 4.33 |
| A | 97-95 | S | Satisfactory | A | 4.00 |
| A- | 94-92 | N | Needs Improvement | A- | 3.67 |
| B+ | 91-89 | | | B+ | 3.33 |
| B | 88-86 | | | B+ | 3.00 |
| B- | 85-83 | | | B- | 2.67 |
| C+ | 82-80 | | | C+ | 2.33 |
| C | 79-77 | | | C | 2.00 |
| C- | 76-74 | | | C- | 1.67 |
| D+ | 73-71 | | | D+ | 1.33 |
| D | 70-68 | | | D | 1.00 |
| D- | 67-65 | | | D- | 0.67 |
| F | 64 and Below | | | F | 0.00 |

*St. Jude School assigns a point value to each letter grade a student earns. The GPA will include all grades from core subject areas and related academic areas. The calculation of the overall GPA is determined by the amount of weekly instructional time. Courses meeting for fewer minutes per week are not weighed as heavily as those courses meeting daily.

## Kindergarten – 5th Grade Report Card Grading Scale

Standards-Based Learning puts an emphasis on student achievement and mastery as teachers communicate achievement and growth in relation to the Ohio Department of Education's standards, which were prioritized by the Diocese.

| | |
|---|---|
| **3.0 Mastered** | Student meets or exceeds the demonstration or knowledge of target content for grade-level learning with consistent success, accuracy, and independence. |
| **2.5** | No major errors or omissions regarding 2.0 content and partial knowledge of 3.0 content |
| **2.0 Developing** | Student illustrates base knowledge of prerequisite content, knowledge, or skills necessary for mastery of target content |
| **1.5** | Partial knowledge of the 2.0 content, but major errors or omissions regarding the 3.0 content |
| **1.0** | Assistance needed to demonstrate partial understanding of a score of 2.0 or 3.0 |
| **Blank** | Was not assessed in the grading period |
| **O:** Outstanding | **S:** Satisfactory **N:** Needs Improvement |

## Report Cards

Report cards are issued quarterly to all students and parents digitally - posted in the student's portfolio on PlusPortals.

## Interims

St. Jude School issues paper interims in classes where the student earns a C- or below for grades 6-8. For students in K-5, teacher discretion determines the need for an interim. St. Jude School requires that interims be signed and returned to the issuing teacher within three days. The school posts interim dates on the parent calendar.

St. Jude School students who receive interim reports will be monitored for the remainder of the quarter. School Administration may meet with students and teachers to make sure missing assignments and/or low scores on any class assignments are addressed.

## Quarterly IEP Progress Reporting

St. Jude School staff members providing services report on IEP goal progress four times a year by the following dates: September 30, December 30, March 30, and June 30. Staff emails these progress reports to the parents.

## Testing

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

## Conferences

Each calendar year, the administration allots time for parent-teacher conferences in the fall and spring. Parents are required to attend the fall and/or spring conference in accordance with our parent expectations set forth herein. If a parent wishes to request a conference during the school year, but outside of the fall or spring conference times, it should be arranged directly with the teacher.

## Academic Watch

St. Jude School places students in grades 6-8 who have earned a quarterly Grade Point Average (GPA) of 1.75 or lower on Academic Watch for the following **full** quarter.

St. Jude School places students in grades K-5 who receive standards-based grading on Academic Watch based on the discretion of the teacher(s) and administration as to whether a student is not meeting adequate standards-based proficiency.

Students on Academic Watch will be sent a written notice that must be signed by the parent and returned. During the next grading quarter, the student must work to increase the earned GPA. It is the parents' responsibility to monitor progress in those subjects where grades are below average.

## Promotion / Retention

Students in grades K-5 are promoted on the basis of his/her mastery of work in the grade level, as indicated on the report card as a 2 or higher.

Students in grades 6-8 are promoted if they have earned a cumulative GPA of 1.0 or higher.

Administration notifies parents/guardians about possible retentions at the end of the first semester (second grading period) or early in the third quarter. Though some students receive passing grades in academic subjects, their total development appears hindered by circumstances unique to the individual. In some cases, these students may benefit from retention. School administration in its sole discretion will make the final determination on promotion of a student.

## School Records

Student records will be kept confidential in accordance with applicable laws and policies.

# Artificial Intelligence

Our School embraces technological tools that enhance the student's development and learning experience while remaining faithful to our mission.

**Definitions**: The following definitions apply to this policy and shall be collectively referred to hereinafter as AI Tools:

- Artificial intelligence (AI): A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. Artificial intelligence systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.
- Generative AI: Any internet-based generative artificial intelligence program that makes use of large language model algorithms to make something new. AI used for auto-complete, minor text predictions, and/or grammar/spelling/punctuation suggestions, commonly found in most word-processing applications, is not considered generative AI.
- AI tool: AI applications, algorithms, or systems that make use of AI to generate outputs based on human inputs, with an emphasis on generative AI.

**Use of Artificial Intelligence**: Students may, in the administration's and faculty's discretion and at their direction, use AI Tools to enhance rather than damage their developing abilities as writers and thinkers. Students shall comply with the following requirements, which constitute our students' use policy for AI Tools:

- Only use AI Tools in connection with any assignments, quizzes, tests, or examinations when explicitly permitted and instructed by faculty and/or administration, and in such case students must follow the specific instructions for use.
- Give credit to AI Tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- Use AI Tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.
- Use AI Tools in a manner consistent with our school policies and procedures, including without limitation the code of conduct and the Student Acceptable Use Policy.

**Discipline**: Any student who violates this policy is subject to discipline in accordance with our Code of Conduct.

[1] 15 U.S. Code § 9401, Sec. 3

[1] O.A.C. 3342-3-01.8(B)(15)

[1] Ohio School Boards Association (OSBA), Sample Policy EDEC: Artificial Intelligence

# ATTENDANCE

Regular attendance and punctuality are essential for a student's positive learning experience. In accordance with Ohio law, the School requires students to demonstrate regular and timely attendance. Parents and students are responsible for complying with the School's attendance policies.

## Attendance Procedures

**Tardiness**: Students must arrive for school by 7:45 am. Students who arrive after 7:50 will be listed as tardy regardless of the reason.

