The Student/Parent Handbook of a private school constitutes a contract between parents, students and the school. It is imperative that parents read through the handbook with their students and become familiar with directives and conditions in order to be fully aware of rights and obligations. The principal, in conjunction with the Department of Catholic Schools, reserves the right to interpret and modify the contents of this handbook when deemed in the best interest of the school community and mission of the school.
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Philosophy and Mission Statement

St. Jude the Apostle School provides students an environment filled with exceptional learning and character building opportunities. Our mission statement is based on the philosophy of St. Jude:

*With St. Jude as our guide and believing that the children are the future of the Catholic Church, we state our mission as: “forming young people in the image of Jesus.”*

From Kindergarten through 8th Grade, the St. Jude School Community fosters family involvement and spirit, Christian Service, pride in self and community, and the desire to excel.

The school is accredited by WCEA/WASC and follows the academic standards set by the State of California and is incorporating the Common Core Standards for ELA (English Language Arts) and Mathematics. The school also has made a strong commitment to integrate technology across the curriculum. Technology on campus includes: interactive white boards, document cameras, and a variety of laptop devices.

All grades receive daily religion education instruction based on standards developed by the L.A. Archdiocese. However, it is the lived experience of our faith that is primary. This involves the example set for each child by their own parents and families. There is also the modeling of the Catholic faith by the teachers and staff the children interact with on a daily basis.

Our faith is also lived out in the strong sense of community that is felt when you step onto the St. Jude the Apostle campus or any school event. Parents are actively involved in the school and strong supporters of all that happens at each grade level. Parents oversee the school’s “Meet the Masters” art program, help with science labs, major class projects, serving of the school’s Choice Lunch program, Health Room and office support, room parents, Christian service representatives, chaperones for class field trips and volunteer coaches for the school’s sports programs.

The school firmly views the parents as the primary educator for their child. For a student to learn productively, there needs to be an atmosphere that ensures safety in all areas: physical, emotional and spiritual. The faculty and staff actively intervene when there are concerns in any of these areas for a student and collaborate with the parents on solutions. There is an open door policy evident with the faculty and a strong commitment to good communication supported by the administration. We each have a part in ensuring the total education of each child.

Student Learning Expectations

*In accordance with our philosophy and mission statement, St. Jude the Apostle School puts forth the following learning expectations for students. At the time of graduation, we expect our students to be ...*
*Student Learning Expectations from 2014 WCEA/WASC accreditation

God
- Keeping God at the center of your life

Others
- Treating others the way you want to be treated

Justice
- Knowing justice to know peace

Academics
- Fulfilling your potential as a learner

Global
- Engaging safely in the global community

Unity
- Uniting as brothers and sisters in Christ

Active
- Making safe and healthy choices

Respect
- Respecting all of God’s creations

Service
- Improving the lives of others
School Personnel  
2016 - 2017

Administration

Fr. Jim Stehly  
Pastor  
Mrs. Michele Schulte  
Principal  
Mr. Chuck English  
Vice Principal / Jr. High Coordinator & P.E. / 7th Athletic Dir. / Outdoor School Programs

Teaching Staff

Mrs. Sarah Andrea  
Third Grade / Testing Coordinator  
Mrs. Joan Doyle  
Librarian / Book Fair Coordinator  
Mrs. Cathy Eckley  
Science (4th–8th) / Jaguar Robotics / Science Coordinator (K – 8th)  
Mr. Jay Fremed  
Math (4th – 8th)  
Mrs. Angelica Arisohn  
First Grade / Meet the Masters Coordinator  
Mrs. Deana Herrera  
4th Grade / Religion & School Families Coord.  
Mrs. Natalie Hudson Porco  
Kindergarten / Primary Level Moderator  
Mrs. Kelly Johnson  
6th Grade / Jr. High Math Moderator  
Mrs. Carey Novak  
5th Grade / Religion & School Families Coord. /  
Mrs. Felicia Scrofano  
Reading & AR Specialist / STEP Program Coord. (K-8th)  
Ms. Jilian Vitelli  
7th Grade / English Language Arts Moderator / Academic Decathlon Moderator  
Mr. Carlo Williams  
8th Grade / Religion (8th) / Social Studies Coord. / 8th Grade Activities Moderator & Graduation / Student Council Moderator  
Ms. Kaitlyn Wilson  
2nd Grade / First Reconciliation & First Communion Moderator  
Mrs. Delia Perez  
Spanish Enrichment (K – 5th)

Support Staff

“Miss Charlotte” Annino  
School Secretary and Registrar  
Mr. Rick Bodan  
Technology Support Coordinator  
Mrs. Olga Coulter  
Kindergarten TA / Administrative Assistant  
Mrs. Sally Frawley  
2nd Grade TA / After Care Assistant / Administrative Assistant  
Mr. Carlos Hernandez  
School Plant Manager  
Mrs. Martha Hernandez  
Assistant Plant Manager  
Mrs. Marilyn Kisylia  
After School Care Director  
Mrs. Jamie Luithly  
Music Enrichment (K to 8th)  
Michelle Simanek  
1st Grade TA  
Michelle Rubi  
3rd Grade TA  
Gabriela Pantoja  
TA / Daycare Assistant
St. Jude Consultative School Board 2016-2017

Mrs. Barbara Farmer, Parish Business Manager
Mrs. Susan Koch
Dr. Richard Malfatti
Dr. Robert Amenta
Mrs. Sharon Thomas
Mrs. Nancy Taylor, Endowment Trustee
Mrs. Brandi Norton, PTG President for 16-17
Mrs. Sharon Thomas
Mrs. Michele Schulte, Principal
Fr. Jim Stehly, Pastor

Organizational Chart

(Based on model of leader as servant)
Admissions

The administration of St. Jude the Apostle School is responsible for determining the admission of students. Mindful of our Gospel heritage and the commitment of providing a quality Catholic education to our local parish families, St. Jude the Apostle School implements policies and practices on admissions as directed by the Department of Catholic Schools.

Non-Discrimination Policy

Mindful of its mission to form young people in the image of Christ, St. Jude the Apostle School admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. St. Jude the Apostle School does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in administration of educational policies and practices. Likewise, St. Jude the Apostle School does not discriminate against any applicant for employment on the basis of sex, age, handicap, veteran status, race, color, or national and/or ethnic origin.

Inclusion

Catholic inclusive education is both a goal and a method by which archdiocesan schools, through administration and education, create classrooms that value the uniqueness of all students.

Catholic inclusive schools:
- Realize that all children within a classroom have special God-given strengths and needs.
- Create a learning environment that is safe, accepting, and caring, where differences are seen as challenges and opportunities for growth.
- Utilize strategies for teaching and learning that maximize each child’s participation, development and interaction.
- Manage the classroom and school environment to best provide for the widest variety of learners within the parameters of the school’s resources.
- Demonstrate awareness of the wider issues, such as parent involvement, networks, support personnel (both within and outside the school), and attitudinal development.

It is to be understood that due to limited resources, St. Jude the Apostle School may not be able to provide an appropriate educational environment for students needing additional support. If outside resources are needed and would supply the necessary support for the student to remain at St. Jude the Apostle, the parent/guardian would be responsible for providing those resources. The needs of each student applying for admission must be considered. Parents/Guardians must understand that St. Jude the Apostle school may not be the best educational setting for their child.
**Admissions Requirements**

The first consideration for admittance to St. Jude the Apostle School is readiness. Any student, regardless of grade or age will be tested and/or have the recommendation of a previous school.

Consideration will also be given to:
- Incoming students with siblings
- Transfer from another Catholic school
- Membership and participation in St. Jude Parish or other local Catholic community

For all new students the following documents are required:
- Official certificate of Baptism
- Current record of Immunization and Health
- Certificates of transfer from the school last attended
- Parent Questionnaire
- Kindergarten/Pre-school and/or academic reference

Parents/Guardians of new students will be required to meet with the principal. This, in most cases, will take place after the student has tested. All candidates for admissions will then have his/her application, records, and or testing reviewed by the school leadership team. A letter from the principal will state acceptance for admission.

**Readmission**

Parents/Guardians must register each year to have their student readmitted. Readmission of current students is dependent upon:
- Satisfactory academic progress of student
- Positive attitude and social interaction of student
- On-going parish support
- Completion of parent commitment through hours and/or payment
- Up-to-date tuition and fee records project
- Willingness to work together for the benefit of your student and the school community
- Timely completion of registration form and accompanying information

Students leaving St. Jude the Apostle School with the intent of returning at a later time will have to apply as if a new student. Present students who do not submit registration forms for the following year on time will lose his/her spot in the class and have to re-apply as a new student. Submitted forms must be accompanied by the registration fee of $75.

Parents/Guardians are asked to update all changes in information as they relate to health records, physicians and emergency contact numbers.
Financial Obligations

Overview

Without the financial support or backing of parents a private school cannot exist. There are three specific areas that financial support is received: tuition, fees and donations/fundraising. Below is a brief explanation of these terms.

Tuition

Tuition means “instruction” or “teaching.” It is used to refer to a fee charged for educational instruction and makes up the bulk of covering salaries and benefits for staff.

General Fee

A fee is the price one pays as remuneration for services. In the case of our general fee, the amount helps to cover a number of specific expenses:

- Technology
- Student Insurance
- Textbook Replacement
- Consumable Texts (Student Workbooks Replaced Each Year)
- General Classroom Supplies
- Office Supplies (Copier, Copy Paper)
- Safety Preparedness Equipment Supplies

Donations/Fundraising

Donations/Fundraising provides capital for a project, a business or other private or public institutions.

Tuition and General Fees are presented below as it applies to the number of children a family has attending the school. All tuition and fees paid are non-refundable.
Tuition & Fee Schedule for the 2016-2017 School Year

“A Catholic Education is an Advantage for Life”

**Tuition**:  
- One Child: $5,975.00  
- Two Children: $11,652.00  
  5% discount on 2nd tuition ($298)  
- Three Children: $17,030.00  
  5% on 2nd and 10% discount on 3rd  
- Four Children: $19,800.00  
  5% on 2nd ($298) and 10% on 3rd ($597)  

*If you will need financial assistance, please complete SMART TUITION paperwork available online at SmartTuitionAid.com. The school and parish administration meet in late April/early May to determine financial aid grants. It is a personalized process. If there are any questions or concerns, please call Mrs. Schulte at (818) 889-9483.*

**Fees**:  
- Registration Fee (non-refundable): $200.00 per new student  
- General Fee (non-refundable): $75.00 per returning student  
- 8th Grade Graduation Fee: $535.00 per student  
- Kindergarten Graduation Fee: $400.00  
- 2nd Grade Sacraments Fee: $15.00  
- Sports Fee (5th to 8th): $30.00  
- Sports Fee (5th to 8th): $50.00 (for those who participate)  

**Junior High Educational Experiences**:  
- 6th Grade Outdoor School–Camp Alegre: $300.00  
- 7th Grade-CIMI (Catalina Marine Institute): $525.00  
- 8th Grade trip (Washington, D.C. or other): Determined by cost
Parent Service Hours

We strongly encourage parents to be involved in the school and there are a wide range of different activities from which to choose. Although there are required hours, we hope that each family finds that their involvement helps build their connection to the SJS school community and is considered a crucial support to the educational program for their children.

All families are required to complete forty (40) hours of service or pay $25.00 per hour not completed. **Three (3) hours must be given to the Parish/School Faire.** A maximum of ten (10) hours can be done for the parish. See website for details under parental involvement.

Fundraising

There is strong culture and tradition of generous giving at St. Jude the Apostle School that does not need to be numerically defined.

The PTG will oversee fundraisers for the school in the spirit of building community as well as raising added funds to set aside for the future of the school.

Current families have benefitted greatly from previous funds set aside by alumni families and it is our turn to now pay it forward for the current and future students.

