

**St. Jude of the Lake Catholic School  
Parent & Student Handbook**



600 Mahtomedi Avenue  
Mahtomedi, MN 55115

Welcome to St. Jude of the Lake School. Our school has a long history of academic excellence and holds a prominent place in both the parish and the Mahtomedi community. The Parent and Student Handbook is designed to give complete information about policies and procedures for the effective running of the school. Please maintain this as a guide to refer to throughout the school year.

**St. Jude of the Lake Catholic School  
Mission and Philosophy Statements**

**Mission Statement**

St. Jude of the Lake School is a Catholic community dedicated to fully preparing children for their future by developing their faith, mind, and character.

**Philosophy Statement**

- We strive to ensure our students are inquiring, knowledgeable, and caring young people who understand and respect the multi-cultured world in which we live.
- We do this providing a nurturing environment in which all students have the opportunity to pursue their individual intellectual abilities and discover their unique gifts.
- We are committed to academic excellence, worship, and service to others; our students achieve a deeper awareness of their responsibility to God, community, the world at large, and themselves.

Approved by the School Advisory Council and Parish Council – 2013

## **Objectives**

A faith community is built on good communication and a shared mission. It is through this lived experience that we reflect the five-fold dimension of Catholic education: message, service, community, worship, and academic excellence. The administration and faculty have developed objectives that reflect the school's commitment to the multifaceted aspects of Catholic education. Through these objectives, the administration and faculty strive to:

- Develop the spiritual, emotional, academic, and physical abilities of all students.
- Develop responsible leaders capable of assuming roles of leadership now, and later in society.
- Help students acquire the tools of learning and develop work habits of thoroughness, accuracy, and cooperation.
- Guide and foster the desire to fulfill goals of higher education or other practical choices.
- Instruct all students in the truths of the Catholic faith, develop an understanding of their role in the Catholic Church, and reinforce the habits of prayer and worship.
- Promote a Christian attitude toward other cultures, peoples, and beliefs.
- Nurture creativity in thinking, writing, speaking, and the arts.
- Develop an understanding of community with all people.

## **Accreditation**

Fully accredited by the Minnesota Non-public School Accrediting Association (MNSAA), St. Jude of the Lake offers a challenging curriculum, fosters a love of learning, and brings out the best in each student. Annual reports are submitted to MNSAA in order to meet Association standards. We are proud to say we are accredited through the year 2017.

The renewal process includes an intensive self-study and the development of a strategic improvement plan and concludes with a three-day onsite visit conducted by a team of education professionals approved by MNSAA. The team completes a thorough review of the school's self-study and improvement plan and interviews all staff and several other stakeholders. The team reports back to the MNSAA Board of Directors who then rules on our accredited status. This formal accrediting process takes place once every seven years. Annual reports are filed by the Principal updating MNSAA on our progress towards meeting the goals of our self-improvement plan.

The self-study, improvement plan, and team report are available for review by any interested parent. Contact the school office to review a copy of these documents.

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## **School Traditions**

**School Colors:** Blue and Gold

**School Song:** St. Jude of the Lake School Song (music and lyrics by Mary McCue)

**School Teams:** The St. Jude Lakers

School Mascot: Snowflake, the Penguin Mascot

## **Admissions Requirements and Tuition**

St. Jude of the Lake complies with state and federal laws prohibiting discrimination. No person shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, status with regard to public assistance, or disability. The school welcomes everyone, Catholics and non-Catholics, and will not exclude any child because of the inability to pay the full tuition.

### **Admission**

St. Jude of the Lake requires children who enter kindergarten to be five years old by September 1st of the year in which they enroll.

### **Priority for Acceptance**

1. Active parishioners with children already enrolled in St. Jude of the Lake School, or St. Jude of the Lake Discovery Center Preschool (STJDC). An active parishioner is one who shares their gifts of Sunday offerings, time, and/or talent with the parish community.
2. Current, active parishioners.
3. All others will be accepted on a first come, first serve basis.

### **Tuition**

Information regarding tuition fees and payment schedules will be available at the Catholic Schools Week Open House hosted at the end of January.

An Angel Fund has been established by the Parish to fund scholarships for those families that cannot afford full tuition. The fund is supported by donations and fundraising. Contact the Principal or Pastor if you would like more information about the Angel Fund.

### **Registration Fees**

A family registration fee must accompany all school registration materials and be paid before your child is officially enrolled.

### **Activity Fees**

Annual activity fees are determined by grade level and cover additional costs related to field trips and other grade specific activities. This fee is due at the beginning of the school year. Parents will be informed of any additional fees not covered by the activity fee. Please call the school office if financial assistance is needed.

## **Tuition and Fees**

The entire parish benefits from Catholic educational programs; therefore, the entire parish shares the financial responsibility for the education of students. The parish subsidy is the amount contributed by the parish annually to the school.

## **General School Information**

### **School Office Hours**

School office hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday. Voice mail is available for messages before and after school hours. If you leave a message, someone will contact you as soon as possible. Important messages regarding absences, homework, changes in transportation home, etc. should be directed to the school office.