**Absence**: If your child will be absent from school, parents/guardians are required to:

1. Call the school attendance office at (440)366-1681 or email absent@stjudejaguars by 8:15 a.m. on the day the child will be absent. If you fail to provide the School notice of your child's absence, we will contact you to verify your child's absence. This may include contacting all available emergency contacts.
2. **In addition to a phone call, St. Jude School requires an email, written note, or doctor's excuse containing the following information: name of student, dates/times of absence, and reason for absence upon the student's return from said absence. Absences are considered unexcused until the written note or email is received by the main office. A link to an absent note form is posted on the St. Jude School website.**
3. Provide a doctor's note for absences exceeding 3 days. If a child has a chronic condition or illness that causes regular absences, please reach out to school administration for further discussion.

## Excused Absences

There are legitimate reasons for a student to be absent from school. Any student who is ill should not attend school. In order to promote this choice, St. Jude School does not award perfect attendance. In addition to personal illness, students will receive an excused absence from school for the following reasons: family member death, family serious illness, emergency medical/dental need, and any other circumstance that is sufficient in the sole judgment of the school administration. Any absence that does not meet the criteria of an excused absence will be considered an unexcused absence. Once a student has accrued 10 days of absences, NO further absences will be excused unless a doctor's note, court document, or funeral verification is submitted to justify the need for absence, as deemed by administration.

****Ohio Scholarships:** St. Jude School is required to report excused and unexcused absences to the State of Ohio. Students who have excessive tardiness and/or absences and who are on any state-funded scholarship are at risk of losing that funding and/or being denied re-enrollment for the next school year.

## Noncompliance

In the event the School determines a student has excessive absences or tardies, the School may take any of the following actions, or combination thereof, in its sole discretion:

- Discipline the student in accordance with the discipline policy;
- Have a conference with the parents/student;
- Develop an individual attendance plan
- Require the student to repeat a grading period, attend summer school, or refuse advancement;
- Refuse to readmit a student the following year; or
- Dismiss a student

## After School Activities

A student is not permitted to attend any after-school activities (i.e, sports, school play, dance, club meeting, etc.) on a day the student was absent from school, unless the student has received prior written permission from school administration.

## Absence Due to Vacation

St. Jude School encourages vacations to be scheduled outside of the assigned school days. Parents must submit a vacation request for principal approval before their departure. This form must be submitted to the office at least five days before leaving on vacation. This form can be found on our website or in the main office. Vacation requests will be considered excused absences as long as the completed request form is turned in before leaving and the school time missed during the absence does not exceed 65 hours (10 days) per year. Any school time missed that exceeds the allotted 65 hours per year will be considered unexcused, even if a form was properly turned in.

## Missing Assignments Due to Absence

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

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

Failure to complete assignments within the allotted time may result in zero credit for the missed assignment or test.

## Excused From Activity

For excusing a student from classwork, gym, recess, or any other school activity, a doctor's note is required with applicable dates.

## Appointments During School Hours

St. Jude School encourages parents and guardians to schedule appointments for students outside of school hours. Students leaving before the end of the day must be picked up no later than **2:00 pm** from the main office. If a child has to be excused from class for a medical, dental, or other similar appointment, the following procedure is to be followed:

- A note from the parent is needed before the child's dismissal
- The parent or approved adult (per the pick-up list) must pick up the child in the school office. Emergency dismissals may be made at any time by the principal when a serious condition warrants it.
- A parent must "sign out" the student in the School office. Upon return to school, the parent must "sign in" the student at the School office.

# STUDENT CODE OF CONDUCT

The word “discipline” stems from the Latin word disciplina meaning “instruction” or “teaching.” Accordingly, discipline exists to teach a student to act in a way that will better his/her life and will lead to self-discipline. We believe that our school rules exist for the common good of our school community and for the good of each student, recognizing that all persons are made in the image and likeness of God and deserve to be treated with respect. Growth in virtue, a responsibility for learning and living Catholic moral values, and a loving respect for the rights of all persons are at the heart of the Code of Conduct. To achieve these ends, parents, faculty, and students are expected to work together to create a Catholic school environment. Most fundamentally, in a school, teachers have a right to teach, and students have a right to learn.

In our school, students:

- Will follow school rules and policies
- Will refrain from any deliberate disruption of the learning environment
- Will complete all assignments and participate in class as expected by their teachers
- Will not give or receive unauthorized assistance on tests, quizzes, or assignments
- Will be present for all required activities unless officially excused by the administration
- Will demonstrate good sportsmanship when engaged in co- and extra-curricular activities
- Will be honest and committed to integrity
- Will be respectful and courteous toward others
- Will speak respectfully to and about others
- Will respect school property and the personal property of others
- Will refrain from harassment of any kind
- Will use appropriate language and refrain from using inappropriate language
- Will refrain from making any false statements or accusations against any student, teacher, or staff member
- Will not engage in any inappropriate physical or verbal contact with another person (including without limitation fighting and inappropriate displays of affection).
- Will not bring to school nor possess at school any items inappropriate to a school setting including but not limited to real or toy knives or guns, sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or similar items.
- Will maintain and support others who maintain a safe and alcohol and drug-free environment at and near school and at all school sponsored functions/activities.
- Will, at all times, whether or not at school or school events, conduct themselves in a virtuous and appropriate manner, including without limitation with regard to the use of social media and electronic communications.

## Disciplinary Actions

Disciplinary actions may include but are not limited to the following:

- Written or verbal warning
- Student and/or parent conference
- Detention
- Loss of school privilege
- Removal of child from classroom
- Parent conferences with staff and/or administrators
- Behavior Contract
- Suspension (in-school or out of school)**
- Dismissal or expulsion

Actions that may subject a student to discipline include violations of the Standards of Conduct, any action contrary to Catholic teaching or values whether or not specifically listed in the Standards of Conduct, and any action that is an offence against the dignity of another person whether or not specifically listed in the Standards of Conduct, all as determined in the sole discretion of school administration. Final disciplinary decisions are determined in the sole discretion of school administration and may include a combination of disciplinary actions.

**In School Suspension - student receives full credit for work completed
**Out of School Suspension - student receives the work upon return to school and has the same number of days suspended to complete the work for full credit

## Student Threats

- Any and all student threats to inflict any harm to self or others must be taken seriously and immediately.
- Whoever hears the threat should report it immediately to the principal.
- In appropriate cases, the police will be notified immediately.
- If the police are notified, the student will be kept in the principal/s office under supervision.
- The parent/guardian of the student who has made the threat shall be notified as soon as possible.
- Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified as soon as possible.
- The student will be suspended and not be considered for readmission to the school until a comprehensive mental health evaluation/risk assessment has been conducted by a physician/psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.). If a psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. If a physician performs the primary evaluation, he/she shall determine the need for psychiatric or psychologist consultation. The evaluation shall comply with the provisions of ORC 2305.51.