The goal is to ensure adequate extra funds to maintain an enriched and safe learning environment.
St. Jude the Apostle Payment Timeline for 2016-2017 School Year

Tuition may be paid by the semester, quarterly or monthly, to SMART Tuition Management Company. Fees must be paid to secure placement for the new school year. If you plan on paying tuition in full, it must be paid by June 1st.

Tuition Payment

St. Jude the Apostle School uses SMART Tuition Management Services to process tuition payments. The program provides a variety of payment options and dates (brochures and enrollment forms are available in the school office).

Tuition may be paid:
- In full, due in May.
- Twice a year, due in July and April.
- Four times a year, due in July, October, February and April.
- Two monthly payment programs (10 months or 11 months), beginning in July and ending in either April or May.

Payment methods include coupon book or automatic withdrawal. There is a $15 charge for a late payment. Unpaid tuition at any time can be cause for dismissal. Please contact the principal for any circumstances that would prevent payment at the scheduled times. No student will be allowed to begin school in September with an unpaid balance from the previous year or if general fees have not been paid for the coming year. All tuition and fees must be paid in order for an 8th grader to participate in graduation ceremonies.

*A copy of your child’s immunizations and Manteaux test with date given and date read by the doctor (must be within one year from the start of Kindergarten) and Varicella (chickenpox) date of immunization or the doctor must state the date that the child had the chickenpox should also be turned in by May 21st.*
St. Jude the Apostle’s  
Parent Volunteer Guidelines for 2016-2017 school year

Together we can achieve the impossible….

Parent volunteers are one of St. Jude’s greatest resources; their benefit goes beyond the direct assistance they provide. Taking an interest in your child’s school as a volunteer is beneficial for a number of reasons. Volunteers help organize events, raise money and assist teachers in classrooms. They help our school achieve goals, enrich educational experiences and plan for the future. Our parent volunteers find that not only do they help make our school an even better place for their children, they form lasting relationships in the process of becoming part of the St. Jude community.

We know that parents have different interests, abilities and time constraints. That is why it is important to recognize the wide range of opportunities available to parent volunteers. Some opportunities require a significant level of commitment and others require considerably less time.

**General Guidelines for Parent Volunteer Hours:**

1. All families are required to complete forty (40) hours of service or pay $25.00 per hour not completed. **Three (3) hours must be given to the Parish/School Faire.** A maximum of ten (10) hours can be done for the parish. See website for details under parental involvement.

2. Those who cannot meet the Service Hours requirement have the option of paying $25.00 per hour (Total of $1,000.00). Hours not met will be billed at the end of May 2017 (end of April 2017 for 8th Grade families – unless arranged otherwise).

3. Parent Volunteer Hours Submission is on the Honor System. Hours must be submitted online throughout the year to account for Service Hours performed. **The deadline for submissions of these hours is May 15, 2017; May 1, 2017 for 8th Grade Parents.**

4. Please remember when claiming hours, that we are a service-driven community. Service hours are those activities which produce a direct benefit to the school community.

5. Before claiming and submitting specific hours online for service activities, please make sure that they are approved by the Faculty, Staff and/or Committee Representative organizing the activity/event.

6. Hours should be submitted online in the **specific categories** listed. Hours should not be added to the Comments section, as the software program will not account for those hours in its formula; therefore, they will not be tabulated. Please enter comments only in that section to fully describe Service performed (if needed).

7. Committees: Participation on a committee which holds regular meetings to plan approved school activities or events: Receive .5 Service Hours per meeting.

8. Baking / Cooking for approved event: Receive 1 Service Hour maximum per event.

9. Activities / Events which are **not** considered Service Hour eligible include:
   a. Attending school-related social activities
   b. 8th grade Washington D.C. trip fundraisers
Academics

Curriculum

Affiliated with the Department of Catholic Schools for the Archdiocese of Los Angeles, St. Jude the Apostle School uses the standards set forth by the State of California. The school has transitioned to the Common Core State Standards for ELA (English Language Arts) and is working on the transition to Common Core State Standards for Mathematics. Religion standards are established by the Department of Catholic Schools.

Subject areas include:

- Health
- Language Arts
- Math
- Science
- Social Studies

Religion is taught in all classes. The core curriculum is provided by the Archdiocese of Los Angeles. The main content areas for all classes include:

- Scripture/Christian Life
- Sacraments/Worship
- Morality/Social Justice
- Christian Faith and Practice

**(Link to standards for all grade levels and subject areas is available on the school website)**

Accreditation

Accredited means to attest to and approve of meeting prescribed standards. In the case of an educational institution, it is recognizing that a school is maintaining standards requisite for graduates to gain admission to other higher levels of education (i.e. high school). St. Jude the Apostle School is fully accredited by the Western Association of Schools and Colleges (WASC) in conjunction with the Western Catholic Education Association (WCEA).

The longest term of accreditation granted by WASC/ WCEA is 6-years. At the end of a term, a visiting team consisting of professional educators is assigned to reevaluate a school and make a suggestion for a new term of accreditation for a school. St. Jude the Apostle School was awarded a 6-year term, the highest honor. St. Jude’s next accreditation visit is scheduled for 2020.

In-depth Studies

Each year the Department of Catholic Schools requires elementary schools to do an in-depth study in a particular subject to identify strengths and areas for growth.
The religion program also undergoes an in-depth study each year and this year will look at resources being used.

**Grading System**

(Grades 3-8)

The following percentages and letter grades have been set forth by the Archdiocesan Department of Catholic Schools to be used for grading:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 97</td>
<td>A</td>
</tr>
<tr>
<td>96 - 93</td>
<td>A-</td>
</tr>
<tr>
<td>92 - 90</td>
<td>B+</td>
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<tr>
<td>89 - 87</td>
<td>B</td>
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<td>86 - 85</td>
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<tr>
<td>74 - 70</td>
<td>C-</td>
</tr>
<tr>
<td>69 - 65</td>
<td>D</td>
</tr>
<tr>
<td>64 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

**A** *(100-93)* **Superior.** Consistently completes all assignments and homework neatly, accurately, working beyond standard requirements. Actively participates in class discussions. Shows high retention and understanding of material covered.

**B** *(92-85)* **Above Average.** Completes all assignments and homework neatly and accurately. Usually participates in class discussions. Shows retention and understanding of material covered.

**C** *(84-70)* **Average.** Satisfactorily completes assignments and homework. Occasionally participates in class discussions. Shows sufficient retention and understanding of material covered.

**D** *(69-65)* **Below average.** Does not complete assignments or homework. Minimal participation in class discussions. Insufficient understanding and/or retention of material covered.

**F** *(64 and below)* **Unsatisfactory.** Lack of effort. No class participation. Shows little or no understanding of material covered.

(Grades 1 and 2)

The following marks are used to indicate progress in grades 1 and 2:

**E** Exceeds grade level expectations

**M** Meets grade level expectations

**T** Time needed to meet grade level expectations
(Kindergarten)

Progress reports are sent home in January and June. These reports offer parents an opportunity to understand their child’s development. Evaluation of each student is based upon mastery of a variety of developmental and academic skills such as religion, reading readiness, language progress, numbers, physical education and development, social studies, health and safety, art and work habits.

Report Cards/Progress Reports

Report Cards

Parents/Guardians will be notified of their child’s progress by a report card issued during the year. Grades 1 thru 8 will receive a report card three times a year. Kindergarten students will receive reports on progress twice a year. Teachers will explain how the overall school grading policy is applied to their class during Back-to-School Night (usually includes a handout).

Progress Reports

Progress reports will be sent to parents at midterm for any student in danger of receiving a “D” or below on pending report cards. Dates for progress reports are shown on the calendar. Progress reports may also be sent home in the Parent Envelope when deemed necessary or by individual request from a parent/guardian.

Academic Probation

Students receiving a “D” or “F” in a subject area will be placed on academic probation. A probation contract, outlining expectations and a timeline for improvement, may be implemented.

Honor Roll/Special Recognition

Honor Roll

Students in grades 6 thru 8 are eligible for the Honor Roll. Honors are recognized at each Trimester Report Period.

1st Honors: 25 or more points
2nd Honors: 23 or more points

Points will be earned as follows:

A = 4 points  B = 3 points  C = 2 points

Each of the following core subject areas are to be tabulated into the total points for the Trimester: Religion, Literature, English, Math, Social Studies, Science and Spelling. A grade of “N” is automatic.
disqualification in Art, PE or Music and the student is not eligible for Honors. A grade of “B” or above is required in Citizenship and Effort. Any student with more than 15 Behavior points in a Trimester is not qualified to receive Honors.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>GRADE</th>
<th>POINTS</th>
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</thead>
<tbody>
<tr>
<td>Religion</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>Literature</td>
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<td>English</td>
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<td>_____</td>
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<tr>
<td>Social Studies</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Science</td>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>

TOTAL POINTS _____

**Christian Leadership Award**

The Christian Leadership Award is given to students who stand as a model of Christian Leadership in and out of the classroom. Christian Leadership goes beyond the amount of hours a student completes, encompassing one’s ability to inspire others to be of service. This award is decided by the Junior High Team or individual classroom teacher in consultation with the principal.

**Homework**

Homework is an integral part of the educational process, reinforcing classroom learning. To accomplish this successfully, full cooperation between parents and the school is necessary. Expectations of teachers will be explained through a beginning-of-the-year letter and at Back-to-School Night.

**Review of Homework effectiveness:**

Daily time spent on homework can vary. Approximates for grade levels are as follows:

- **Grades 1st, 2nd and 3rd** ½ hour
- **Grades 4th and 5th** 1 hour
- **Grades 6th, 7th and 8th** 2 hours
A standardized assignment book is required for grades 2\textsuperscript{nd} to 8\textsuperscript{th} to facilitate home and school communication regarding homework. Students in grades 4 thru 8 are assigned “Study Buddies” in order for students to provide assignments/homework information for one another if one is absent. All class work and homework assignments are to be made-up within one day for each day absent (i.e. t days to make-up missed assignments). Tests missed due to absence need to be made-up promptly.
Standardized Testing

St. Jude the Apostle School, under the direction of the Department of Catholic Schools, utilizes two standardized testing programs during the course of the school year. These academic assessments are intended to give a snapshot of student progress at a particular point in time. While designating areas of growth for students, these tests may also indicate strengths and weakness in the overall school program.

ACRE (Assessment of Catholic Religious Education)

This test is administered to grades 5 and 8, usually in January. Grade 5 takes the level 1 test. Grade 8 takes the level 2 test. This assessment assists the teachers and administration in better understanding where students are in terms of knowledge, perceptions, attitudes and practices of our Catholic faith.

***We ask that parents/guardians check the school calendar and take note when tests are scheduled and to avoid making medical appointments during those times.***

New Archdiocesan Testing Program – STAR Renaissance

After a year of research by the Department of Catholic Schools (DCS), the STAR Renaissance program has been selected to assess students in Reading and Math. The testing will be web-based and the students will be able to use the multiple devices we have available on campus (to date we have 148 student laptops in our inventory). There will be four (4) testing periods that have been determined by the DCS during the school year, but the time involved is two (2) 30-minute testing sessions for each testing period. This is significantly less time than was needed for about two weeks of ITBS testing and results that were not available for 2-3 months. The school receives the results immediately and there are a variety of different reports available to the faculty to plan and adjust curriculum for individual students as well as each grade level. The testing program will be K-8th. The testing for Kindergarten and 1st grade is read to them using earplugs with the devices.

Special Academic Programs

AR Reading Practice Quizzes

The “AR Testing” is used to engage students to develop his/her reading skills. The students use personal reading ranges to select appropriate books for reading. Classes will have a set time, once a week, to go to the library to be tested for comprehension. A classroom log sheet keeps track of how students have done. Students earn points, based on his/her scores. These points may be spent at the end of the school year in a “Student Store.”