### **Daily Schedule**

8:45 a.m.                      Buses Start Arriving, Doors Open

9:00 a.m.                      Tardy Bell, All School Prayer

11:45 a.m.                      Recess Grades K – 5

12:05 p.m                      Lunch

3:20 p.m.                      Bus Buddies Called  
Car Riders and Walkers Called  
Bus Dismissal Begins

3:25 p.m.                      Bus Loading Begins

3:30 p.m.                      Busses Depart

## **Arrival and Dismissal of Students**

### **Arrival Procedure**

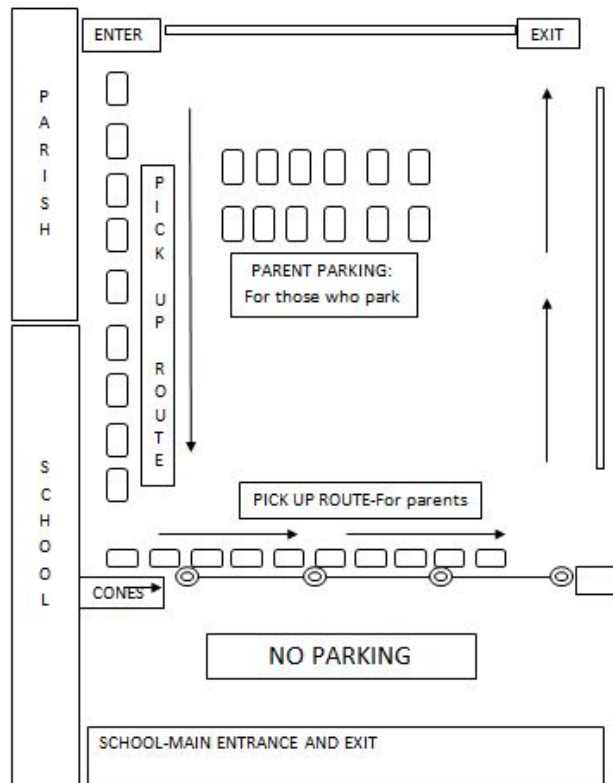
- The doors of the school will be open for students at 8:45 a.m.
- Parents who drive their children to school should not leave them at the school or on school grounds before the 8:45 a.m. bell rings, unless the child is involved in the before school program under staff supervision.
- There is no supervision on the playground or in the school building before that time.
- Parents should walk their children into the building, as there will be moving vehicles on the playground.
- Parking during school hours is allowed on the blacktop only as far as the north end of the school building. (The blacktop is used as a playground and for physical education classes at various times during the day.)



## Dismissal Procedure

- The school begins dismissal at 3:20 p.m. Bus buddies are called first. (A bus buddy is an older student who helps a younger student board the correct bus.) Bus buddies will be asked to go to their younger buddy's classroom. They are to leave only when their grade is called.
- Bus riders will be dismissed by their bus number.
- Students who are driven to school will remain in their classrooms until picked up by a parent/guardian or authorized person.
- Students who would like to walk or ride their bicycles to or from school must bring a permission note from a parent/guardian. The school assumes no responsibility for bicycles parked at school.

***For the safety of all persons, please follow the traffic flow map during arrival and dismissal times:***



## Attendance

Excessive absence hinders a child's academic and emotional growth. Studies indicate significant correlation between student absences and lower achievement. Excessive absences often result in poor school work. Parents are urged to have their children attend school regularly, unless ill.

- Each morning of a student's absence, a parent/guardian must notify the school office by 9:00 a.m. Parents may utilize the Attendance Line at

651-395-5300 before and after regular office hours. Requests for homework must be made to the student's teacher(s) or the school office by 10:00 a.m. Homework is prepared and delivered to the school office for pick up at 3:00 p.m.

- A parent/guardian should notify the office in writing, giving the student's name, date, days of absence, and the reason for absence, which the student will take to the office upon return.
- A student must do all make-up work due to absence.
- As a general rule, students may not participate in extra-curricular activities on the day of the absence.
- If the absence is due to work, travel, or a reason other than illness, the parent/guardian should notify the school prior to the absence. Homework arrangements are made with teacher(s) prior to the absence.
- No student may leave the premises at any time for any purpose without a written request from the custodial parent/guardian. Students leaving and/or returning to school during regular school hours must have a parent/guardian document date and time in the Student Leaving/Returning Log Book located in the school office.
- All students are expected to be present and punctual for all classes throughout the school year.
- Students coming/returning to school after the 9:00 a.m. start bell must stop in the office for a pass to return to class.

### **Tardiness**

Students who arrive after the 9:00 a.m. bell are considered tardy and must report to the school office for a late pass prior to admission to class. Continued tardiness will warrant a call by the school office to the parent/guardian. Time missed because of excessive tardiness must be made up by the student.

### **Transportation**

Bus transportation is provided by the Mahtomedi School District 632 for all St. Jude of the Lake students living in the District. Information regarding bus stops and pick-up/drop-off times are sent to parents directly from the bus company via postcard.

### **Bus Transportation**

Students who reside within the school district are eligible to ride the bus if they live one mile or more from school.

Students are to go home on their assigned bus and get off at their assigned stop. If a bus student wishes to ride a different bus home, a written note from a parent/guardian must be submitted to the school. A bus pass will be given to the student. The bus driver will not accept the student without a bus pass.

Bus safety and procedures are discussed at the beginning of each school year. Students who do not follow the procedures established by the school district will

not be allowed to ride the bus. Parents/guardians are notified when such action is necessary.

### **School Closings (Emergency or Severe Weather)**

In case of emergency or severe weather, please listen to WCCO 830 AM radio for school closings. **St. Jude of the Lake School is closed if the Mahtomedi Public Schools are closed. No separate announcement is made for St. Jude of the Lake School.** Early dismissal forms (designating alternative care for your children in the event of early dismissal) are completed at the beginning of the school year.

### **Visitors**

All parents/guardians or visitors must sign in at the school office before going to a classroom. Visitors who wish to observe classrooms should make an appointment with the Principal who will then contact the appropriate teachers. Parents/guardians and visitors are encouraged to attend open houses and special programs.

### **Hot Lunch Program**

A hot lunch program is offered five days a week. All food is prepared at school. Hot lunch menus are sent out two weeks in advance of each month. Specific information on the hot lunch program will be sent home at the beginning of each school year. Hot lunch accounts are managed in the **Cornerstone Student Data System**. A free or reduced lunch program is available to assist families who qualify. Forms are available in the office for hot lunch assistance.

### **Money Sent to School**

When parents/guardians send money to school with their children, it must be placed in an envelope and labeled with the student's name, grade, and purpose for the money.