- The principal shall provide the medical professional (physician/psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known or potential victims.
- The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the medical professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal, who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to school. If applicable, the medical professional (physician/psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to school. The medical professional (physician/psychiatrist and/or Ph.D. psychologist) shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.
- Counseling may be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.

## Harassment/Bullying Policy

The Pastor, administration, and staff of our School believe that all employees and students are entitled to work and study in school-related environments that are Christ-centered and free of harassment/bullying.

**Definition:** In accordance with Ohio law, "harassment, intimidation, or bullying" means either of the following:

1. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    a. Causes mental or physical harm to the other student;
    b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
2. Violence within a dating relationship.

Examples of harassment include but are not limited to verbal or written taunting; cyberbullying; other offensive, intimidating, hostile, or offensive conduct; jokes, stories, pictures, cartoons, drawings, or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group.

Our School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary actions for harassment may include but are not limited to the following:

- Written or verbal warning
- Student and/or parent conference
- Detention
- Parent conferences with staff and/or administrators
- Behavior Contract
- Suspension (in-school or out of school)
- Dismissal or expulsion

Final disciplinary decisions are determined in the sole discretion of school administration and may include a combination of disciplinary actions.

**Procedure to File a Harassment Complaint**

Students or employees who believe they have experienced harassment shall report such matters to the principal, who shall be the investigator for harassment complaints.

1. A complaint of harassment is to be made to the principal, or pastor if the principal is the alleged harasser, and shall be as specific as possible regarding details.
2. The principal shall investigate the complaint and shall make written notations of the specific allegations.
3. Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times, and the specific charge of harassment.
4. No reprisals will be tolerated against complainants, witnesses, or individuals involved in the investigation.
5. The principal shall make a prompt determination regarding any disciplinary action. Notice shall be made to the parties regarding the disposition of the investigation consistent with the privacy of student records.

**Investigation Procedure**

All complaints are to be taken seriously and shall be investigated.

Upon receiving a complaint from either a student or a school employee, the principal shall discuss the allegations with the complainant-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, against whom, names of witnesses). It is the responsibility of the principal to promptly investigate all claims of harassment and to take action as deemed appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

When a crime has been committed, the designated administrator immediately notifies the local police department. After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s) consistent with the privacy of student records. Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of harassment, if applicable.

## Policy on Gender and Sexuality
## (In Compliance with the Catholic Diocese of Cleveland)

St. Jude School, as a Catholic school, upholds the truths and principles of the Catholic Church. This includes the truths and principles relating to sexuality and gender identity. The Church teaches that the human person is a unity of both body and soul and that this unity of body and soul is created in God's image. The idea that one's true self, spirit, or inner self could somehow be inconsistent with our physical bodies is contrary to the reality of our true, God-given human nature. Our bodies, created male and female, are part of God's intentional design in creation, and being physically male or female is a gift from God. We are called to accept, love, and care for our bodies as they were created. As a Catholic school community, we are called to act and speak in ways that are consistent with and affirming of God's truth.

Consistent with this, students will be treated and are expected to act in a manner that honors and respects their God-given biological sex. This means, among other things, that:

- Students will be addressed using pronouns that accurately reflect their God-given biological sex.
- Students must use the bathrooms or other facilities that correspond to their God-given biological sex. Upon request, accommodation **may** be made in the sole discretion of the school for the use of available single-user bathrooms.
- Students are only eligible to participate in single-sex curricular or extracurricular activities consistent with their God-given biological sex.
- Students are expected to present and conduct themselves in a manner consistent with their God-given biological sex. This includes, but is not limited to, dressing consistent with the school's dress code for the student's God-given biological sex.
- Students may not advocate, celebrate, or express themselves regarding sexual orientation or identity in ways that are contrary to the Catholic Church's teaching or that could cause disruption, confusion, or scandal regarding the Catholic Church's teachings. This does not prohibit respectful discussion or debate of matters of sexuality and gender dysphoria in the appropriate educational setting, as determined in the sole discretion of the school.
- All school records and documents will reflect the student's God-given biological sex.
- Students may not engage in so-called social transitions, surgeries, or medical treatments that seek to "transition" the student to a sex or gender inconsistent with his or her God-given biological sex. This does not prohibit medical treatments consistent with Church teaching related to true genetic or physical anomalies and disorders.

St. Jude School recognizes that some students may experience gender dysphoria and/or gender confusion. St. Jude School is committed to providing a loving environment for such students at the same time it is committed to upholding the truth of God's created reality. A student experiencing gender dysphoria or confusion will not be denied admission and is welcome to attend St. Jude School **provided the student and the student's parents or guardians agree to abide by this policy**. If the issue is not resolved to the satisfaction of St. Jude School, then the

student may be dismissed from the school, after the parents are first given the opportunity to withdraw the student from the school.

St. Jude School encourages any students experiencing gender dysphoria or confusion and their parents or guardians to discuss what they're experiencing with the principal of the School in order to learn about resources available to help them navigate these experiences. St. Jude School encourages and supports counseling for those experiencing gender dysphoria or gender confusion by a licensed counselor or other medical professional who holds an understanding of the human person and human sex and sexuality that is consistent with the teachings of the Catholic Church. Parents should know that 85-90 percent of children who experience gender dysphoria naturally outgrow it so long as they are not encouraged to transition.

## Pregnancy

Pregnancy Policy #5115 has also been adopted by St. Jude School, and a copy is available in the school office.