St. Jude has a list of titles that students can test from. The list is in every classroom, the school library and at Barnes and Noble bookstore. It is also updated and posted on the school website. Students need to pick a book from the list and read it. Then the student needs to let the teacher know when he/she is ready to try the test.
Since the AR program is designated to encourage independent reading, on an individual level, it should not be used to impact his/her classroom grade. A participation grade for Language/Literature of 5% will be given to each student meeting this goal for each trimester. Once these goals have been met for the trimester, students will be able to read any book he/she chooses and then test. Teachers will help encourage and steer students to choose appropriate books. AR is meant to foster a love for reading and should be a positive experience.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Goals per Trimester</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2 books in reading range</td>
</tr>
<tr>
<td>3</td>
<td>3 books in reading range</td>
</tr>
<tr>
<td>4</td>
<td>4 books in reading range</td>
</tr>
<tr>
<td>5</td>
<td>4 books in reading range</td>
</tr>
<tr>
<td>6</td>
<td>2 books in reading range</td>
</tr>
<tr>
<td>7</td>
<td>2 books in reading range</td>
</tr>
<tr>
<td>8</td>
<td>2 books in reading range</td>
</tr>
</tbody>
</table>

*First Grade is scheduled to start testing in January. Students will have a goal of 2 books a trimester once they start testing. Kindergarten does not test.

Field Trips

Trips taken during school time must have an educational or cultural value. Parents/Guardians will be notified when a teacher is planning on a class field trip in advance of the scheduled date. Signed permission slips are necessary.

General Guidelines for transportation for field trips:
- Parent drivers that are approved (see Handbook) for field trips that stay within the confines of the Conejo Valley area.
- School buses will be used for any field trip taking students out of the area.
- All field trips require the final approval of Administration.

Teachers will determine who will chaperone students on the field trips. Chaperones must be over 21 years-old. They also must have received VIRTUS training and met any other required stipulations under Safeguarding the Children policies. Parents/Guardians chaperoning may not bring any other children in his/her care unless explicit permission is received from the principal.

Academic Junior High Decathlon (AJHD)

The Academic Decathlon was originally created by a former Orange County school superintendent, Dr. Robert Peterson. The Archdiocese of Los Angeles Department of Catholic Schools conducts an annual Academic Decathlon event for middle school children (ages 11 through 14). Schools, including St. Jude the Apostle School, compete as a team in the subjects of Religion, English, Literature, Math, Science, Social Studies, Current Events and Fine Arts.
**First Lego League - “Roboteers”**

St. Jude’s FIRST Lego League (FLL) is an international robotics program utilizing science and technology. It is open to any student in 5th through 8th grade (a junior program is available for younger students). Each year the FLL team is given a challenge based on current issues relating to science and the world. Each team competes by researching the challenge theme, presenting their research and solutions, and building a robot using engineering concepts to complete various tasks. The major competition takes place at LEGOLAND California on the first Sunday of December each year. The winner of this event then competes at the national competition in February or March.

Junior First Lego League is a simplified program for ages 6-9. It encompasses the core concepts of all FIRST programs to inspire, excite and introduce kids to the wonders of science, technology and engineering. Students will work in small teams of 5 or 6, with a volunteer parent/coach, to solve a modified challenge similar to First Lego Team. They will do research and present a Lego model to a panel of judges at the LEGOLAND California Expo. This is usually held the last Saturday in January.

According to Archdiocesan policy, a field trip is defined as a day trip taken during the regularly scheduled school day. Students and parent chaperone/drivers are to travel as a class, leaving from the same location, at the same time, and returning at the same time. If a parent attempts to make other arrangements outside those governed by policy, and as directed by the teacher, the school bears no liability and the student will not be considered as a participant, being marked absent.

**Retention Policy**

Grade retention is sometimes necessary in elementary school. The decision to retain a student is based on a review of the level competence achieved by the student. If a certain level is not reached in order for a student to be successful at the next level, the student is retained.

Sufficient reasons to retain a student are evidenced by the following:

- **Grades 3 – 8:** Consistent grade of “F” in two major subject areas
- **Grades 1 – 2:** Consistent grade of “T” in two major subject areas
- **Kindergarten:** Serious evidence of immaturity and inability to participate in activities is obvious and documented.

Teachers will notify the principal as soon as they feel that retention will be in the best interest of the student. This will lead to parents/guardians being informed and a conference being called. (Low levels of achievement during the first two trimesters should be a strong indicator of an issue and parents/guardians and the teacher should be conferencing prior)

In the case of retention, it may be decided that remaining at St. Jude the Apostle School would not be in the best interest of the student (i.e. social development). Each case will be considered independently.

The principal has the final say in the matter of grade retention.
**Recommended Transfer**

In some cases it may be necessary to recognize that St. Jude the Apostle school is not able to meet the needs of your student. A transfer may be recommended.

**Different Learning Styles/Disabilities**

Educational psychologists have recognized various learning styles, disabilities and/or medical conditions (i.e. ADD, ADHD) within some children. These circumstances can hamper development when a student is within a standard or traditional classroom setting and impact self-esteem. Issues can appear as problems in writing, reading, comprehension, spelling, math, attention span, focus, and/or following directions. It is also important to note, these issues do not indicate a lack of intelligence as once thought. With early diagnosis and/or treatment children can learn to deal with these issues effectively.

In following the directive of American Bishops for Catholic schools to be inclusive, St. Jude the Apostle School, with the assistance of the Department of Catholic Schools is working toward understanding various learning styles/disabilities and conditions in order to best serve our students. Catholic inclusive schools:

- Realize that all children within a classroom have special God-given strengths and needs
- Create a learning environment that is safe, accepting, and caring, where differences are seen as challenges and opportunities for growth
- Utilize strategies for teaching and learning that maximize each child’s participation, development and interaction
- Manage the classroom and school environment to best provide for the widest variety of learners within the parameters of the school’s resources
- Demonstrate awareness of the wider issues, such as parent involvement, networks, support personnel (both within and outside the school), and attitudinal development

With assistance from the Department of Catholic schools, opportunities for in-service workshops/presentations on differentiated instruction and other ways to work with students are being offered to staff.

It must be recognized that Catholic parochial schools do have limited resources. Some situations will call for intervention that is beyond the means of the school. This includes not being able to meet the social, emotional and physical needs of the student without being a major distraction to other students in the normal course of daily activities.

**STEP PROGRAM**

The Archdiocese of Los Angeles has developed a program of inclusion for students that may require minor adjustments to our regular curriculum. If it appears that a student is having difficulties of some kind, parents will be notified and a consultative meeting will be set up. A team consisting of the principal, STEP coordinator, classroom teacher, parents/guardians and the student (when appropriate) will meet to develop a “Minor Adjustment Plan.” Regular meetings will continue through-out the
school year to re-evaluate the progress and appropriateness of the student’s plan.

Any stipulations set forth during a consultative meeting must be abided by in order for the school to best serve the student and for the student to possibly remain at St. Jude the Apostle School. It also must be recognized that the school has limitations on adjustments that can be made and that some student needs are beyond our capacity to meet those needs. For details about the STEP process and forms, please see the LA Archdiocesan Handbook, available online, Chapter 14 on Inclusion. For details about the STEP process and forms, please see the LA Archdiocesan Handbook, available online, Chapter 14 on Inclusion. http://handbook.la-archdiocese.org/chapter-14.

**Attendance**

Students are expected to attend school every day, unless there is a valid reason for an absence. Under California law, all children who are between the ages of 6 and 18 must be enrolled in school. A student who is absent from school more than 3 days in one school year or is tardy in excess of 30 minutes on each of 4 days or more in the school year, without a valid excuse, is a truant. Doctor appointments, family emergency and death of a family member are the only valid excused absences. All other reasons are unexcused.

**Tardiness**

**Please have your children on time for school.** A student is tardy if he/she is not in class by 7:50am.

When tardy, a student must pick up a late slip from the office. Children tardy more than four times per trimester will serve a detention. Late attendance to a detention will result in an additional detention and/or disciplinary action. Issues of habitual tardiness will also call for a conference with parents and the administration.

**Absence**

If your child is going to be absent from school, please call the office before 8:10am so the teacher may be notified. All absences must be checked by the office. When a student returns to school after an absence, he/she must have a written excuse presented to the teacher. These notes are necessary for a student’s official record. If a student arrives at school after recess, he/she will be marked absent half a day. All attendance is recorded by the homeroom teacher into the Jupiter Grading program and will be reported on each trimester report card.

**Absences for Medical Appointment** - Students are legally credited for attendance when time is spent in a medical or dental appointment. A note from the doctor or dentist must be presented to the school before the absence can be entered into the Attendance Register as a medical absence.

**Extended Absences** - When a student is absent for an extended time (i.e. 20 days or more days during a trimester marking period), official grades may be withheld. Extended vacations are discouraged due to the negative effect it may have on a student’s academic progress. Please notify the Principal in writing three weeks prior to a known extended absence. Assignments for an extended absence are to be made up when the student returns to school. Students will be expected to read ahead and study
upcoming material in texts. Teachers will not, nor shall they be expected to, provide homework, assignments and/or tests prior to the absence. Please use the **Planned Absence Form**, available on the school website under Parent Information and Forms, to let your child’s homeroom teacher know in advance about any planned absence or trip. Thank you.

**Leaving School Early**

If your child will be leaving school during the day before the regular dismissal time, please send a note to the classroom teacher in the morning. Doctor or dental appointments should be scheduled outside of school hours, if at all possible. Parents/Guardians should go directly to the school office where they will be asked to sign-out the student with the date and time of dismissal. Parents/Guardians are not allowed to go directly to the class or tell children to meet at the car. If a child returns to school during the school day, the parent/guardian is required to check the child in at the office.

**Discipleship Formation**

Discipleship formation is at the very heart of Catholic education and is reflected in the mission of St. Jude the Apostle School … *forming young people in the image of Jesus.* Formation by definition is the act or process of forming or the state of being formed. Our process of formation is multidimensional, from recognizing the developmental age of students to being integrated into all facets of the school program. It encompasses curricular, discipline, social activities, religious rituals and daily communal interaction.

**Christian Service Program**

St. Jude the Apostle has a school-wide Christian Service Program that involves the school’s participation with the parish’s Loaves & Fishes program for a variety of service drives such as Holy Spirit School Supply Drive, Coats for a Cause, Drive for the Troops, the Christmas Adopt-a-Family Program and Easter Baskets.

In addition, there is a Christian Service Parent Committee that organizes grade-specific service projects around service themes through the year:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Service Project</th>
<th>Additional Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Protect Our Planet</td>
<td>“Heal the Bay”</td>
</tr>
<tr>
<td>First Grade</td>
<td>Caring for Kids</td>
<td>Service to Children’s Hospital of LA</td>
</tr>
<tr>
<td>Second Grade</td>
<td>Vocation Appreciation</td>
<td>Visits to local Orders</td>
</tr>
<tr>
<td>Third Grade</td>
<td>Embracing Wisdom</td>
<td>Visits to Mary Health of the Sick</td>
</tr>
<tr>
<td>Fourth Grade</td>
<td>Love Thy Neighbor</td>
<td>Fire Fighters &amp; Police Outreach</td>
</tr>
<tr>
<td>Fifth Grade</td>
<td>Helpers for our Heroes</td>
<td>Outreach to US Military</td>
</tr>
<tr>
<td>Sixth Grade</td>
<td>Direct Outreach Program</td>
<td>Special Olympics</td>
</tr>
<tr>
<td>7th &amp; 8th Grades:</td>
<td>Direct Outreach Program</td>
<td>Feed the Homeless</td>
</tr>
</tbody>
</table>
Discipline Plan

GOAL: The philosophy behind the discipline at St. Jude is to give the student the opportunity to learn from their mistakes and to adjust their behavior.

RULES:
1. Listen and follow directions the first time.
2. Be prepared for class each day.
3. Stay in your seat at all times unless you have permission to get up.
4. Respect teachers and fellow students; treat all persons, places and things with respect.
5. Keep hands, feet and objects to yourself.
6. Raise your hand and wait until you are called upon before you speak.