### **Valuables**

The school does not assume responsibility for damage to or loss of personal possessions. Items brought to school for non-educational purposes must remain in the student's backpack. Students are not permitted to use any sort of personal electronic device during the school day. Items brought to school in violation of this provision will be confiscated and returned only after a conference between the student and Principal has taken place.

### **Lost and Found**

Lost items will be kept in a lost and found area. Students should check this area when something is missing. Items unclaimed at the end of the school year will be donated to charity.

### **Elevator Use**

The elevator is not for general use by students. The elevator may be used by students who have a medical reason for not using the stairs and have been given authorization by the Principal.

### Telephone Use

Messages for students may be left in the school office. Students may not use the school telephone except in cases of an emergency. Student cell phone use is also prohibited during school hours. As a general rule, students may not call home to make arrangements to go home with a friend or to have a parent/guardian bring in forgotten band instruments, books, lunches, or assignments, etc.

### Announcements and Posters

Persons wishing to place posters and/or announcements in the school building or on school grounds must have prior permission from the Principal.

All materials must comply with brand guidelines and follow the marketing protocol. Materials should be created in partnership with the Marketing Committee.

### School Pictures

Individual and classroom pictures are taken once or twice each year. Notification will be given well in advance of the photography session(s).

### School Supplies

Parents/guardians will provide school supplies for their children. A list of supplies will be provided prior to the start of each school year. It is requested that all supplies be labeled with the student's name.

### Before and After School Child Care

**The St. Jude of the Lake Child-Care Program** is available to students in kindergarten through fifth grade. Child-care is provided before school, from 7:00-8:45 a.m., and after school from 3:30-5:15 p.m., on all school days. A snack is provided in the afternoon. Enrollment forms are sent out in the spring for the following school year. Students participate in activities such as gym, computer and game time, arts and crafts, and movie days.

### Communications with Parents/Guardians

St. Jude of the Lake School will make every effort to communicate student and school information to parents/guardians. Regular communication between parents/guardians and the school is encouraged. Parents are responsible for staying informed and up-to-date on school functions, activities, etc. by reading the communication provided by the school.

The following means of communication are used to share information with parents and/or guardians concerning the functions of the school and progress of their child(ren).

### St Jude's Website

St. Jude's website, [www.stjudeofthelake.org](http://www.stjudeofthelake.org), provides instant access to continuous updates and information for current and interested families. Monthly

menus, committee information, volunteer opportunities, direct links to teachers and the school office, a calendar of events, and much more can be accessed.

### **Parent & Student Handbook**

The Parent & Student Handbook contains important information about the school and is issued to each family upon admission. The Handbook is also available on the school website.

### **Weekly Laker Newsletter**

*The Weekly Laker Newsletter* contains pertinent information such as notes from the Principal, various schedules, meeting summaries and upcoming events *The Weekly Laker Newsletter is sent via email program* on Thursdays.

### **Cornerstone**

*Cornerstone* is a web-based Student Data System (SDS). The system allows the centralization of student data, making administrative and classroom tasks faster and easier. One benefit of *Cornerstone* is that information can be easily accessed from anywhere, allowing faculty and parents to monitor student assignments, work, and progress from school, home, or office. Using the Parent Portal, parents with students in grades K-5 may access secure student information online, including real-time attendance information, grades, assignments and school lunch transactions.

### **Report Cards**

Report cards/progress reports are issued quarterly. Reports are posted on the web based Cornerstone Student Data System and are accessible at mid-term to all parents/guardians.

### **Parent Teacher Conference**

Parent - Teacher conferences are held in the fall and spring. A parent/guardian or teacher may request a special conference at any time as the need arises.

### **Agendas and Minutes**

Minutes relating to school organizations and committees will be kept in the school office. Meeting agendas are available upon request in the school office.

### **Parental Responsibilities**

The Parent & Student Handbook includes information regarding policies and procedures of the school, curriculum, and school organizations. In assisting your child, we require that parents/guardians do the following:

- Meet admission requirements.
- Be familiar with information contained in the Handbook and other communications from the school.
- Comply with policies and procedures/regulations identified in the Handbook.
- Meet financial obligations of tuition, fees, lunch accounts, or other accounts.

- Inform the school in writing of:
  - Student illness or absence
  - Parental status and custodial constraints
  - Change in transportation routine
  - Change of address, telephone number, emergency contact, childcare, etc.
  - Situations that might affect communication with the school

### **Academic Standards**

In keeping with the goal of St. Jude of the Lake School to foster both intellectual and moral development, our teachers have been given and have accepted a mandate to promote independence and critical thinking, and to teach moral values across the entire curriculum. As a member school of the Archdiocese of St. Paul and Minneapolis, Catholic values are addressed throughout the formal curriculum, as well as in discussion and personal example.

### **Kindergarten - Grade 5**

Our primary and intermediate grades are considered individual, self-contained classroom units. Teachers focus their day around core subject areas of religion, reading, language arts, mathematics, social studies, and science. Within each grade level, teachers may create instructional groups based upon the ability, learning style, and interests of each individual student. Physical education, art, computer, music theory, including liturgical music, and Spanish are taught by specialists.

### **Religious Education**

The formal study of the Catholic faith, as well as a curriculum that reflects Catholic values and traditions are integral parts of our total education. Through religious instruction, students are given a firm foundation in Christianity. The curriculum is based on the Archdiocesan Religion Standards. Religious values and concepts are also integrated into all other curriculum areas.

It is the policy of the school that all students, regardless of religious tradition, participate in religion classes and attend mass and liturgies. For Holy Days of Obligation, all students attend Mass.

### **Worship**

The school provides a variety of worship experiences on a regular basis. Students will attend Mass or a prayer service every week. All students are given an active role in planning and participating in these celebrations. We welcome parents and the community to attend any and all worship events.