# SCHOOL UNIFORM

St. Jude School requires students to arrive at school and return home in uniform. Students must wear clean, neat, and appropriately-sized clothing. Students not in compliance with the uniform policy will be required to call parents for proper uniform clothing. Students who fail to comply with uniform requirements shall be subject to discipline in accordance with the Code of Conduct. Multiple uniform violations will result in disciplinary action. **School administration reserves the right to make final decisions regarding issues concerning the school uniform policy.**

## Dress Code Guidelines

- All uniform clothing must be clean, neat, and properly fitting.
- Any garments worn under uniform shirts must be white and not be visible.
- Uniform shirts must be tucked in at all times (grades 3-8) unless it has a banded bottom.
- Navy blue (K-5) or khaki (6-8) uniform style slacks (this does not include leggings or jogger style pants).
- No fad clothing items or styles are permitted.
- Appropriate length for jumpers, shorts, skirts, and skorts is **four (4)** inches above the knee in the front and the back.
- Only St. Jude School logos are permitted on shirts.
- Hair styles for boys and girls are to be simple and neat.
    - Chemically colored hair is not permitted.
    - Hair should remain out of the students' eyes at all times (at eyebrows - including girls' bangs).
    - Length of boys' hair must be above the bottom of their polo shirt collar: either cut or styled (i.e., in a ponytail, bun, headband).
- Junior High boys are not permitted to have facial hair.
- Make-up and tattoos (real, fake, or henna) may not be worn.
- Nail polish may be worn, but fake nails (acrylic / press-ons) are not permitted
- Only simple jewelry is to be worn to school.
    - Girls may wear two pairs of earrings no longer than ½ inch below the earlobe.
    - Boys may not wear earrings at school.
    - Visible piercing of any other body parts is not permitted
- Any style of dress shoe, loafer, oxford, or any style or color athletic shoe may be worn; shoes must have a full back at the heel
- Shoes **not** permitted due to safety concerns: boots, clogs, slipper/slipper-style, open-toe, sandals, flip-flops, shoes with wheels, and Crocs.
- Any uncertainty regarding uniform purchases should be directed to St. Jude School administration before purchasing the item.

| | K – 2 | 3 – 5 | 6 – 8 |
|---|---|---|---|
| Girls Schoolbelles Plaid Jumper<br>(round neck pleated or drop waist) | ✔ | | |
| Girls Schoolbelles plaid skirt<br>(kick pleat, wrap around kilt, split skirt or side pleat skort) | | ✔ | ✔ |
| Girls navy blue polyester skort | ✔ | ✔ | |
| Girls khaki polyester skirt | | | ✔ |
| Navy blue slacks | ✔ | ✔ | |
| Navy blue Docker style shorts<br>*Not allowed 11/1 through 4/1 unless noted* | ✔ | ✔ | |
| Khaki slacks | | | ✔ |
| Khaki Docker style shorts<br>*Not allowed 11/1 through 4/1 unless noted* | | | ✔ |
| Belt | Encouraged | Encouraged | Encouraged |
| Girls monogrammed pinpoint oxford shirt<br>*Girls may choose to wear an appropriate necktie with Mass shirt* | Optional on Mass days | Optional on Mass days | **Required** on Mass days |
| Boys white long or short sleeve dress shirt with appropriate necktie or bowtie | Optional on Mass days | Optional on Mass days | **Required** on Mass days |
| White, green, or navy polo without monogram | ✔ | ✔ | |
| White, green or navy polo with monogram | Optional | Optional | **Required** |
| Schoolbelles/French Toast monogrammed v-neck sweater or sweater vest (Navy, gray, or dark green) - ***Must be worn with uniform shirt*** | Optional | Optional | Optional |
| Schoolbelles monogrammed fleece ¼ zip pullover (dark green) - ***Must be worn with uniform shirt*** | Optional | Optional | Optional |
| Schoolbelles/French Toast monogrammed crewneck sweatshirt (Dark green, gray, or navy) - ***Must be worn with uniform shirt*** | Optional | Optional | Optional |
| Socks - **Solid** navy, white, dark green, gray, or black<br>*Ankle-length socks or higher must be worn*<br>*No-show socks not permitted* | ✔ | ✔ | ✔ |
| Girls tights - **Solid** navy, white, dark green, gray, or black | ✔ | ✔ | ✔ |
| Black or navy leggings under skirt | ✔ | ✔ | ✔ |
| Any style of dress shoe, loafer, oxford, or any athletic shoes. All shoes must have non-marking soles. | ✔ | ✔ | ✔ |

## Physical Education Uniform

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

- Any St. Jude t-shirt, long sleeve t-shirt, or sweatshirt
- Gray, green, navy, or black shorts (no more than four (4) inches above the knee) or sweatpants/joggers. Logos on bottoms are optional. **Leggings are not considered appropriate gym attire**.
- Physical education **tops** MUST have a St. Jude School Logo, a Spirit Logo, or a SJS Team Logo.
- Students will wear their physical education uniforms to school on gym days.
- **Socks and gym shoes with non-marking soles must be worn on all gym days, including dress down days.**

## Begindergarten Dress Code

Students enrolled in the Begindergarten program, which is designed for selected students to create a love of learning and as a bridge to our Kindergarten, will have a modified dress code.

- Tops: Any St. Jude t-shirt, long sleeve shirt, or sweatshirt.
- Bottoms: Any solid navy, gray, green, or black **athletic** style pants or shorts (no more than four (4) inches above the knee).
- Shoes: Socks and athletic style shoes should be worn at all times. Children unable to tie shoes should wear slip-on or velcro style athletic shoes.

## Spirit Days

On school-designated spirit days, students have the opportunity to show their school spirit and pride. All students must wear typical uniform skirts, pants, shorts, or skorts. Students may add to their uniform by wearing an official St. Jude School approved spirit shirt. Students choosing not to participate must wear a uniform top.

## Junior High Privileges

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

- Natural looking chemically colored hair
- Light, natural looking make-up - girls only
- Painted nails including acrylics and press-ons no longer than ¼ inch from the tip of the finger - girls only

## Dress Up Days

St. Jude School permits students to dress up on specific days. St. Jude School expects students to dress professionally and modestly, and jewelry, make-up, and nail polish rules still apply. Students deemed to not be in compliance by administration will call a parent or guardian to bring appropriate clothes. The following items are considered appropriate for dress up days:

Girls:

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

Boys:

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

Items NOT considered appropriate:

- Jeans
- Tank tops or t-shirts
- Dresses too short or too tight, cutout backs, spaghetti straps, or made of sheer material
- Flip flops (shoes made of foam), including flip flops with a strap
- Strapless tops (even covered with a sweater or jacket) are not permitted.