CONSEQUENCES:

K – 2nd Color changes result in clip movement up or down throughout the day. Consequences result in suspension from rewards recess.

3rd – 4th Color changes result in no rewards recess, or after school detention.

5th – 8th Point system. Any infraction will result in the student receiving a point which is logged into Jupiter Grades. If a student should receive two points in one week the student will receive an after-school detention the following week, and the detention will be logged into Jupiter Grades. Two detentions in one trimester can result in removal/suspension from any St. Jude extracurricular activities such as sports teams, academic teams, drama, wood shop, guitar, etc. Three detentions in one trimester will result in removal from activities, ineligibility for any Honors, and possible suspension from school.

RARE ACTIONS SUCH AS FIGHTING, STEALING, CHEATING, LYING AND CURSING WILL RESULT IN MORE SERIOUS CONSEQUENCES AND WILL BE REFERRED TO THE PRINCIPAL AS THEY OCCUR.
Playground / Classroom Behavior Expectations

- Follow the rules in games in class and during recess/lunch
- Share with others and never ask for more than you need
- Be a good listener
- Know all the facts before judging someone
- Be courteous to others in word and deed
- Follow directions of teachers/staff
- Accept differences and be tolerant of others
- Always look out for the safety of others
- Assist those in need
- Be generous with your time and material goods
- Be accepting of others
- Be kind and forgiving
- Follow all rules and regulations
- Be on time for school/classes and other activities
- Always be prepared with proper materials
- Be accountable for your actions
- Demonstrate respect during prayer and the pledge
- Actively participate in liturgies (Mass) and prayer services
- Demonstrate care and respect for all property
- Follow directions of teachers/staff
Detention/Suspension/Expulsion

Detention

Detention is held after school from 3:00 PM to 4:00PM in one of the 5th – 8th grade classrooms, and the day will be consistent throughout the year (i.e. every Tuesday). If a student misses a detention, the student will need to make up that detention plus serve an added detention. If a student is removed from detention by the teacher proctoring the detention, the student will be assigned another detention the following week. A detention can be given directly for infractions that warrant it.

Suspension

Suspensions are rare. However, there are two types: In-house and Home suspension.

In-house Suspension: The student spends the day in the office completing school work, but not participating in any class activities or during/after school activities.

Home Suspension: The student stays at home for the day, receives no class credit for the day and may not attend any school activities for that day.

The type of suspension given is up to the administration and the severity of the infraction. All suspensions are grounds for ineligibility of Honors.

Expulsion

If the administration feels that it is in the best interest of the student or the safety of the school population, that a student needs to be removed from the school, expulsion will be executed.
Harassment Policy

Students are required to be supportive and respectful towards each other at all times. Any type of harassment (e.g. threatening, intimidating behavior or verbal abuse, humiliation or ridicule, etc.) is strictly forbidden and will not be tolerated. In case of alleged harassment, the Archdiocesan harassment policy and procedures will be implemented.

Bullying

St. Jude the Apostle (SJS) believes that all students have a right to a safe and healthy school environment. The school and parish community have an obligation to promote mutual respect, tolerance, and acceptance.

SJS will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behaviors include: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

SJS expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to student on school grounds, while traveling to and from school or at a school-sponsored activity, during the lunch period and during a school-sponsored activity.

To ensure bullying does not occur on the school campus, St. Jude’s will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build the school’s capacity to maintain a safe and healthy learning environment.

Teachers will discuss this policy with their students in age-appropriate ways and should assure them that they not need endure any form of bullying. Students who bully in violations of this policy are subject to disciplinary action, up to and including expulsion.

A strong basis for prevention is abiding by the school’s Discipline Plan and Playground/Classroom Behavior Expectations listed on page 29 of this handbook.

This is the link to additional information on Harassment and Bullying in the L.A. Archdiocese’s Administrative Handbook:  http://handbook.la-archdiocese.org/chapter-13/section-13-10

We encourage all to “not suffer in silence.”
School Information

Arrival and Dismissal Procedures

Parents/Guardians are asked to use extreme caution in using the arrival and dismissal procedures in order to ensure the safety of all our children.

Arrival

Supervision begins at 7:30am and ends at 3pm (2pm on Fridays). Children should not be on the school grounds prior to 7:30am unless special arrangements have been made with the school. Children are to be dropped off through the school car point line between 7:30 - 7:50am daily. **Do not drop off your children on the street.**

Children who walk or ride bicycles to and from school must be in the 3rd Grade or older. Parents/Guardians are to encourage their children to follow good pedestrian habits and use all crossings. It is also recommended that students do not walk alone. Those riding bikes must also follow specific safety regulations (i.e. wearing a helmet). Bicycles must be walked on school property and locked to the bicycle rack. The school is not responsible for the theft or damage of bicycles.

Dismissal

Regular Dismissal - Dismissal is at 3:00 PM on Mondays through Thursdays and 2:00 PM on Fridays. Students not picked up by this time will be provided supervision through the Extended Care Program. A fee, payable at time of pick-up, will be charged for this supervision. Please notify the classroom teacher in writing if your child will be going home other than the usual way (i.e. change of carpool, walking).

Car point Procedures

Parents are strongly encouraged to use car point for pick-up. For dismissal, each family is assigned to a pick-up point (point A is on the church side, point B along wall and science lab). The teacher and teacher assistants on duty will supervise the children. Children are to sit with those supervising and watch for their driver.

Safety is of the utmost important. The following are vital in this process of picking up children:

- Be courteous
- Do not hold up the traffic flow
- Do not use cell phones during car point
- Do not pick-up children from parking places on the street
- Drivers are responsible for making sure all riders a properly secure in the vehicle
  *(buckle-up and have proper car seats)*

Remember, school personnel will not release students to other families unless they have a parent’s/guardian’s written permission. Please make sure that children are aware of who will be picking them up from school.
Child Protection Policy

In accordance with Archdiocesan policy and California state law, school staff members are legally obligated to report the reasonable suspicion of physical and/or emotional abuse, emotional deprivation, physical neglect, physical endangerment, inadequate supervision, or sexual abuse and/or exploitation. The school will not contact parents/guardians in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the items listed above, mandate that a report of reasonable suspicion of abuse be made. The school staff member will make such a report in the best interest of the child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their review and investigation.

In compliance with the U.S. Bishops’ Charter for the Protection of Children and Young People, St. Jude the Apostle School is providing self-protection education for students within the family life component of the curriculum. Details of the program and when specific elements are being taught will be provided for parents/guardians through the Anchor Bulletin and through the individual teachers (i.e. Back-to-School Night).

Custody

In regard to issues relative to custody, the school is legally obligated to follow the directives of a duly authorized court of law. It is necessary that the parents/legal guardians furnish the school with copies of court documents that verify the legal directives for custody. These documents will be treated in a confidential manner.

Fingerprinting and VIRTUS Training

ALL volunteers, including coaches and parents assisting in the classroom and others who regularly supervise students, will be subject to fingerprinting and be required to complete VIRTUS Training. All those who will or have been fingerprinted and/or received VIRTUS Training will be added to the Archdiocesan VPIN database. VPIN has been created to verify that parish/school employees and volunteers have been properly screened. Additional information and details of the programs available are on the LA Archdiocese website under “Protecting the Children” tab.

Disruption/Disorder by Parents/ Guardians

Any parent/guardian or other person, whose conduct in a place where a school employee is required to be in the course of his/her duties, materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills/flyers.

Any parent/guardian, or other family member who upbraids, insults, or abuses the principal or any teacher of the school is risking the continuation of their child(ren) in the school.
Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child(ren) in the school.

**Faculty Meetings**

Please consult the calendar for exact dates of faculty/staff meetings.

**Forgotten Items (Lunches / Books / Homework)**

To minimize classroom interruption, any forgotten items such as lunches, books, homework brought to school during class time must be left in the school office, not the classroom. The children may then go into the office at recess and lunch to collect anything left for them. Students who wish to get books or other items left in the classroom after school is dismissed may do so only if the teacher is present or he/she has received specific permission from the Principal or Vice Principal. Custodians and other members of the clerical staff may not open classrooms for students or parents. All late and forgotten lunches should be delivered to the school’s main office, clearly labeled for ease of delivery.

**Fundraising**

The PTG raises money to support improvements for the school program. Please note the different fundraising projects during the year (see school calendar) and do what you can to support the great cause of educating our children.

**Health of Students**

**Health Regulations**

St. Jude the Apostle School does not have a nurse on duty. Occasionally, the services of a qualified nurse are available through the parent volunteer program. The nurse works with the school secretary to manage medical records and directs the Vision Screening, Audiometric Testing, and Scoliosis Screening. Parents need to notify the Principal if they DO NOT want their children to participate in the screening.

Parent volunteers staff the school health office during recess and lunch. The volunteers or school secretary will communicate with parents regarding injuries occurring at school either calling the parent and/or sending home an injury report.
**Health Records**

School health records **MUST** be kept up-to-date. Notify the school office of immunizations which have been given to your child. Call the school office concerning any communicable disease that your child may have contracted.

**Food Allergies**

Students with peanut and other allergies will be able to eat at lunch tables marked PEANUT FREE TABLE. More information on how St. Jude supports children with food allergies can be found on the school website as an appendix to the handbook.

**Illness**

No child who is sick will be sent home without the knowledge of the parent or authorized contact person. The school has limited facilities for sick children. In the interest of the child, parents are asked to respond as promptly as possible when a child must be sent home.

**Medication**

**NO medication of any kind can be administered by school personnel without appropriate consent forms.** Medications shall not be furnished by the school. If a student must have medication during the school day, the following procedure is to be followed:

1. Release from the doctor stating the nature of the medication.
2. The dosage for the day must be sealed in the original container, labeled, have pupil’s name attached and stored in the health room.
3. The student is to come to the office for medication.
4. A student’s medication is to be self-administered.
5. Inhalers may be carried by the student if they also carry a doctor’s prescription with it (Inhalers are not to be shared).
6. At the end of the school year, all medication must be picked up or it will be disposed of.

**Emergency Card**

An **Emergency Card** is given to each family at the beginning of the school year. This information must be kept up-to-date.

If either the home or business address or telephone number changes during the school year, please notify the school immediately.
Insurance

Student accident insurance is made available through the Archdiocese of Los Angeles and the fee is included in the general fee. Any accident occurring on the school grounds must be reported immediately to the school office and parents/guardians will be notified.

Instructional Supplies / Textbooks / Technology

Parents/Guardians will be given a list of basic supplies needed for the school year. Additional supplies may be required during the school year depending on individual classes. Efforts will be made to keep these items to a minimum.

Textbooks are purchased by the school. Students are responsible for the care and condition of all books given to them for the duration of the school year. Parents/Guardians will be expected to cover the cost of replacement for books or school’s technology that is damaged due to student negligence. The school does have insurance that covers accidental damage to the school’s technology equipment.

Library

Each class has one library period per week. Students may use the library for reference work at other than scheduled times when the librarian is present. A late fine of 25 cents per school day will be charged for all magazines and books not returned on the due date. Money from fines will be used to further update our library collection. Replacement cost for lost or damaged books will be determined by the librarian.

Our library has the Accelerated Reader Program which encourages the students to read. This program also has a reading assessment component, which the librarian sends to the classroom teacher for additional assessment information on each student.
Lockers

Each student in grades 6, 7 and 8 will be assigned one locker for books and supplies. Students must use his/her assigned locker and may not share a locker. Students will be provided a school lock. NO other lock is to be used.

Locks and lockers provided for students are the property of St. Jude the Apostle School. Students are responsible for lockers and locks. Aerosol cans and other items that deteriorate in closed conditions are not to be stored in lockers. The school is not responsible for loss of articles stored in student lockers. Students not using the locker properly (i.e. not securing lock, leaving lock off) will lose the privilege of using the locker for a time to be determined by the administration. Books and supplies for that student will have to be kept in the regular classroom. Students tampering with another student’s locker will also lose privileges.