### **Daily Prayer and Weekly Worship**

The entire school joins together at 9:00 a.m. for Morning Prayer, the Pledge of Allegiance, and daily announcements. Any parents or visitors present in the building during this time are invited to participate.

Students attend mass weekly and on holy days of obligation. Students and faculty celebrate the various seasons of the liturgical calendar as a Christian community. Students are also involved in prayer services at various times throughout the year.

### **Sacramental Preparation**

Preparation for and participation in the sacraments of First Eucharist and First Reconciliation are an integral feature of the religious curriculum. Formal preparation is provided in partnership with the Parish Faith Formation Program and culminates in a community celebration.

The formal preparation for First Eucharist and First Reconciliation takes place in second grade. First Reconciliation preparation and celebration takes place in late fall through mid-winter. The sacrament of First Eucharist is celebrated in the spring.

### **Catholic School's Week**

Every January, the school celebrates our community along with Catholic schools across the nation during Catholic Schools' Week. The week encompasses a specific theme beginning Sunday with a Catholic School's Week Mass and Open House. Special activities are planned throughout the week in celebration of our Catholic identity.

### **Service Opportunities**

We strive to reach out to the community beyond our school in various ways each year. Opportunities to serve others have included the annual Rake-a-Thon, Support our Highways, Feed our Starving Children, Dorothy Day Center, and the Mahtomedi Food Shelf. Other opportunities include altar serving, preparation of liturgies, and Student Junior Council sponsored special service projects.

### **Classroom Placement of Students**

The school's goal is to provide the best possible learning experience for our students. Each year the administration and faculty of the school spend a great deal of time formulating class lists for the benefit of all students. The following factors are considered:

- Academic achievement
- Behavioral factors
- Learning and teaching styles
- Special needs of students
- Boy/girl ratios

Any suggestions or concerns parents/guardians have regarding their children may be communicated to the Principal in writing and will be considered; however, **specific requests for classroom teachers will not be accepted.**



## Achievement Testing

Students are tested for academic achievement through the Northwest Evaluation Assessments (NWEA). Students in Grades 2, 3, 4, and 5 are tested annually in the Fall and in the Spring. Grade 1 is tested one time 3, 4, and 5. Parents and guardians will receive written notification of the test results.

## Homework

The faculty uses the following guidelines when assigning homework:

- |                     |   |
|---------------------|---|
| <b>Kindergarten</b> | No homework is assigned.  |
| <b>Grades 1 - 3</b> | Homework is given on the average of three to four times per week for the purpose of practicing work done in class. This includes, but is not limited to reading, math, and spelling. The average amount of time required is between 20 and 30 minutes per day of homework.                          |
| <b>Grades 4 - 5</b> | The average amount of homework is generally between 30 and 60 minutes per day. The amount of time varies from student to student. Long-term assignments and test preparations may require additional time. How students use class time will affect the amount of time spent on assignments at home. |

## Responsibilities of Students

- Know and understand the purpose of the homework assignment.
- Be responsible for understanding directions, knowing what is required to complete the assignment, and turning it in on time.
- Be responsible for copying assignments into an assignment notebook (Grades 5)
- Understand when assignments are to be completed independently or in a group.
- Complete assignments neatly and do quality work.
- Complete all work missed during an absence.

## Responsibilities of Parents/Guardians

- Maintain a positive attitude toward learning and the value of homework.
- Be aware of the homework policy and individual teacher requirements.
- Help your child find a study area that is quiet and relatively free of distractions.
- Be patient with your child and praise him/her for any effort made.
- Help your child with explanations if he/she has trouble understanding directions. Please do not do homework for your children.
- Look over the assignments for completeness and quality. Praise your child!
- Notify the office as to who will pick up homework when your child is absent.



## Responsibilities of Teachers

- Communicate homework goals and expectations to students and parents/guardians.
- Set clear and concise expectations when assigning, returning, and evaluating homework.
- Coordinate homework assignments with other teachers with whom students work and who may assign homework.
- In the case of an absence, have homework ready for pickup after school (if requested).

## Parent-Teacher Conferences

Conferences are held twice a year, in the fall and late winter. Additional conferences are encouraged if a need arises and can be arranged directly with the student's teacher(s). All parents are encouraged to attend both opportunities.

## Report Cards and Grading

Progress reports are distributed quarterly to students in Grades K-5. The grading system is as follows:

<b>Kindergarten:</b>	S+	Exceeds expectations
	S	Meets expectations
	P	Progressing
	S-	Needs improvement
<b>Grades 1 - 2:</b>	S+	Exceeds expectations
	S	Meets expectations
	S-	Needs improvement
	NA	Not applicable
<b>Grades 3 - 5:</b>	A	90 - 100%
	B	80 - 89%
	C	70 - 79%
	D	60% and below
	4	Consistently
	3	Frequently
	2	Sometimes
1	Rarely	

Mid-term reports for all third through fifth grade students will be sent home the first quarter. In subsequent quarters, mid-terms will be sent home for any progress below 80%, work needing improvement, or if there is a significant change or concern about a student's work.

## Student Promotion and/or Retention

Student promotion/retention will be based on a student's academic achievement and emotional or psychological development. If there is an issue whether a student should be retained, the parents/guardians will be notified as soon as possible. If a recommendation is made to retain a student and the

parents/guardians reject it, the parents/guardians must sign a written acknowledgement of the school's recommendation. That acknowledgement will release the school from any responsibility for the parents/guardians failure to follow the school's recommendation.

### **School Records**

Parents/guardians may ask to review the records or data relative to their child. "Records or data" is defined as any of the following:

- Student identification data
- Academic work completed\*
- Grades\*
- Level of achievement\*
- Attendance data\*
- Standardized test scores
- Health data
- Family background information
- Teacher or counselor observation and rating
- Verified reports of serious or recurrent behavioral patterns

*\*Parents may access this information through Cornerstone.*

In accordance with state and federal laws, parents/guardians are entitled to see their child's records. An appointment with the Principal should be made in advance. The Principal will respond to the request in a reasonable amount of time. Records must be reviewed in the presence of the Principal or other designated personnel.