## Dress Down Days

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

Girls and Boys:

- Jeans or pants with no excessive rips showing skin above the knee
- Shorts no more than four (4) inches above the knee (Not allowed 11/1 through 4/1 unless otherwise noted)
- Sweatshirts or t-shirts with graphics and wording consistent with the mission of the school
- All shirts must pass the "Touchdown Test" - no midriff showing when arms raised
- Boots, Crocs, mules, clogs, and sandals with a strap behind the heel
- Leggings are permitted provided the shirt being worn **covers their buttocks completely.**

Items NOT considered appropriate:

- Flip-flops (shoes made of foam), including flip-flops with a strap, nor slides
- Tank tops
- Pajamas / slippers of any kind
- Dresses (strapless or spaghetti straps)
- Strapless tops (even covered with a sweater or jacket) are not permitted

## Changing Clothes

Students must remain in their school uniform during school hours (7:25 - 3:00), unless approved by administration.

**Extra Clothes**

- Students in grades Preschool-2nd are **REQUIRED** to have an extra set of clothes in their locker. Students in grades 3-8 are recommended.
- Extra clothes are in case a student gets wet / muddy during the day or has an accident.
- Students must be able to change in and out of clothes independently.
- Soiled clothes will be sent home, and it is recommended that a new set be sent back to school.
- If a student does not have extra clothes, the parent will be contacted to bring clothes to the school.

## Uniform Thrift Shop

Uniform and spirit wear items are available for purchase through the Uniform Resale Shop sponsored by St. Jude PTO. The sales are a money-saving service; consequently, there is no trading. Parents may visit the uniform thrift shop during school office hours.

## Uniform Purchases

Uniforms are available for purchase through:

- Schoolbelles – use school code S0642 for approved items
- French Toast – search by school code QS44Q58 or by school name for approved items
- School Website
- Spirit Wear/CYO links sent home throughout the school year

# GENERAL SCHOOL INFORMATION

## Arrival Procedures

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

**Walkers:**

- Are not permitted on school property before 7:25 am
- Must enter the building through the main office doors
- Are to use sidewalks
- Bikes must be walked from the grounds to the street.
- Mopeds, motorized bikes or scooters, or skateboards are NOT permitted on school campus

**Car Riders:**

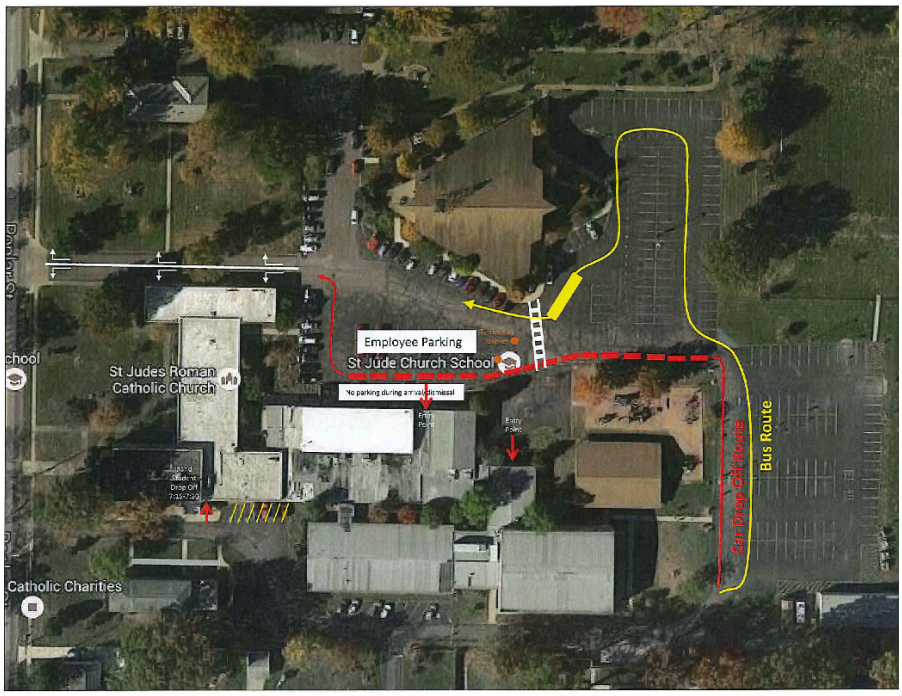
- Students are not to exit vehicles until administration opens the Family Center doors
- Enter school property at the driveway between the school and Annex
- The Longford entrance is **not** to be used for morning drop-off
- **Students are not to enter the school at the main office doors between 7:25 and 8:00**
- Drive around the gym and pavilion until you come to the striped lines on the blacktop on the west side of the pavilion
- There are two options for exiting the vehicle:
    - Drop-Off Line
        - Vehicles pull forward until they are between the 8th grade rock at the back of the playground and the orange cone
        - Students exit the vehicle quickly and safely and walk in front of the vehicle; ADULTS ARE NOT PERMITTED TO EXIT THE VEHICLE; staff is there to assist students
        - Students enter the building through the Family Center or Preschool doors
        - Cars are not permitted to exit the drop-off line until they reach the cone at the front of the line
    - Drop-off escorts (for students that need assistance exiting the vehicle)
        - Follow the flow of traffic around the building
        - Park vehicle in the lot between the Church and the football field
        - Students must be escorted to the crosswalk or the Family Center doors using the crosswalk
- Exit the school property using the driveway between the school and the rectory.

**St. Jude School prohibits students in grades K-8 from being walked into the school building during morning arrival; if the student requires assistance with projects, staff is available to help.**