All problems with lockers (i.e. lost combination, lock failure) are to be reported to the vice principal immediately.
Lost and Found

All uniform items (especially sweaters/sweatshirts), books, lunch pails and book bags should be clearly marked with the student’s name. Found items without names are kept in the lost and found cabinet (by 3rd Grade) and recycled every 6 to 8 weeks through the Uniform Exchange program. At the end of each trimester, all lost and found items will be donated to local charities.

Lunch/Snacks

*Choice Lunch Program*: Children have the option of buying hot lunch at school on Monday through Friday beginning on the first full day of school in September (not available on half days). Parents/Guardians will receive information through the parent envelope. If your child is not buying lunch, please send a healthy lunch with a thermos or boxed drink with his/her lunch.

Children may bring a healthy snack to eat during morning recess. All students must wait at least 5 minutes before playing on the playground in order to have time to eat his/her snack.

Office Information/Procedures

Office Hours

The normal school office hours are from 7:30am to 3:30pm

*Regular Daily Schedule*

**Class Begins**  7:45 am

**Recess**

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<th></th>
<th>K, 1st &amp; 2nd</th>
<th>3rd, 4th &amp; 5th</th>
<th>6th, 7th &amp; 8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
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<td>10:00 am</td>
<td>9:45 am</td>
</tr>
<tr>
<td>Time</td>
<td></td>
<td>10:20 am</td>
<td>10:00 am Break</td>
</tr>
</tbody>
</table>

**Lunch**

<table>
<thead>
<tr>
<th></th>
<th>K – 4th</th>
<th>5th – 8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>12:30 pm</td>
<td>12:10 pm</td>
</tr>
<tr>
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<tr>
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**Dismissal**

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<tr>
<th></th>
<th>Monday – Thursday</th>
<th>Monday – Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>3:00 pm</td>
<td>3:00 pm</td>
</tr>
</tbody>
</table>

Please note that the summer office hours are trimmed back. If you need something from the office during the month of July, call to make sure someone is, or will be, in the office to fulfill your request.**
**Electronic Devices / Phones**

The school is not responsible for lost or stolen electronic devices/cell phones. For 5th through 8th grades, cell phones (or any type of electronic) are to be kept in a basket on the homeroom teachers’ desks from beginning of the school day until dismissal. Phones will be confiscated if found in use or out on campus, and appropriate discipline consequences given.

**Parent Envelope**

At the beginning of each week, the oldest child at St. Jude the Apostle school will bring home the Parent Envelope containing pertinent information to share. Please study the contents of the envelope carefully each Monday and return it with your child the following day. This way we know the information has been received. If your envelope is lost, another may be purchased in the office for 50 cents.

It is the school’s goal to become paperless during this school year. The Anchor Splash will become the main source of weekly communication from all aspects of the school community along with needed attachments.

**When school is not in session on Monday, envelopes will go out on Tuesday, to be returned on Wednesday**

**Parent/Teacher Conference**

Formal parent/teacher conferences are scheduled at the end of the first trimester. Conference appointments for other times may be made through the school office by phone, in person, by email, or by sending a note to the teacher.

During the school day the teacher’s primary responsibility is the instruction and supervision of his/her students. Parents/Guardians are asked to respect these responsibilities and not attempt to conference or discuss issues with teachers unless otherwise scheduled following the guidelines above. Parents may also request a conference with the principal, though academic issues with students should be discussed directly with the teacher before involving the administration.
Student Parties/Celebrations and Food Safety

Please know that the safety of students is a priority for the administration each and every day. For students to learn, they need to be kept physically, emotionally, and spiritually safe. Food safety for students who have food allergies and diabetes falls into the category of physical safety. These are medical conditions that could be life-threatening.

Our goal is to have school and classroom celebrations that keep all children safe. To accomplish this, administration and faculty have created guidelines for student food safety:

- Keep classroom celebrations as food-free as possible.
- Ask families to restrict identified allergens from the classroom.
- Avoid using food as a reward. As a staff, we are focusing on using non-food incentives.
- Find safe, fun, and inclusive ways to celebrate.

Birthday celebrations: We focus on birthdays being recognized by the classroom teacher. Each grade level has worked out positive ways for children to be recognized on their special day. Birthdays are also announced as part of student council morning announcements.

Valentine’s Day: Valentines that are brought to school should not have candy attached. This will also apply to the student council Valentine-gram sales. There are lots of creative options for stickers, pencils, and other fun items to replace candy.

Holidays and other celebrations: Using the guidelines above, grade level teachers and administration meet and discuss the food items appropriate for each event, and communicate what is needed to the room parents. Goal is to have one treat and one drink.

Reminder: When in doubt, please call. Any items brought in without advance notice to the homeroom teacher will be sent to the office.

As always, our decisions are based first and foremost on student safety. We appreciate the high level of parental involvement and enthusiasm throughout the school year. We look forward to your continued contributions to creative and fun student celebration activities. Thank you in advance for your cooperation and support.

Pets on Campus

For the safety of the students and pets, please do not bring animals on campus.
Play Yard

All students are expected to behave in an appropriate manner on the playground. Teachers will discuss “appropriate behavior” specific to each grade level with his/her class on the first day of school. It is assumed that all play will be governed by respect for each other, providing examples of good sportsmanship and Christian discipleship.

Students will be reminded that they must have permission to retrieve balls from the side driveways. Only parent/staff supervisors may retrieve balls from beyond the standard blockades.

Prohibited Items / Behavior

Gum chewing is not allowed on the school grounds at any time. Personal items, both sentimental and monetary are excluded (exceptions need the expressed permission of the principal). If a student is in possession of an item that becomes a disturbance in class, the teacher has the right to confiscate that item until the end of the school day. It will then be brought to the office and the student will have to retrieve the item from an administrator. Personal electronic items (Kindles, Nooks, iPads) are not allowed on campus or unless approved in advance by the administration.

Religious Instruction / Sacraments

Children receive sacramental catechesis from two primary sources and through two distinct methods. The first and most important source is parents and the second is teachers. The two distinct methods referred to involve instruction by word (what is said at home and taught in religion class) and instruction by example (how parents and teachers live their faith by daily example). The ability of a child to understand what it means to live the Gospel message of Christ and to do the same in their own life will come from those around them. Parents and staff need to work together to provide the environment and example.

In support of the school program, and to be an example, it is the parent’s responsibility to take their children to Mass and to participate in the sacramental life of the Church on a regular basis. It is also important for parents of children receiving Reconciliation and First Communion to understand that the school works in conjunction with the parish for the reception of the sacraments. Parents have the responsibility to follow parish directives and attend required sessions held with parents of the parish Religious Education Program.
Student Activities

Athletics

Our school provides an afterschool sports program for both boys and girls in Grades 5\textsuperscript{th} thru 8\textsuperscript{th}. Students have the opportunity to participate in basketball and volleyball. The purpose of the athletic program is to develop skill, sportsmanship and enjoyment. A “D” or “F” on a student’s report card is cause for athletic probation. Students participating in sports sign a contract and pay fees for each sport.

There are specific regulations for participating in after school activities and/or practices on campus:

1. Students may not leave campus between the end of school and the start of practice or until the practice or activity ends
2. Students must have a transportation slip on file
3. Students may not come or participate in sports or school activity if he/she was absent from school for more than 1 hour

In those cases where students practice off-campus, it is the responsibility of the parents/guardians to ensure transportation to the site of practice and supervise students until the stated time for the beginning of practice or until the designated coach arrives. Students are not to be dropped off and left unsupervised for any length of time. Parents/guardians providing transportation for students must have a car insurance information sheet on file with the school office.

Student Council

Students in grades 7 and 8 have the opportunity to participate in Student Council. Information about student leadership opportunities and requirements are contained in the section entitled, “Student Council Constitution.”

Student Dress/Uniforms

Students at St. Jude the Apostle School are required to wear a uniform with items purchased through the Dennis Uniform Company. The following are the uniform dress standards.

Girls

Grades K-4\textsuperscript{th}

- James Plain Jumpers or Skirts** (Sweatpants may not be worn under the uniform skirt or shorts.
- Black, gray or khaki twill flat and pleated front pants.
- Black, gray or khaki pleated front walking shorts.
- Heather gray, wine cardigan with St. Jude the Apostle School logo screen.
• Oxford gray crew neck sweatshirt with St. Jude the Apostle School logo screen.
• Socks (black, grey or white); nylon/tights under with skirts (solid white or natural).
• Leggings (black, grey or white); solid over the knee, no patterns, no holes no logos and no lace. No yoga pants.

**Length of skirts or shorts must not be higher than two inches above the knee.**

**Grades 5th-8th**

• James Plain skirts** (Sweatpants may not be worn under the uniform skirt).
• Black, gray or khaki walking shorts.
• Black or khaki pants may be worn.
• White, wine, gray short sleeve shirts with St. Jude the Apostle School logo screen.
• Black short sleeve shirts (grades 6th, 7th, 8th) with St. Jude the Apostle School logo screen NOT TO BE WORN WITH BLACK SHORTS/PANTS.
• Gray and wine cardigan with the St. Jude the Apostle School logo screen.
• Oxford gray crew neck sweatshirt with St. Jude the Apostle School logo screen.
• Socks (gray, black or white); nylon/tights under with skirts (solid white or natural).
• Leggings (black, grey or white): Solid over the knees, no patterns, no holes, no logos and no lace. No yoga pants.

**Length of skirts or shorts must not be higher than two inches above the knee.**

**Boys**

**Grades K-8**

• Black, gray or khaki pants (worn at the waist) or black, gray or khaki uniform shorts (worn at the waist).
• White, wine or ash gray short/long sleeve knit shirts with St. Jude the Apostle School logo screen.
• Black knit short-sleeve shirts with St. Jude the Apostle School logo screen (6 thru 8 grades only - optional) NOT TO BE WORN WITH BLACK SHORTS/PANTS.
• Short sleeve white T-shirts under uniform shirt (optional).
• Gray and wine V-neck cardigan with St. Jude the Apostle School logo screen.
• Oxford gray crew neck sweatshirt with St. Jude the Apostle School logo screen.
• Socks (black, gray or white).
**Girls/Boys**

- Shoes: black, gray or white tennis shoes must be worn; shoes must also have lace or Velcro closure (no slip-on shoes).
- Only school jackets are allowed, and can be purchased through the school office.

**P.E. Uniforms**

*Complete P.E. Uniforms must be worn during all P.E. classes (Grades 5-8)*

- Regulation shirts and shorts are available for purchase through the school office.
- Tennis shoes of white, black or gray.
- Optional – Dennis black/grey logo sweat pants.

**Uniform Reminders**

- Girls and boys grades 6th – 8th may not wear black shirts with black shorts/pants.
- **Formal wear for Mass is only required** when a student’s class hosts a Mass. Formal wear is long pants for boys and skirts for girls.
- Girls hair accessories must appropriately match the school uniform in color and style.
- Only uniform sweaters or uniform sweatshirts may be worn on campus. This does include sweatshirts for co-curricular activities such as Decathlon, Jaguar Robotics, CIMI and OutDoor.
- Skirts and shorts must be no shorter than two inches above the knee.
- Uniform clothing is expected to be clean and neat.
- Students may wear a watch, ring and/or small chain with a medallion.*
- Girls may wear small, non-dangling/non-fancy gold or silver earrings (no more than one (1) earring per earlobe).*
- Boys may not wear earrings.
- **Boys in grades 5th – 8th DO NOT need to wear belts**…belts only needed if pants/shorts are too lose.
- **Shirts DO NOT need to be tucked in. Shirts should not be too long or baggy if untucked.**
- Make-up and colored nail polish may not be worn to school.
- Hair must be worn in a natural appropriate style and length conducive to the working environment of a school (girls should never have hair in their face – boys hair length is not to be lower than the top part of the shirt collar and never cover the ears).
- On casual dress days clothes must be modest, clean and have no tears and/or ragged edges.
- **Tennis shoes are the required shoe for school safety** (no open-toed, dress shoes or boots allowed).
Spirit shirts may be worn on days designated by the principal. These days will be announced via Anchor Splash ahead of time.