### **Educational Enrichment and All School Events**

#### **Guest Speakers and Assemblies**

Guest speakers and assemblies are presented throughout the school year to enhance the students' learning opportunities. All topics and programs will be consistent with the mission, philosophy, and objectives of the school.

#### **Field Trips**

Field trips are part of the educational curriculum and are designed to support the curriculum and introduce students to community resources.

Archdiocesan insurance regulations require that parents/guardians sign an authorization form each time a student participates in a field trip. If the form is not returned to school, the student will not go on the field trip and must stay at school. Due to liability issues, telephone calls to or from the parent/guardian do not fulfill the authorization requirement.

Whenever possible, field trip participants will travel by bus. When it is necessary to use transportation provided by private vehicles, parents/guardians will be

notified. Persons transporting students in private vehicles must fill out a form containing documentation of current registration and proof of insurance, which is kept on file in the school office.

Parents are welcome to accompany their child on field trips. Parents often help with chaperoning and are asked to please check with the supervising teacher regarding the appropriateness of bringing younger siblings along when chaperoning.

### **Art Adventure Program**

The Art Adventure Program fosters an appreciation of art and is sponsored by the Minneapolis Institute of Arts. Parent volunteers visit the classrooms once or twice a year to present and discuss reproductions of art on loan from the Institute. In addition, students in Grades 1 - 5 may take a field trip to the Minneapolis Institute of Arts or the Walker Art Center.

### **Math Masters**

Students in fifth grade are eligible to participate in Math Masters. Students practice in preparation for an annual competition held in late winter/early spring. Parent volunteers coordinate this program.

### **Optional Educational Opportunities**

#### **Band and Instrumental Music Lessons**

Band and instrumental music lessons are available to students in Grades 4 - 5 through the Hill- Murray Elementary/Middle School Band Program. Band practice and instrumental lessons take place at school during the school day. The half hour band lesson periods are rotated so students do not miss the same class every week.

#### **Piano Lessons**

Piano instruction is available before, during, and after school on-site. Lessons are arranged through an independent piano teacher. Call the school office for information for grades K-5.

### **Extracurricular Activities**

#### **Athletic Programs**

Students in Grades 3-5 are invited to participate in extracurricular athletic programs at St. Jude of the Lake including, but not limited to, swimming, basketball, baseball, volleyball, soccer, track, softball, and cross country. The athletic programs at St. Jude of the Lake reflect the same mission and philosophy of the school. Additionally, the specific values of fair play, teamwork, responsibility, respect for others, accountability, and skill development are reinforced.

Any student who desires to be a member of a sports team is welcome to participate as long as the student meets the following eligibility standards (see below), and follows the general standards for team membership (i.e. age, grade, participation at practice sessions, sportsmanship, etc.).

Students must meet the following eligibility standards in the areas of Academics and Behavior before they can participate in extracurricular activities at St. Jude of the Lake:

- **Academics** - A student must maintain a .C. average in all subject areas during the playing season. Some modifications may be made for students with educational difficulties.
- **Behavior** - At the discretion of the Principal, a student may lose eligibility on an athletic team because of violations related to the St. Jude of the Lake School Discipline Policy.
- **School Absence** - Any student absent from school during the school day may be excluded from extracurricular activities, including games, practices, or events.

### **Volunteer Coaching Opportunities**

Coaching and assistant coaching opportunities are available in all sports offered at St. Jude of the Lake. Actual coaching opportunities are dependent on a sport specific basis depending on the actual volunteer needs of each team. The Athletic Director shall have the responsibility of interviewing, evaluating, and selecting the volunteer coaches. Some of the duties and responsibilities associated with coaching a sports team at St. Jude of the Lake include, but are not limited to:

- Communicating with the Athletic Director
- Knowledge of game rules
- Conducting team practices
- Coaching games
- Proper handling of sports equipment
- Communication with parents
- Volunteer guidelines / training completed
- Upholding the mission and philosophy of the school
- Passing a complete background check

### **Student Council**

Students in grades 5 are eligible to be officers and representatives of the St. Jude of the Lake School Student Council. The purpose of the Council is to provide student leadership opportunities and foster a spirit of unity within the school community. Faculty advisors assist the Council in planning social events and charitable school activities.

## **All School Events**

### **Teacher Connection**

Teacher Connection is an all school open house held the week before school begins. This event provides an opportunity for parents and students to meet their teachers and receive pertinent information about the upcoming school year.

### **Mentor Families/New Family Dinner**

Families new to St. Jude of the Lake School will be paired with a “veteran” family who can answer questions and be a first contact for school activities. Mentor families will meet with their new families at the Teacher Connection in late August. All new families and their mentors are invited to attend a New Family Social scheduled early in the school year.

### **RAKE-A-THON**

The RAKE-A-THON is the school’s largest fundraising event and takes place in October. Students, parents, and teachers collect pledges and perform community service. There are incentives to challenge students to reach set goals. A special lunch is served to all participants.

### **Senior Day**

Every Spring, St. Jude of the Lake School celebrates Senior Day to honor senior adults. Students invite their grandparents or other special seniors to Mass, a luncheon, and an open house. Seniors from the parish who do not have grandchildren in the school are also invited. Residents at Coventry are invited too.

### **Music Programs/Theatre Productions**

A Christmas program is held each school year in the month of December. All students participate in this opportunity. One musical production takes place during the school year. It is held in the Spring of the school year. The spring theatre production is an opportunity for all students to participate in a large scale, community-wide event. Months of work and preparation go into this exciting and fun event. Previous musicals have included “Guys and Dolls,” “The Music Man,” “Little Mermaid” and “Oklahoma” under the direction of our music faculty and support with Ashland Productions.