# Parking Lot Maps

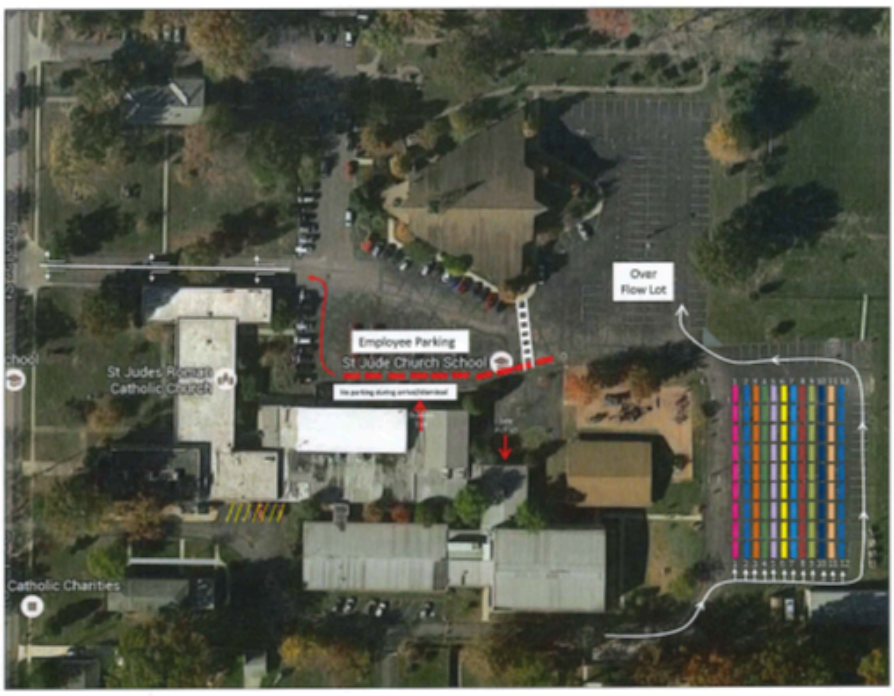
## Morning Drop Off

Without additional markings near office




## Afternoon Pick Up

Without additional pavement markings near office



# Dismissal Procedures

St. Jude School requires dismissal procedures to be strictly followed for the safety of all. The school prohibits parents of students in grades K-8 from entering the building to wait for their children during afternoon dismissal. Students who are not picked up by 3:00 pm are placed in the Extended Day program in the Family Center. Students not picked up from extra-curricular activities within ten minutes following the conclusion of the activity will be placed in Extended Day. Students may only re-enter the building after dismissal through the main office door.

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

**Walkers:**

- A walker is a student who walks to a house or to Elyria Catholic. In compliance with the Elyria Police Department, walkers are NOT students whose parents pick them up on a side street. If administration determines that students are walking to a car, those students will be prohibited from walking and will wait in Lane 13 for their ride.
- All students who are walkers must have a parent signed waiver before being allowed to walk from school
- Must exit the building through designated doors with a staff member
- Must use sidewalks

**Bus Riders:**

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

**Extended Day Students:**

- Must sign into Extended Day within five minutes of being dismissed
- Must be signed out by a parent/guardian/approved person in order to leave the building

**After School Activities:**

- Students are dismissed directly to the activity advisor
- Students participating in after school activities must stay with advisors at all times
- Students must stay with the advisor until they are picked up as a car rider or signed into Extended Day

**Car Riders:**

- Every family is assigned a lane number on Orientation Day
- Each family receives two laminated lane numbers
- Lane numbers must be clearly visible on the dashboard of any vehicle picking up students

- Lane numbers determine how the students are being lined up inside the school during dismissal
- Enter between the school and the Annex building
- Vehicles with a number 0 should drive around the gym and pavilion to the striped lines on the blacktop on the west side of the pavilion, all the way up to the large cone by the school or to the car in front of you
- Vehicles with a number from 1 through 13 should park in the lot north of the pavilion in the lane with their corresponding lane number. A staff member will direct when your lane can pull up to the large cone by the school
- If the lane is full, pull into the overflow lot (north of the church), and the teacher assigned to the student's lane will walk them over
- Students are dismissed according to their number and will exit the building to their vehicle
- Parents who are in the wrong lane to pick up their child must exit the grounds and pull around to lane 13

## Dismissal Changes

St. Jude School understands there may be changes to a student's dismissal instructions. Any changes in dismissal instructions may be given to a student by **calling** the main office **by 2:15**. *St. Jude School cannot guarantee that messages received after 2:15 will reach the student in time for dismissal*.

## Birthdays

St. Jude School permits students celebrating birthdays to dress up or dress down. Refer to the dress code section for appropriate attire. **St. Jude School does not permit birthday treats, nor treat bags to be distributed for birthdays. All items brought in will be sent home.** St. Jude School does not permit invitations to birthday parties and other non-school-sanctioned activities to be distributed at school.

St. Jude School celebrates summer birthdays as follows:

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

## Bus Transportation

Each city's school board determines the application of the Ohio Fair Bus Bill to children within the district. Bus forms are available in the school office. Please note, St. Jude School is not responsible for issues regarding bus transportation – contact your designated bus garage.

Questions regarding eligibility for busing should be directed to:

| | | | |
|---|---|---|---|
| Elyria | (440) 284-8030 | North Ridgeville | (440) 327-4422 |
| Keystone | (440) 355-5131 | Vermilion | (440) 204-1705 |

Only students eligible for bus transportation are permitted to ride the buses and only the bus to which they have been assigned. Any changes require a note from the parents and the signature of the school administration. In an emergency, permission can be obtained from the Elyria Bus Coordinator to ride another bus if it does not involve a different school district.

At the beginning of the year, each student signs a paper which outlines proper bus conduct for all students and explains the action taken by the respective school district if rules are not obeyed.

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

## Communication

St. Jude School prohibits parents or other persons from going directly to a classroom during school hours to speak to a student or a teacher. **A message to an individual student may be given through the office until 2:00 pm.** Students are not permitted to receive phone calls, texts, or messages during the school day. This includes, but is not limited to, the office phone, personal cell phones, and wearable technology. The school limits phone calls by students after 7:50 am to emergency circumstances only. St. Jude School requires a phone pass for calls made after 7:50 am. Students do not have access to personal cell phones during the school day. If students are receiving cell messages, they will not have access until after dismissal, 3:00 pm.

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

## Contacting Staff

St. Jude School encourages an open line of communication between teachers and parents or guardians. The school provides email addresses for teachers on the school website and through PlusPortals. Teachers make every effort to respond to emails in a timely fashion during business hours. Phone call requests may be left with the school office for a teacher to return a phone call outside of class time but during business hours. If you wish to discuss any matter in person, please email the staff member to make an appointment.

## Early Care

St. Jude School provides before school care to parents for a fee. The Early Care Program is held in the Family Center from 6:30 am until 7:25 am. Students may be dropped off at the CYO gym door entrance between 6:30 am and 7:15 am. Students may bring a breakfast, but microwaves will not be available. At 7:25 am, students will be dismissed to walk to their classrooms. More detailed information can be found by using the following link: https://stjudejaguars.org/extended-day.

## Extended Day

St. Jude School's Extended Day Program provides time for quiet study, a snack break, and organized physical activities. The program runs from 2:30 pm to 5:30 pm each school day. More detailed information can be found by using the following link: https://stjudejaguars.org/extended-day.