*Accessories should be kept to a minimum for safety. Only school spirit bracelets are allowed. If the item being worn is determined to be a distraction, staff will ask the student to remove that item and take home.

The administration reserves the right to determine the appropriateness of uniform standards, proper compliance, and to designate casual dress days during the school year.

Technology Policies

Technology has become an important element in education, from teachers presenting lessons to students learning how to utilize it for daily class work, projects and research. St. Jude the Apostle has a long-range technology plan that focuses on increasing the number of devices on campus and on-going maintenance. The plan also includes looking at adding software programs and apps that allow maximum integration of technology into the curriculum, i.e. Edmodo, One-Note, Google docs, and android-based apps for use with tablets.

The Archdiocesan Department of Catholic Schools directs all schools to have in place specific policies regarding the responsible and safe use of the internet, computer equipment and software programs.

This is not a periodic remodel, but a commitment by St. Jude the Apostle School to provide the highest quality technology possible to its students.

Acceptable Use Policy

Students are to report any misuse of the network to a teacher or administrator. Misuse is the intentional accessing of an Internet site deemed inappropriate by the administration, illegally accessing (hacking) the schools systems, downloading and uploading copyright protected music, videos, or images or the posting or transmission of any message(s) sent, posted, or received that indicates or suggests harassment, racism, sexism, and inappropriate language or symbols. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited.
Netiquette and Social Media

- Be polite. The use of inappropriate language, symbols, and images reflects negatively upon yourself, your family, and the school.
- Do not send or post information which disparages the reputation of SJS, its faculty, staff, employee, or student.
- Do not email, IM, post to websites or blogs, or text message inappropriate graphics, images, pictures, or video of employees of SJS or fellow students.
- Do not video, record, or take images of others (including teachers) without permission.

Security

- If a student identifies a security problem on the Internet, he or she must notify a teacher immediately.
- Students may not use another individual’s account at any time. Attempts to log onto the Internet as anyone else will result in cancellation of Internet privileges.
- Any student identified as a security risk will be denied access to the Internet.

Privacy

- Students should not post his/her home address or personal phone number or that of any member of the school to anyone on the Internet.
- Students should assume that none of their data is private or confidential. Any data or communication is subject to review by network or school administration.
- Personal and school email, social networking sites, and other data located on school owned devices are subject to search. DO NOT put personal email or social networking apps on the school owned computers. Do so opens these up to school personnel.

Vandalism/Hacking

- Vandalism or hacking will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. Examples: destruction of hardware, software and peripherals, and the uploading or downloading of games and viruses.

Digital cameras and mobile devices

- Students may not take or transmit images that violate the Acceptable Use Policy.
- Taking or posting pictures, videos or recordings of faculty or staff at St. Jude’s without their knowledge or consent is considered a serious violation and will be subject to detention and possible suspension/expulsion as determined by the school’s Administration.
- The transmission, display, and sharing of inappropriate images is subject to disciplinary and legal action.
Hardware:

All hardware at St. Jude the Apostle School is restricted to educational use only. Students’ use of the interactive boards will only be permitted with prior approval and under the direct supervision of the classroom teacher. No hardware may leave the premises without specific written permission signed by the principal. No hardware may be introduced into the school network without written permission authorized by the principal. All hardware that is damaged or not functioning properly must be immediately reported to the teacher/supervisor in the room who will then report it to the principal.

Software:

Unlicensed or improperly licensed software will not be used at St. Jude the Apostle School. No software licensed to the school may be copied or transported to unauthorized hardware. Unauthorized software may not be introduced to the school network.
Donations:

Cash donations for technology are gratefully accepted and will be held as restricted funds for the improvement/updating of technology resources. The school is limited in its ability to accept donations of used hardware unless it can be determined that it is not outdated and fits appropriately into the school’s server and infrastructure system.

St. Jude the Apostle Elementary School
Appropriate Internet and Technology Usage by Minors
2016-2017 Contract

Internet & Technology Guidelines:

The internet is a place where I go to learn, meet friends and play games. I know that through the Internet I can reach all sorts of people all over the world who are of good will and who, like me, sign on to the Internet to share ideas and what we’ve discovered about ourselves and the world around us. It’s a place where I can be myself, have deep discussions or let my imagination roam. I can be creative and do serious work.

But I also know that the Internet can be a place where I can get lost, waste time and sometimes say or do things that I shouldn’t. It’s also a place where I need to be careful about people and information that could harm me. Following the approved directions of my teachers and parents when using the Internet is essential for my own personal safety, as well as the safety of my classmates and the school.

Student Internet & technology access at school:

1. All students will have access to Internet resources through the use of approved school electronic devices and under teacher direction and guidance. This will include the use of school approved educational software and cloud-based programs such as LanSchool, StoneWare, Jupiter Grades and Edmodo.

2. Students will NOT be allowed to download, post or have access to any type of social media sites such as Instagram, Facebook, SnapChat or any other type of online community . . . this is strictly prohibited.

3. The school will provide a secure and monitored server-based network that includes software that restricts access to sites such as YouTube, as well as tracks student usage.

4. The school will provide a variety of devices* for the appropriate integration of technology into the curriculum. The school is committed to the proper care and maintenance of all devices on campus as well as the development of a long range technology plan. The faculty and staff are committed to their own continuing professional education regarding technology as well.

*School devices include the following: Epson interactive white boards, Wolfvision document cameras, Library computer stations and Dell and Lenovo laptops.
Because I want to be the best person I can be and live my life in the footsteps of Jesus, I promise to abide by the following rules:

**Internet Usage:**
1. If I find a website where I see hate, racism, violence or demeaning content of any kind, I will leave it immediately and report to my teacher, if at school.
2. I will not give my personal information in communications or on websites online without parental permission and guidance. This includes my name, address, email address, cell number, credit card numbers, school or parish location.
3. I will not buy anything online without my parents’ permission.
4. I will not download music or videos or games at school.
5. I will practice good manners and be polite to other people when I communicate with them on the Internet. I will say nothing about anyone else that I wouldn’t want someone to say about me.
6. I will not impersonate or pretend to be others.
7. I will not use the Internet to hurt, bully or intimidate others.

**Device and Equipment Respect:**
1. I agree to use the computer and other electronic devices as tools for learning.
2. I agree to follow directions given by my teacher, both oral and written.
3. I agree to use the computer only when instructed to do so by my teacher.
4. I agree that if a computer error occurs, I’ll raise my hand and wait for a teacher’s assistance.
5. I agree that I will **NOT** change any settings on the computer without the permission of my teacher.
6. I understand that it is my responsibility to report any accidental damage to the teacher immediately.
7. I understand that I am never to put anything in the computer (CD, DVD or flash drive).

**Shared Workspace:**
1. I agree to cooperate with other students when completing a project or an assignment and to respect classmates’ feelings and opinions.
2. When helping another student, I agree to only use my voice and allow them to use the mouse.
3. I agree to only open my own files and to ask adult permission before using someone else’s computer.
4. I agree to **NEVER** delete files from the computer or network without the direct permission of my teacher or the administration.
Consequences for violations:

I understand that if I violate any of these rules, I may be disciplined by:
*Parental contact will be a required component of all consequences.

1. Loss of use of the school’s network, computers, software, including Internet access. I will then be expected to complete my work at home or at school with parental supervision as determined by the administration.
2. Serving of detention or suspension consequences as determined by the school’s administration.
3. Being suspended or dismissed from the activity in which I am participating when the violation occurs. Depending on what I did, my parents and I may also be subject to legal action by the school, parish or by civil authorities or other people involved.

I have read and reviewed this Contract with my parent(s), understand it, and I agree to abide by what it says.

Name of Student:

________________________________________________________________________

Signature of Student: ___________________________ Date: __________________________

As the parent(s) of: ________________________________________________________, I (we) understand and agree with the contents of this contract, and I (we) accept full responsibility for supervising my child when my child’s use of the Internet is not in a school or parish setting.

Name of Parent or Guardian:

________________________________________________________________________

________________________________________________________________________

Signature of Parent or Guardian: ___________________________ Date: __________________________

Signature of Parent or Guardian: ___________________________ Date: __________________________
**Limited Liability:**

The school makes no guarantee that the functions or the services provided by or through the school’s computer system will be error-free or without defect. The school will not be responsible for any damage users may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mistaken deliveries, or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The use of any information obtained via this service is at the user’s own risk. The school will not be responsible for financial obligations arising through the unauthorized use of the system.

In granting permission for their student to use the computers, parents/guardians are releasing the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from a child’s use of, or inability to use, the school system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

**Extended Day Care**

The purpose of the Extended Care Program is to provide professional after school supervision and care for children presently enrolled in St. Jude the Apostle School. It is designed to serve working families desiring supplementary day care in a parochial school environment and/or supervision when a parent/guardian is delayed in picking up children at the scheduled dismissal time. The program director is Mrs. Charlotte Annino with the authorization of the school administration.

**Daycare Policies**

- Daycare fee begins at 3:15 PM on Mondays through Thursdays, 2:15 PM on Fridays and 12:15 PM on half-days (check calendar on website). Students are checked into day care by the teachers from car point.
- **Parents (or approved designated person) must sign children out of daycare.**
- Once a student is signed out of daycare, (s)he must remain with parent while on campus.
- If a student is on campus unsupervised, (s)he will be considered in daycare and parents will be charged a fee. For example: students remaining after school to watch sports games must be with a parent or an authorized adult (signed note from the parent).
- Cars should be moved from play area of parking lot 15 minutes after school ends so the daycare students are able to play in a safe area with barriers up.

**Program Hours**

- 3:15 PM to 5:30 PM - Monday to Thursday, 2:15 PM to 5:30 PM on Fridays and 12:15 PM to 5:30 PM on half-days.
- Not available on school holidays and designated times listed in the school calendar.
**Emergency/Safety**

- With the safety and wellbeing of children in mind, it is **MANDATORY** that the parents/guardians fill out an emergency form and abide by the instructions (Children may not participate in the program without a completed emergency form)
- Children will be released only to those persons listed on the emergency form unless written permission from the parents/guardians is received (Telephone requests for release cannot be granted)
- Parents/Guardians may not take children from school without notifying the Extended Care staff and signing the child out (Signing in and signing out is required).

**Special Provisions/Procedures for Illness/Accidents**

The Extended Care Program does not have facilities to provide care for sick children or transportation for children. Parents/Guardians will be expected to make arrangements for keeping or taking sick children home. In the case of minor injuries, first aid will be administered on the premises. Medication will not be administered unless both a written statement from a physician detailing method, amount, and time schedule, along with a written authorization from parents/guardians is on file with the Extended Care staff.

In some cases emergency medical care may be necessary. Steps to obtain this care may include but are not limited to the following:

- Attempt to contact a parent/guardian directly.
- Attempt to contact a parent/guardian through persons listed on emergency form.
- If parent/guardian cannot be reached directly an ambulance will be called with a staff member accompanying the child to the hospital, if that is deemed necessary.
- The staff will act in the best judgment for the welfare of the child.

**Homework**

Each day a homework period will be scheduled. Each child will be expected to do school work of some nature during this time. It is the child’s responsibility to acknowledge work to be done and be prepared to complete his/her assignment(s) by having all necessary books and writing utensils. Students will not be able to access work from classrooms.
**Student Behavior**

As members of a Catholic community, children will be encouraged to show respect for staff and peers, along with the materials and environment provided for Extended Day Care. Children in Extended Care are part of a supervised program. Under no circumstances may a child leave the direct supervision of the staff. Children are not allowed to go to individual classrooms to help a teacher unless that teacher comes to the staff and makes such a request. Persistent inappropriate behavior may result in the student being suspended or released from the program.