### **Catholic School’s Week**

Catholic School’s Week takes place in January and celebrates who we are and what we do. The National Catholic Education Association chooses the theme used throughout the week. Many special activities take place during this week.

### **May Crowning**

May Crowning is an annual event honoring Mary and all mothers in the world who continue to make a daily difference in the lives of others. This special ceremony takes place in early May.

## **Track and Field Day**

Track and field day is held during the last week of school and is organized by the Physical Education teacher. Track and field events consist of age-appropriate outdoor games. Parents are encouraged to attend this St. Jude of the Lake traditional event.

## **School Policies – The Uniform**

### **St. Jude of the Lake School Uniform and Appearance Policy**

The school uniform ideally symbolizes respect for authority and order, as well as the idea of basic equality in the eyes of God. At school, our uniform is a visual sign of our school community. Students in uniform gain a sense of pride in themselves and their school. In addition, the uniform may help build self-confidence and respect, and direct a focus on learning.

Uniforms level the playing field on a social and economic level; therefore, consistency in the uniform is of the utmost importance. The uniform integrates into our school culture, building on the morals and emulating the values that direct a student toward living as a full functioning member of society.

Clothing must be neat, clean, and in good repair. Neatness and cleanliness will be expected at all times. This includes, but is not limited to, having shirts tucked in and buttoned completely with the exception of the top button.

All school faculty and staff have the right to enforce all and any part of this policy.

### **Official St. Jude of the Lake School Uniform Supplier**

Our official uniform supplier is Donald's Department Store, which is located at 972 Payne Avenue in St. Paul; the telephone number is: (651)776-2723.

## **Elementary Grades K - 5**

### **Boys and Girls**

- Navy pants -- pleated front, flat front, pull-on or 14 wale corduroy -- no cargo pants
- Navy shorts -- uniform walking shorts (no more than 4 inches above the knee) may be worn May through September
- Sweatshirts -- navy with St. Jude logo
- Sweaters -- navy V-neck or cardigan
- Shoes -- black, navy blue, dark brown, tennis shoes or dress.

### **Girls**

- White blouses with collars
- White, long or short sleeve uniform polo shirts
- Plaid skirts, jumpers or skorts (must not be more than 3 inches above the knee)
- Socks -- navy blue, black or white anklets, tights, knee-highs, or crew

## Boys

- Royal blue, long or short sleeve uniform polo shirts
- Socks -- navy or white crew

## Uniform Components

### Backpack and Handbags

- Backpacks with inappropriate logos, graphics or words are prohibited.
- Backpack accessories (hanging key chains) are to be minimized and in good taste.
- Backpack accessories are not to draw undue attention the student.

### Bandanas

- Bandanas are not to be worn in the building.

### Blouses

- White blouses must have collars and must be buttoned completely with the exception of the top button.

### Hair

- Hair must be clean and combed in a simple, conservative style. No unconventional coloring (a color that cannot be grown naturally) or haircuts allowed. No partially shaved hairstyles are permissible. Hair accessories must not draw undue attention to the student.

### Hem Length

- Skirts and skorts must not be more than 3 inches above the knee. Uniform shorts must not be more than 4 inches above the knee.

### Hygiene

- The appearance of students will be neat and clean.
- Jewelry, if worn, must be simple and conservative. Girls are not to wear jewelry that draws undue attention to them. **Boys are not to wear earrings.**

### Leggings

- Blue leggings are permitted.

### Nail Polish

- Girls may wear nail polish in good taste. Nail polish may not be brought to school or applied at school. Artificial nails are not permitted.

### Outerwear

- Scarves, jackets, snow pants, boots, raincoats, hats and mittens are to be worn to and from school and during recess when weather turns cold. These items cannot be worn during class time.

### **Pants**

- Girls and Boys K - 5: Navy pants -- pleated front, flat front, pull-on or corduroys – no cargo pants.

### **Piercing**

- Girls are allowed to have pierced ears. Other body piercing of any kind is not permissible. See jewelry for other guidelines.

### **Shirts**

- Long and short-sleeved uniform polo shirts must be tucked in at all times. Uniform shirts must be worn under sweatshirts.
- Girls K - 5: White
- Boys K - 5: Royal Blue

### **Shoes**

- Black, navy blue or dark brown soft-soled shoes or tennis shoes. Soles and heels must be smaller than 1 inch in height. No clogs, open-toed shoes, sandals or boots. Shoelaces must be tied, if applicable.

### **Shorts**

- The uniform walking shorts, (navy for K-5) may be worn from May through September. The shorts must not be more than 4 inches above the knee.

### **Skirts and Skorts**

- Girls K - 5: Plaid skirt, jumper or skort
- Girls 6 - 8: Tan skirt or skort
- Must not be more than 3 inches above the knee

### **Socks**

- Socks must be worn at all times
- Girls: Navy blue or white anklets, tights, knee-highs or crew
- Boys: Navy blue, black or white crew

### **Sunglasses**

- Sunglasses are not to be worn in the building except for officially authorized events.

### **Sweatshirts**

- The sweatshirt with the St. Jude logo should fit properly, meaning no overly large sizes. The sweatshirt must be worn, not tied around the waist or draped around the shoulders. Uniform shirts must be worn underneath sweatshirts.

### **Sweaters**

- Navy V-neck sweaters or cardigans may be worn.



### Tattoos

- Tattoos, stickers or similar items are prohibited. Students are not to write or draw marks on themselves or others.

### Tights

- Girls: Navy or white

### Undershirts

- Undershirts should be white and free of graphics and lettering. They should not hang below the sleeves.

## Physical Education Attire and Spirit Wear

### Grades K - 5

Tennis shoes with non-marking soles, Velcro or tied. Girls should wear shorts beneath skirts or jumpers.