## Electronic Devices and Cell Phones

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

- Students must have cellular devices turned off and stored in their book bag during the school day.
- Students may not use cell phones or electronic devices on campus until AFTER dismissal is complete (3:00 pm).
- All wearable technology (Apple Watches, Smart Watches, Fitbits, Gizmo, ect) must be on Airplane or School Mode until the student has exited the building for the day.
- Cellular devices found outside the book bag turned on or off, or wearable technology seen being used or heard throughout the school day will be collected by the teacher and sent to the principal, where it will need to be picked up by a parent after 3:15 pm, and students will face disciplinary measures.
- Wireless headphones / earbuds are not permitted to be used in the school building.
- Violations of the cellular device policy will result in disciplinary action in accordance with the Code of Conduct.

## Emergency Closing

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

## Fidgets

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

## Food / Snacks

- All students are encouraged to bring a healthy snack from home for snack time.
- St. Jude School will not provide snacks if the student does not have a snack.
- Parents **may not** provide lunch, snacks, or special treats (pizza, popsicles, ice cream, etc.) for students, even if it is for the entire class.
- Teachers may provide a snack / treat for the entire class, but will notify parents and the school nurse at least 24 hours in advance.
- For class parties, teachers may request parents to bring in a store bought treat; on these occasions, parents and the school nurse will be notified in advance.
- For the designated holidays of Halloween and Valentine's Day **ONLY**: students will be allowed to bring in a store bought, prepackaged treat or a treat bag with store bought individually wrapped treat items or non-food items. These items will **NOT** be consumed or opened at school; everything will be sent home.
- Students are not permitted to possess or consume energy beverages or powders at School. This includes, without limitation, Monster drinks, Red Bull, and Celsius drinks.

## Lost and Found

St. Jude School provides areas for misplaced items. Each classroom has a lost and found. St. Jude School also has a general lost and found table located by Carrabine Hall. Items not claimed at the end of each month will be donated to the Uniform Thrift Store or charity.

## Lunch Program

St. Jude currently offers a hot lunch program through AVI Foodsystems. Active students will be provided a lunch account; families will need to activate an account through PaySchools at http://www.payschoolscentral.com/ in order to add funds electronically with a credit or debit card, as well as monitor student purchases. Students can also load funds to their account with cash or check before school (during homeroom) at the kiosk in the lunchroom.

Mrs. Traci Shaw is the lunch program manager and can be reached at tshaw@stjudejaguars.org.

St. Jude School does not allow students to have a negative balance on their lunch account. St. Jude School offers two options for students who do not have a lunch or do not have money on the lunch card:

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

## LUNCH / RECESS TIMES

| Regular Lunch Times by Grade | | | | Mass Lunch Times by Grade | | |
|---|---|---|---|---|---|---|
| **Grade** | **Lunch** | **Recess** | | **Grade** | **Lunch** | **Recess** |
| **BG/K** | 11:25-11:50 | 11:55-12:15 | | **BG/K** | 12:10-12:35 | 12:40-1:00 |
| **1st** | 11:35-11:55 | 11:55-12:15 | | **1st** | 12:20-12:40 | 12:40-1:00 |
| **2nd** | 11:55-12:15 | 11:35-11:52 | | **2nd** | 12:30-12:50 | 12:10-12:27 |
| **3rd** | 12:40-1:00 | 12:20-12:35 | | **3rd** | 1:05-1:25 | 12:48-1:05 |
| **4th** | 12:30-12:50 | 12:50-1:05 | | **4th** | 12:55-1:15 | 12:15-1:30 |
| **5th** | 12:20-12:40 | 12:40-12:55 | | **5th** | 12:50-1:10 | 1:10-1:25 |
| **6th** | 11:10-11:30 | 10:52-11:07 | | **6th** | 11:55-12:12 | 11:42-11:55 |
| **7th** | 10:55-11:15 | 11:15-11:30 | | **7th** | 11:45-12:05 | 12:05-12:12 |
| **8th** | 11:00-11:20 | 11:20-11:30 | | **8th** | 11:50-12:10 | 11:42-11:50 |

## Parent Teacher Organization (PTO)

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

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

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

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

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

## School Hours (Office Hours)

Regular School Day Schedule:

- 7:25 - 7:45 - Students enter classrooms and prepare for the day
- 7:45 - 8:00 - Prayer, Pledge of Allegiance, and Announcements
- 8:00 - 2:29 - Classes
- 2:29 - 2:40 - Executive Functions and Announcements
- 2:40 - Dismissal Begins – See “Dismissal Procedures”

Office Hours:

- The School Office can be contacted at (440) 366-1681 Monday through Friday from 7:30 am to 2:15 pm. Voicemail will pick up calls before and after this time. The school office staff is available after dismissal until 3:30 pm
- The school fax number is (440) 366-5238

## School-Issued Materials and School Property

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

## Supplies

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

## Valuables in School

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

## Water Bottles in the Classroom

St. Jude School promotes the well-being of students, especially regarding hydration. St. Jude School does not provide water bottles for students, but allows personal water bottles if they meet the following guidelines:

- Water bottles must be 30 oz or smaller.
- Water bottles may not be glass.
- Water bottles must contain water only.
- Water bottles must have lids that close tightly and be leak-proof (no straws, no Gatorade-style squeeze bottle).
- All drinking fountains with water bottle filling stations for student use.

# HEALTH AND MEDICAL

## Administration of Medication

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

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

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

Over-the-Counter Medications

- The OTC Parent RequestFor the Administration of Medication at School is required to be completed before any medication is given - form can be found on the website.
- Items must be sent in the original container.
- This includes any over-the-counter medicines, including cough drops, eye drops, and topical medications/ointments.
- Students **may not** possess any medication on their person or in their backpack/lunch box (including prescription and OTC medications).

## AIDS Policy

AIDS Policy #5117 has also been adopted by St. Jude School, and a copy is available in the school office.

## Health and Accident Policies

In the event of illness or accident during school hours, St. Jude School requires staff to send the student to the school nurse, where first aid is administered. If the accident or illness warrants it, parents are notified, and appropriate action is taken. If the nurse requires the student to go home, the student must be picked up within one hour of the phone call. If a student has a temperature of 100 or higher, the parents will be notified, and the student will be sent home. A student must be fever-free, with no medication, for 24 hours to return to school. If a student vomits or has diarrhea at school, the parents will be notified, and the student will be sent home. A student must be vomit or diarrhea-free for 12 hours to return to school. No child is permitted to leave the school grounds at any time until the parent has been contacted and the child is signed out by the authorized adult (must be 18 years or older). Students should be informed of this regulation by parents.