**Important Points**

Extended Care Schedule - The normal schedule for Extended Care is check-in, attendance, one (1) hour mandatory homework session and outside play until pickup from parents/guardians. Inclement weather leads to activities being conducted inside a classroom.

<table>
<thead>
<tr>
<th>Absences</th>
<th>If parents/guardians know that their child(ren) will be absent from Extended Care for any amount of time, they must notify the Extended Day Care staff.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Home Toys</td>
<td>It is requested that children not bring toys or personal items from home.</td>
</tr>
<tr>
<td>Snacks/Lunches</td>
<td>Children can bring their own snacks from home. On early dismissal days, children must bring a lunch.</td>
</tr>
<tr>
<td>Parent Notices</td>
<td>Important general information will be sent home with children as necessary. This information will also be included in the Anchor Bulletin as needed.</td>
</tr>
</tbody>
</table>

**Fees and **Late Pick-Up**

Extended Care fee is $7.50 per hour.
ARTICLE I: Name and Objective
This organization shall be called the Student Council of St. Jude the Apostle School, Westlake Village, California.

ARTICLE II: Statement of Purpose
The purpose of this organization shall be to promote good citizenship, to encourage a high standard of scholarship, to promote school spirit, to demonstrate the practical application of democracy and to advance the welfare of the school and its members in every possible way.

ARTICLE III: Powers of the Organization
The decisions of the Student Council are subject to the approval of the faculty moderator, the faculty at large and the principal of St. Jude the Apostle School. Rules and regulations of St. Jude the Apostle School always take precedence over any conflicting rules or regulations which might be passed by the Student Council.

ARTICLE IV: Membership
Students in grades three through eight are eligible to be members of the Student Council. Only students in grades seven and eight are eligible to be officers.

ARTICLE V: Elections

A. Class Representatives
1. Number of Representatives: Each class in grades three through eight should elect two class representatives—one boy and one girl.
2. Election Format: The format of the class election is at the discretion of the homeroom teacher.
3. Candidate Requirements: All candidates for class representative must meet the eligibility requirements, included in Appendix A.
4. Timing: The election will be held during the month of September.
5. Term: Class representatives serve from September until June of the current school year.

B. Student Council Officers
1. Candidate Requirements: All candidates for officer positions must meet the eligibility requirements, included in Appendix A.
2. Timing: Election for Officers will be held in May.
3. Term: Officers serve from May of one school year until May of the next school year.
4. Application: Anyone wishing to be a candidate for a Student Council officer position must submit an Application to the Student Council faculty moderator. A copy of the required Application can be found in Appendix C.
5. Election policies: The outgoing Commissioner of Elections and the faculty moderator will be responsible for election arrangements, including the counting of ballots.

6. Voting: Each student in grades two through seven will vote on the officers. Homeroom teachers will administer the voting and return the ballots to the Student Council faculty advisor.

7. Candidate behavior: All candidates must display good citizenship to their fellow candidates and all students. Failure to do so, as judged by the faculty moderator, faculty at large and principal, will result in ineligibility of the candidate.

8. Campaign limitations: There is a $10 spending limit on posters and other campaign materials. Candidates may not hand out food or other gifts.

9. Speeches: Candidates must submit written copies of their campaign speeches to the faculty moderator in advance. Any candidate whose speech differs from the approved written version will be disqualified from the election.

B. Special meetings: The Student Council President may request a special meeting at any time, with the approval of the Student Council faculty moderator.

C. Absences: If any student has two unexcused absences from Student Council meetings, they may be removed from their position by the Student Council faculty moderator.

D. Tardies: If any student has two unexcused tardies from Student Council meetings, they may be removed from their position by the Student Council faculty moderator.

ARTICLE VI: Meetings
A. Time, place and frequency of meetings shall be at the discretion of the Student Council faculty moderator.

B. Special Meetings: The Student Council President may request a special meeting at any time, with the approval of the Student Council faculty moderator.

C. Absences: If any student has two unexcused absences from Student Council meetings, they may be removed from their position by the Student Council faculty moderator.

D. Tardies: If any student has two unexcused tardies from Student Council meetings, they may be removed from their position by the Student Council faculty moderator.

ARTICLE VII: Officer Qualifications and Duties
A. General Qualifications: All officers must be upcoming seventh or eighth graders at the time of the election, with the exception of the President, Vice President, Secretary and Treasurer, who must be upcoming eighth graders.

B. Requirements: All officers must maintain the eligibility requirements, included in Appendix A at all times. Failure to maintain these standards in any trimester will cause the student to lose their Student Council position for the balance of their term.

C. Code of Conduct: All officers must follow the Student Council Code of Conduct, found in Appendix B, at all times. Violations of the Student Council Code of Conduct may result in the student needing to provide community service hours and may cause the student to lose their Student Council position for the balance of their term. Such determination will be made by the Student Council faculty moderator and principal.
**D. Duties are as follows:**

1. **President:** The President presides over all meetings and activities of the Student Council. The president also represents our school at all functions assigned by the principal, vice principal and/or Student Council moderator.

2. **Vice President:** The Vice President presides over one meeting a month and when the president is unable to attend a meeting or function.

3. **Secretary:** The Secretary takes the roll and keeps the minutes of all meetings. The Secretary also is responsible for taking pictures at Student Council events for use in the school newspaper and/or yearbook.

4. **Treasurer:** The Treasurer counts and handles all money from any Student Council event.

5. **Commissioner of Religious Affairs:** This student is responsible for leading the daily morning prayers and prayer at all meetings and assemblies. This person also helps with the May Procession.

6. **Commissioner of Athletics:** This student reports the score of all St. Jude games, plans spirit pep rallies and helps with Olympic Day and athletic awards assemblies as needed.

7. **Commissioner of Elections:** This student is responsible for the elections for the class representatives and the officer elections for the next school year. This student is also responsible, along with the Commissioner of Extracurricular Affairs, for putting up and taking down the school flags each day.

8. **Commissioner of Publicity:** This student prepares the Student Council bulletin board and prepares all posters, publicity flyers and announcements for Student Council events and other activities as needed. This person also assists with the planning of school spirit events and activities.

9. **Commissioner of Extracurricular Affairs:** This student is responsible for reporting the results of all non-athletic extracurricular events and for assisting with the planning of special events during the school year. This student is also responsible, along with the Commissioner of Elections, for putting up and taking down the school flags each day.
10. Commissioner of Safety and Environment: This student helps with playground safety, puts out the cones and closes the gate in the morning, opens the gate and moves the cones at the end of each day, and assists with any safety assemblies. This person works with students and the administration on recycling and other environmental concerns. This person is also the student liaison with the faculty Emergency Response Team.

11. Student Newspaper Editor: This student works with the School Newspaper faculty moderator to publish the school newspaper. Applications for this position must be approved in advance by the School Newspaper faculty moderator.

ARTICLE VII: Ambassadors
As needed, ambassadors may be appointed to join the Student Council. These ambassadors may be appointed by the Student Council faculty moderator, homeroom teachers or principal, at their discretion. These students must meet and maintain the Student Council eligibility requirements and Code of Conduct, included in Appendices A and B. The duties of ambassadors will be assigned by the Student Council faculty moderator.

ARTICLE VIII: Vacancies
A. Officers: If a Student Council officer resigns, becomes ineligible or no longer attends St. Jude the Apostle School, the Student Council faculty moderator, with the approval of the principal, will determine whether to call a special election or appoint a student to fill the vacancy.

B. No Candidates: If there are no candidates for a Student Council officer position, the Student Council faculty moderator, with the approval of the principal, may appoint a student to fill the position.

C. Class Representatives: If a class representative resigns or becomes ineligible, the homeroom teacher, with the approval of the principal, will determine whether to call a special election or appoint a student to fill the vacancy.

ARTICLE IX: Amendments
A. Amendments to this Constitution may be proposed by the Student Council. The Student Council President will then take the proposed amendment to the Student Council Moderator and Administration for their approval.

B. The Student Council faculty moderator, with the approval of the principal may make any amendments deemed necessary.
Appendix A: Eligibility Requirements for Student Council

All candidates for Student Council Officer and Class Representative must meet the following requirements. Once elected, all students must maintain these requirements. Failure to do so will result in the loss of a student’s position. (For purposes of the officer elections, “previous year” as used below shall mean the first and second trimesters of the current school year; for all other purposes “previous year” shall mean the prior school year).

1. Must have an acceptable discipleship grade from the previous year, and have worked towards a “B” average during the last two trimesters. For all subjects, candidates must have no grade in conduct or effort below a “C” in any of the previous years’ trimesters.

2. Must have at least a “C-” in all subject areas for all trimesters of the previous year.

3. Must maintain a satisfactory record for discipleship formation, not earning more than five (5) points in any trimester.

Appendix B: Student Council Code of Conduct

As leaders and role models for the student body, Student Council officers are held to a higher standard of conduct. They must follow all rules, regulations and responsibilities of the school and be models of school spirit. They must be courteous and kind to the school faculty and staff, classmates and younger students. They must model exemplary behavior and attentiveness at all school events.

Appendix C: Application for Student Council Elective Office

(The Application form for Student Council Elective Office will look as follows):

I hereby petition the faculty of St. Jude the Apostle School to approve my candidacy for the Student Council office of:

__________________________________________________________

I agree that if elected, I will abide by the Student Council Code of Conduct. I understand that failure to uphold the Student Council Code of Conduct will result in my providing community service time to the school, at the direction of the Student Council moderator, and that repeated failure may result in the loss of an elected Student Council position. In addition, I have read the requirements for Student Council officers, as stated in the Student/Parent Handbook and the Student Council Constitution.

Student Name: ___________________________________________

Student Signature: _________________________________________

Please attach to this application a one page written or typed essay on why you want to run for this office, some of your ideas for Student Council for this year and three positive attributes that you will bring to the Student Council.
Approval Signatures: I recommend this student’s candidacy for a Student Council officer position and believe that they will uphold the Student Council Code of Conduct.

(The form will then call for approval signatures as appears in the next column).

Parent: ________________________________________________________________

Homeroom Teacher: _______________________________________________________

Additional Teacher: _______________________________________________________

Application accepted and approved by Student Body Moderator: __________________

Application accepted and approved by the Principal: _____________________________

Executive Summary

Students Eligible: Students in grades three through eight are eligible to be members of the Student Council. Only students in grades seven and eight are eligible to be officers.

Class Representatives
- Each class in grades three through eight should elect two class representatives - one boy and one girl.
- The format of the class election is at the discretion of the homeroom teacher.
- All candidates for class representative must meet the eligibility requirements, discussed below.
- The election will be held during the month of September.

Officers
- Elections will be held in May.
- Upcoming 7th and 8th graders are eligible Ambassadors.
- Ambassadors may be appointed to join the Student Council.
- These ambassadors may be appointed by the Student Council faculty moderator, homeroom teachers or principal, at their discretion.

Eligibility
- Officers and class representatives must meet the following requirements.
- Once elected, all students must maintain these requirements.
- Failure to do so will result in the loss of a student’s position.
• In addition, officers and class representatives must follow the Student Council Code of Conduct (below). Failure to do so will result in community service and may result in loss of position.

1. Must have an acceptable discipleship grade from the previous year, working up to a “B” average in the last two trimesters. For all subjects, candidates must have no grade in conduct or effort below a “C” in any of the previous years’ trimesters.
2. Must have at least a “C” in all subject areas for all trimesters of the previous year.
3. Must not have earned more than five (5) points in any trimester.