### Identification of Clothing

Personal items, backpacks, footwear, clothing, etc., should be clearly marked with the student's name. Identification on uniform items such as sweatshirts is especially crucial.

### Spirit Wear

The St. Jude School Advisory Committee (SAC) and administration have approved Spirit Wear for purchase through the school office. Students will be able to wear this Spirit Wear clothing to school on non-uniform days as directed by the administration. **Students may wear spirit wear items with jeans, skirts, or shorts. Pajama pants or non-spirit wear sweat pants or leggings are not acceptable.** Students are encouraged to wear Spirit Wear to after-school sporting events and extra-curricular functions. Adult sized clothing is also offered. Note: The appearance Policy remains in effect on non-uniform days. Non-uniform passes cannot be used on Mass days.

### Out of Uniform Infraction Policy

Parents are asked to enforce the school uniform policy with their children. When a student is not in uniform, a written note of explanation from the parent must be brought to school. If there is no explanation for being out of uniform the following steps will be taken:

#### First Offense

The teacher sends a note home with the student identifying the infraction. The infraction notice must be signed by the parent and returned to the teacher.

#### Second Offense

The student is sent to the office for correct uniform items. A phone call from an administrator or teacher is made to the parents explaining the uniform infraction. A second infraction notice is filled out by the teacher.

### Third Offense

The student will receive detention. A third infraction notice is filled out by the teacher or administrator.

### Subsequent and/or Persistent Offenses

These may be viewed as blatant disregard for the policy and could result in a review of the student's status at school.

### Appearance Infraction Policy

Offenses that appear to be minor or infrequent will be handled by verbal warning and redirection as to the correct policy. Repeated verbal warnings or patterns of offenses will result in the following actions:

- Student will be directed to the office for documentation of offenses and conference with the teacher and/or administrator.
- Parents will be notified of infraction.
- A parent-teacher-administrator conference will be held to review policies, procedures, and consequences for blatant disregard of policies.

### School Policy –Attendance

#### Attendance and Truancy Policy

Excessive absences often result in poor schoolwork. St. Jude of the Lake School policy is to adhere to State of Minnesota and Washington County regulations concerning school attendance. Under Minnesota law, a student will be considered “**continually truant**” when:

- An elementary student misses three full school days without a valid excuse.

Under Minnesota law, a student will be considered a student will be considered “**habitually Truant**” when:

- An elementary student misses seven full school days without a valid excuse.

#### Custodial Parent Policy

If one parent has claimed legal custody of a student, the school office must have copies of the court document stating this order. If arrangements have been made between the custodial and non-custodial parent to pick up or see a child, the custodial parent must call or send a note to the office. Otherwise, the office will make every effort to contact the custodial parent for permission before releasing the child to the non-custodial parent. In general, school communications (Parent & Student Handbook, report cards, behavior reports, conference requests, newsletters, etc.) are sent to the custodial parent. If a non-custodial parent also wishes to have this information, they should contact the school office.

## Wellness Policy

### Purpose

**The purpose of this policy is to ensure a school environment that promotes and protects each student's health, well-being, and ability to learn by promoting healthy eating habits and physical activity.**

### General Statement of Policy

- The school recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance.
- The school environment should promote and protect student's health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- The school encourages the involvement of students, parents, teachers, staff, and other interested persons in implementing, monitoring, and reviewing nutrition and physical activity policies.
- Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- All students in grades pre-school through eight will have opportunities, support, and encouragement to be physically active on a regular basis.
- Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

## Guidelines

### Foods and Beverages

- All foods and beverages made available on campus (including concessions, vendors and a la carte cafeteria items) will be consistent with the current *USDA Dietary Guidelines for Americans*.
- All faculty and staff will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
- Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
- The school will make every effort to eliminate any social stigma or overt identification of students who are eligible for free and reduced-price school meals.
- The school will provide students access to hand washing or sanitizing before they eat meals or snacks.
- The school will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meals at appropriate times during the school day.

- The school will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

### **School Food Service Program/Personnel**

- The school will provide healthy and safe school meal and vending programs that strictly comply with all federal, state, and local statutes and regulations.
- The school will designate an appropriate person to be responsible for the food service program, whose duties will include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available at school to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
- The school will provide continuing professional development for all food service personnel.

### **Allergies**

St. Jude of the Lake School and Discovery Center are peanut-aware environments and strives to avoid peanut-butter and whole peanuts/tree-nuts in all food or beverage products purchased for our programs. However, we are in facilities that are used by other groups and/or the public. Some students also bring bag lunches from home. St. Jude of the Lake School and Discovery Center staff removes any food items from home that may contain peanut butter or whole peanut/tree-nuts, but since original packaging is not available to check, staff cannot ensure items from home may have tree-nut exposure. Therefore, St. Jude of the Lake School and Discovery Center cannot be held liable for peanut-containing products that may be left in the building or are sent in bag lunches.

If a student has a life-threatening food allergy, the classroom teachers and lead teacher will notify all classmate families of the presence of a severe food allergy. The classroom teacher, lead teacher and site-director will check labels of all foods purchased for safety before purchasing. All teaching teams will participate in any additional training or information sessions regarding a child's care (ie: epi-pen) at the request of the parents.

Areas used by children who have allergies to dust mites or to components of furnishings will be maintained by the program according to recommendations of the program Health Consultant.

### **Student Allergies**

Parents/Guardians will notify the school and Discovery Center of student allergies via the following forms:

- o Health Care Summary (Student File Packet)
- o Emergency Card (Student File Packet)

- o Special Health Needs / Allergy Action Plan Form (from Classroom Teacher)
- o Individual Child Care Program Plan- Allergies (ICCPP-Allergies from Main Office/Site-Director)

A student's allergy information will be reviewed at least annually or following any changes made to the allergy-related plan by the Principal, school nurse, and Site-Director.