St. Jude School requires parents to complete an Emergency Medical Form, which directs the school's course of action in such cases. This form must be completed and sent home on the opening day of school. All accidents on school property should be reported to the principal's office.

## Independent Toileting Skills

All students attending St. Jude School must be able to independently use the toilet/urinal, including recognizing the urge to go, getting to the toilet, managing clothing, wiping, flushing, and handwashing. Students who have an accident are not able to clean themselves or do not have extra clothes, and must be picked up by a parent. Students are not permitted to wear pull-ups or training pants. Any exceptions must be approved by administration and require medical paperwork.

# SAFETY

## Custody

Parents are required to provide a copy of any full, final, signed Order related to custody or access to any child enrolled at our School. In addition, parents are required to update such orders as soon as possible after such updated order is enacted. The School will comply with the most current full, final, signed court order in its possession.

We understand that transitions with family custody are difficult to navigate. However, the School is not the appropriate venue to handle family disputes. We expect parents to cooperate in the education of their child and to comply with all parent expectations set forth herein.

General school information is sent home with the child. We expect that this information will be shared with both parents, unless restricted by law. This includes conference appointments, report cards, interim reports, discussions with school personnel, school activity schedules, and tuition statements.

The School's general procedure will be to schedule one joint conference appointment for parents to attend. We anticipate parents are able to set aside differences and come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstandings and misinterpretations.

## Visitors to the Building

Our school doors are locked during school hours. Students are not permitted to open outside doors for anyone, including parents and/or staff.

All visitors to the School must comply with the following guidelines:

- Visitors will be buzzed in by the main office
- All visitors should report directly to the office to confirm identification and purpose of visit
- The school office will document visitors and provide visitors with a pass/badge.
- Visitors will be directed or escorted to the appropriate location in the building
- Visitors should report only to their designated area and not travel to other areas of the school building without approval of an authorized School employee
- Visitors should report to the office to sign out before leaving the building

## Volunteers

St. Jude School encourages volunteer participation in the school's programs and activities. Volunteers are an essential part of our school community and necessary for our School to thrive. The School administration, in its sole discretion, will determine the need for volunteer and/or volunteer drivers and assign such individuals for activities as needed. No younger siblings are permitted to attend School activities during such volunteer service.

To be considered a school volunteer and/or volunteer driver, each individual will need to be approved through our screening process, which includes, without limitation, the following:

- Application
- Background Check
- Virtus Training
- Motor Vehicle Report, if applicable
- Copy of license and insurance, if applicable
- Compliance with School policies/procedures

## Acceptable Use Policy

Students are required to comply with the Acceptable Use Policy as signed annually and set forth below.

## Acceptable Use Policy for Internet Safety

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

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

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

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

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

**Students must:**

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

2. Respect and protect the integrity, availability, and security of all electronic resources.
    a. Observe all network security practices as posted.
    b. Report security risks or violations to a school administrator, teacher, or network administrator.
    c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
    d. Conserve, protect, and share these resources with other students and Internet users.
    e. Refrain from accessing the network with personal devices without approval of school administration.
    f. Abstain from overriding the Internet content filtering system.
    g. Refrain and/or minimize at all times damaging devices and their assigned cases, both at school and at home (applies to Chromebook).
    At no time should a student mark, write, place stickers, color, or deface in any manner Chromebooks, iPads, laptops, and computer lab computers or any other school device. Damage or replacement of said devices and/or cases will be the responsibility of the student/parent.

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

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

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

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

**Agreement form:** In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually read and sign the Student Acceptable Use Policy – User Agreement Form before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

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

# CIPA Compliance & Internet Safety Policy

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

**Definitions:**

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

**Access to Inappropriate Material**

Practical technology protection measures (or "Internet filters") shall be used to block or filter Internet or other forms of electronic communications or access to inappropriate information.

Specifically, as required by the *Children's Internet Protection Act*, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

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

**Inappropriate Network Usage**

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

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

**Education, Supervision and Monitoring**

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

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

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

**A)** The standards and acceptable use of Internet services as set forth in the St Jude Internet Safety Policy.

**B)** Student safety with regard to:

**i.** Safety on the Internet

**ii.** Appropriate behavior while online, on social networking websites, and in chat rooms

**iii.** Cyberbullying awareness and response.

**C)** Compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA)

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

**Minor**

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

**Technology Protection Measure**

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

**1.** OBSCENE, as that term is defined in section 1460 of title 18, United States Code.

**2.** CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code.

**3.** Harmful to minors

**Harmful to Minors**

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

**1.** Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

**2.** Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

**3.** Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**Sexual Act; Sexual Contact**

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

# Ohio School Safety Center

Governor Mike DeWine established the Ohio School Safety Center (OSSC) in August of 2019 to support schools, first responders, and communities in preventing, preparing for, and responding to threats and acts of violence, including self-harm.

A top priority of the OSSC is increasing information sharing and communication. Victimizations, bullying, and other disorders such as drug and alcohol use are often not reported directly to school authorities or even to parents and guardians. Oftentimes this is because students do not want to be identified, don't want a friend or classmate in trouble, or simply don't know how or where to report these threats. The OSSC wants to make sure students are aware of the resources available to them and know they have a safe space to share their concerns.

One available resource coordinated by the OSSC is the Safer Ohio School Tip Line, which is a free service that accepts calls and texts 24/7. The tip line allows students, parents, school administrators, and staff members to anonymously share information with school officials and law enforcement about threats to student safety. The tip line number is **844-723-3764**.
The OSSC encourages reporting on:

- Bullying and cyberbullying incidents;
- Self-harm or suicidal behaviors;
- Withdrawn student behaviors;
- Verbal or written threats observed toward students, staff, or the school itself;
- Weapons/suspicious devices on or near school grounds;
- Gang-related activities;
- Illegal drug use; and
- Unusual or suspicious behavior of students or associates.

Another resource is the Crisis Text Line. By texting the keyword "4hope" to 741741, you will be connected to a trained Crisis Counselor within 5 minutes. Any person may need help in coping with a stressful situation. Reach out by text to communicate with someone trained to listen and respond in a method that is private, secure, and confidential.
The Crisis Text Line is a free, confidential service available 24/7 via text on mobile devices. Data usage while texting Crisis Text Line is free, and the number will not appear on a phone bill with the mobile service carrier. People of all ages can use the Crisis Text Line.
We want you to know that there are resources available to you to be able to share concerns and talk to someone if you are feeling stressed.