**Student Council Code of Conduct**

As leaders and role models for the student body, Student Council officers are held to a higher standard of conduct. They must follow all rules, regulations and responsibilities of the school and be models of school spirit. They must be courteous and kind to the school faculty and staff, classmates and younger students. They must model exemplary behavior and attentiveness at all school events.

**Parent Information/Involvement**

**Boards and Organizations**

**Consultative School Board (CSB)**

The Archdiocese and the Department of Catholic Schools has asked schools to develop consultative school boards in order to assist in becoming financially viable. The main area of focus for this board is to assist the administration in providing quality Catholic education by helping to seek out additional resources and streamline operational costs.

**Administrative Commitment**

The Principal and the Pastor have developed the CSB:

• to provide a means for the school administration to communicate to parents and stakeholders about issues/situations that impact the school community
• to provide an avenue for parents and stakeholders to ask for and receive clarifications from the school administration on issues, policies, and/or procedures

It is to be understood that this advisory board does not make school policy and/or establish procedures nor is the board responsible for the implementation of policy and/or procedures. In recognizing the need for and opening avenues for communication, potential input received by the school administration through discussions may certainly influence future changes.

It is also to be understood that there are issues/situations that are confidential and not all information regarding decisions/actions by the administration can be shared with the community at large.
**Parent Teacher Group (PTG)**

The Parent Teacher Group is designed as a support group formed to promote parent involvement in the school and to assist the teachers and administration through a number of activities. St. Jude the Apostle School believes that parent involvement in our school is extremely important in building a strong community spirit. Parents can take a step in accomplishing this goal by:

- Attending PTG General Meetings (dates are posted on the school calendar)
- Becoming an active member of the PTG
- Being visible at school liturgies and extra-curricular activities whenever possible

**Parent Volunteers/Visitors on Campus**

For student safety and protection, parents and visitors are asked to sign-in and out at the office counter when children are present. If you are present to help in the office, supervise recess and/or lunch, or be in a class, report to the designated teacher/supervisor immediately after signing in. Remember, all volunteers must have VIRTUS training and possibly be fingerprinted.

**Code of Conduct**

With our goal of forming young people in the image of Jesus and trying to provide a morally based education for our students, it is imperative that the adults (parents/guardians and staff) work together in providing a solid example of what it means to live the Gospel message.

It is an expressed condition of enrollment that parents/guardians of a student conform themselves to standards of conduct that are consistent with the Christian principles of the school. It is important that parents/guardians work courteously and cooperatively with the school to assist the student in meeting academic, moral, and behavioral expectations. Parents/guardians may respectfully express concerns about school operation and personnel. However, discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive behavior is inconsistent with the Gospel message and the community-building goal of the school.

These expectations extend to all school-sponsored events, on and off campus (i.e. Extended Care, athletic event, field trip, PTG function). The administration reserves the right to determine when conduct is of such a severe nature as to warrant withdrawal of the family from school.

In addition, all adults interacting with students are required to read and sign the following guidelines. A copy to be signed can be obtained from the school office or downloaded from the L.A. Archdiocese at: [http://school.policy.la-archdiocese.org/Resources/Chapter_X/guide_adults_interacting_minors](http://school.policy.la-archdiocese.org/Resources/Chapter_X/guide_adults_interacting_minors).

**ARCHDIOCESE OF LOS ANGELES GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS**

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Clergy/staff members/faculty/volunteers serving either paid or volunteer position need to maintain professional
relationships with minors whether on or off the parish or parish school locations. Please review the following guidelines and sign the “Acknowledgement of Receipt” for the file at the parish or school where you work or volunteer.

- Clergy/staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent.
- If clergy/staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Clergy/staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Clergy/staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure,” which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, letters, email and Internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Clergy/staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, or offer alcohol to them.
- When a clergy/staff member/faculty/volunteer is alone in a room with a minor, the door must be open, or there must be clear visibility through windows.
- Clergy/staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor’s parent or guardian.
- Clergy/staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
• Adults are permitted to interact alone with minor/minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met those requirements.

Open Communication

Open communication is critical for healthy relationships. In a school community it is vital that that staff and parents establish a viable relationship for the benefit of the children. If at any time a parent/guardian wishes to discuss an academic and/or personal issue about their student that impacts success in the classroom, they should make an appointment to speak directly with the teacher. If it is a matter that goes beyond the classroom, it would be important to involve the principal. If you have any doubt as to how to approach a particular issue, especially one of a sensitive nature, contact the principal for further direction.

The key is open communication that will lead to resolving issues for the betterment of the students and the community as a whole.

St. Jude Parent Volunteers

Together we can achieve the impossible...

Parent volunteers are one of St. Jude’s greatest resources; their benefit goes beyond the direct assistance they provide. Taking an interest in your child’s school as a volunteer is beneficial for a number of reasons. Volunteers help organize events, raise money and assist teachers in classrooms. They help our school achieve goals, enrich educational experiences and plan for the future. Our parent volunteers find that not only do they help make our school an even better place for their children; they form lasting friendships in the process of becoming part of the St. Jude community.

We know that parents have different interests, abilities and time constraints. That is why it is important to recognize the wide range of opportunities available to parent volunteers. Some opportunities require a significant level of commitment and others require considerably less time.

General Guidelines for Parent Volunteer Hours:

1. The family requirement for service hours is 40 Service Hours per year; 15 hours of which must be in fundraising festivities; 10 hours maximum in parish activities.
2. Those who cannot meet the Hours requirement have the option of paying $25 per hour (total of $1,000). Hours not met will be billed in May 2014.
3. Parent Volunteer Hours Submission is on the Honor System. Hours must be submitted online throughout the year to account for Service Hours performed. The deadline for submission of these hours is May 15, 2017; May 1, 2017 for 8th grade parents.
4. Please remember, when claiming hours, that we are a service driven community. Service hours are those activities which produce a direct benefit to the school community.
5. Before claiming and submitting specific hours online for service activities, please make sure that they are approved by the Faculty, Staff and/or Committee Representative organizing the
activity or event.

6. Hours should be submitted online in the specific categories listed. Hours should not be added to the Comments section, as the software program will not account for those hours in its formula; therefore, they will not be tabulated. Please enter comments in that section to fully describe the service performed (if needed).

7. Committees: Participation on a Committee which holds regular meetings to plan approved school activities or events; One-half (.5) Service Hour maximum per meeting.

8. Baking/Cooking for event: One (1) Service Hour maximum per event.

9. Activities and Events which are not considered Service Hour eligible include: Attending school-related social activities and customary School Parent Meetings.

**Right to Amend**

The school administration reserves the right to amend the Student/Parent Handbook for just cause. Parents/Guardians will be notified in writing through the Anchor Bulletin or and/or in written correspondence from the principal.
St. Jude the Apostle 2016-2017 School Year

SJS Parent/Student Policies Agreement and Consent Form
(Please print except where signatures are required)

We, the administration, faculty, staff of St. Jude the Apostle, welcome you to our school community. SJS is committed to providing an excellent academic education, and solid Catholic faith formation, for your children.

The continued success of our school requires the commitment, dedication and collaboration of the administration, faculty, staff and parents in accordance with the philosophy and goals of the school. Thus, we ask you to read and sign the following agreement, including Diocesan-provided “consent” sections, as an indication of your understanding and acceptance of your responsibilities to our school community.

AGREEMENT AND CONSENT

1. We understand that St. Jude the Apostle (SJS) is a Catholic parish school, under the jurisdiction of the Archdiocese of Los Angeles. We accept, therefore:
   a. That the pastor of the parish is the ex-officio chief administrative officer of the school, who carries out the policies of the Archdiocesan Advisory Board and, on points not covered by Archdiocesan policy, determines policies appropriate to the needs of the school.
   b. That the principal is responsible for the immediate direction and supervision of the school program.

2. We understand that certain responsibilities require our continuous support if the school is to achieve its above-stated goals. We agree, therefore:
   a. To participate at Sunday/Saturday Mass each week and to participate in parish activities, so that our children may have a sense of the importance of their faith commitment and the parish community in their lives.
   b. To participate in the SJS religion program, monthly school Masses, and related activities, as indicated, in order to make the teaching of religion a reality in the lives of our children.
   c. To encourage our children to learn by providing the necessary environment (appropriate space and time) suitable for home study, and to provide outside professional academic enrichment if needed.
   d. To abide by all school and Archdiocesan policies and regulations and to positively accept all disciplinary actions, including withdrawal of our children, for non-compliance with these policies and regulations.
   e. To communicate respectfully with all SJS personnel at all times, and to communicate to our child(ren) our support of school personnel and policies.
f. To promptly complete and return all forms and records necessary to comply with school, Archdiocesan, and state regulations.
g. To participate in school activities and events throughout the school year.

3. We understand that tuition and fees cover only a part of the total cost of educating our children. We agree, therefore:
   a. That the obligation to pay all charges for the full academic year is unconditional, that previously paid tuition will only be refunded as directed by the principal, and that all registration fees are non-refundable.
   b. To make regular and prompt payment of tuition/fees. The school cannot carry over a balance from one school year into the next without approval from the pastor/principal.
   c. To fulfill our volunteer service obligation of a minimum of forty (40) hours during each school year, as explained in full in the SJS Parent/Student Handbook.
   d. To request in a timely manner, and then abide by, the decision of the pastor/principal, should circumstances lead us to request exemption for part of our annual financial obligation.
   e. To pay the fee requirements for student programs in Junior High (Outdoor Ed, CIMI and 8th graduation) in a timely manner prior to participation.

4. Consent for Internet access and use of the Internet at SJS by students:

I grant permission for my child to access the Internet and the school’s networked computer services. I understand that individuals and families may be held liable for violations. I accept responsibility for guidance of Internet settings and use. I will convey to my child and comply with school and Archdiocesan standards regarding selecting, sharing or exploring information and media on the Internet, as contained in the SJS Parent/Student Handbook. I will instruct my child to follow all said standards regarding Internet use and have reviewed and signed along with my child, the school’s Appropriate Internet and Electronic Devices Usage Contract.

I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the school system, including but not limited to claims that may arise from the unauthorized use of the system to purchase products/services.

5. Consent for publication of student work/pictures on the Internet and in other media:

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on our SJS Internet accessible World Wide Web server. Student projects, photographs, and other work may therefore be posted on the Internet. Photos of students will not include the students’ full name. However, names of students may be published on our SJS website.
I acknowledge that the SJS website content is not private and can be reviewed, copied, downloaded and transmitted by anyone with access to the Internet, and that the school has no control over this. I hereby give permission to SJS to include photos of my child and/or examples of my child’s work or projects on the school’s website, and in other media related to the school.

I hereby waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the website or published in other media, for damages or injuries in any way related to, connected to or arising from the publishing or posting of information on the school’s Internet website or in other media, or the use of that information, and expressly assume the risk of any injury or damage resulting from said posting of information on the website or from publishing in other media.

*If you wish to have your child(ren) excluded, please request waiver form from office.
Acceptance

Please cut and return bottom portion to school via the Family Envelope.

Our family has reviewed and read the St. Jude the Apostle Parent/Student Handbook on the SJS website for the 2016-2017 school year. We are aware of, understand, and agree to follow the policies and procedures stated in it. We understand that this agreement includes any changes of policy published in the Principal’s newsletter sent home in the SJS Family Envelope during the school year by the school administration.

We understand that we may be asked to withdraw our child(ren) from the school, or our child(ren) may not be allowed to return to SJS the following year, if we fail to fulfill our responsibilities under this agreement. Our signatures below indicate our commitment to fulfill our obligations according to this agreement and consent:

Parent Signature ____________________________ Date: __________

Parent Signature ____________________________ Date: __________

Print family/student names and grades:

Family name ________________________________

Student’s First Name ___________________________ Grade ______

Student’s First Name ___________________________ Grade ______

Student’s First Name ___________________________ Grade ______

Student’s First Name ___________________________ Grade ______

Please return this signed form promptly to the school office by Monday, August 29th, 2016.