Each staff person who is responsible for carrying out the individual child care program plan will be updated by the Principal and Site-Director.

Responsible staff persons will sign the ICCPP when they are notified of the change.

A child's allergy information will be available at all times; On-Site (child's file; posted in classroom; classroom/extended care/playground copies of emergency cards) and carried off-site during fieldtrips (classroom emergency cards taken with off-site/first aid bag)

A child's allergy information is also posted/available to the staff person in the area where food is prepared and served to the child.

- St. Jude of the Lake School and Discovery Center will contact the child's parent/guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. (As a licensed program, The School and Discovery Center must call emergency medical services when epinephrine is administered to a child in our care.)

### **Nutrition Education and Promotion**

- The school will encourage and support healthy eating by students and engage in nutrition promotion that is:
  - o offered as part of a comprehensive program in health and physical education that is designed to provide students with the knowledge and skills necessary to promote and protect their health;
  - o discussed in subjects such as math, science, language arts, social studies and other subjects where appropriate;
  - o enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities.
- The school will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold outside of the school meal program.
- Foods or beverages used as rewards for academic or behavior performance should be within the *USDA Dietary Guidelines*.

## Physical Activity

- All students should be encouraged to participate in daily structured activities during school hours and fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.
- Opportunities for physical activity will be incorporated into other subject lessons and into before and after school activities.

*\*Classroom teachers will provide physical activity breaks between lessons or classes as needed.*

## Communication with Parents

- The school recognizes that parents and guardians have the primary and fundamental role in promoting and protecting their children's health and well-being.
- The school will support parents' efforts to provide a healthy diet and daily physical activity for their children.
- The school encourages parents to pack healthy lunches, snacks, and classroom treats.
- The school will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.
- The school will promote physical exercise.

## Implementation

- After consultation with the faculty, health advisor, and School Advisory Council, and approval by the Principal and Pastor, this wellness policy is implemented throughout the school.
- School food service staff will ensure compliance within the school food service areas and will report to the Principal as appropriate.
- The school food service administrator will provide an annual report to the Principal that sets forth the nutrition guidelines and procedures for selections of all foods provided through the meal program.
- The Principal will ensure compliance with the wellness policy and will report on it annually to the Pastor and School Advisory Council.

*St. Jude of the Lake School's Wellness Policy is amended from the pre-approved Mahtomedi Schools Wellness Policy on June 23, 2006. Consultation services were provided by Dr. Bridget McGill.*

## Food Policy

Under state law, students cannot bring homemade food including candy, cookies, and other consumable goods, to share in the classroom. All shared food must be store-bought and in the original package.

## Harassment Policy

St. Jude of the Lake believes a safe and respectful environment is needed for students to learn and attain high academic standards, and to promote healthy relationships. St. Jude of the Lake School shall foster and maintain learning and working environment free from harassment.

This policy applies to the entire school community, which includes all students, faculty, staff, administrators, parents, vendors, volunteers, coaches, guests, and others who act on our behalf. It applies in school and wherever a school activity takes place. Anyone who violates this policy is subject to appropriate disciplinary action that may include separation from the school.

### Definition

Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile, or offensive working or learning environment. Harassment may be directed at an individual or a group of individuals. Harassment often involves repetitive conduct, but isolated acts may have the same effect. The basis for harassment may include age, creed, color, disability, national origin, race, marital status, gender, religion, status with regard to receiving public assistance, and/or sexual orientation.

Harassment may include:

- Using language that offends a student, employee, or visitor.
- Posting and/or distributing material that is derogatory.
- Defacing property in a way that is derogatory.
- Using verbal and non-verbal communication that degrades an individual's race, religion, gender, ethnicity, body type, disability, age or sexual orientation.

### Bullying

One specific category of harassment is bullying. Bullying, by anyone, will not be tolerated by St. Jude of the Lake School.

**Bullying may be:**

- About power and contempt, not about conflict
- Intended to be hurtful
- Repetitive
- Continual and gets worse over time
- Fed by fear of retaliation or increased aggression
- Physical, verbal, emotional, sexual, or any form of unwanted communication

**Bullying may occur between:**

- A group and an individual
- An older student and a younger student
- A student to another student



- A student to an adult
- An adult to another adult
- An adult to a student

**Examples of bullying behavior may include but are not limited to:**

- Name-calling
- Sarcastic comments toward another
- Intimidating stares
- Unwanted physical contact

### **Sexual Harassment**

Another category of harassment, sexual harassment, may include one or more of the following: unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating or offensive working or learning environment. It may also include situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

**Sexual harassment includes, but is not limited to:**

- Teasing or joking of a sexual nature, sexual name calling, spreading sexual rumors, making derogatory or dehumanizing remarks
- Display of offensive pictures, posters, or other graphics
- Inappropriate and/or any form of unwelcome touching
- Otherwise creating a hostile, intimidating, or offensive environment by misconduct of a sexual nature

### **Harassment Policy Procedure**

Any member of the school community, as defined earlier, who experiences **any form of harassment, or bullying** is encouraged to deal with the situation immediately by politely, but firmly, advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly, or if a request to stop is not respected, he or she should report the incident to an appropriate school official (Principal, or in the case of a complaint against the Principal, to the Pastor).

The school administration will assume responsibility for investigating all harassment complaints whether formal or informal, verbal or written. Based on the investigation, appropriate action will be taken, which may include, but is not limited to, counseling, disciplinary warning or other disciplinary actions.

A third party may be present during interviews at the discretion of the principal. If appropriate, an investigative report documenting interviews, conclusions, and recommendations will be completed. The complainant, the alleged harasser, and their parents (if either is a minor) will be advised as to the outcome of the



investigation, preferably in writing. In cases involving minors, a report to the Child Protection Agency or to the police will be filed as required by state law.

If the parties involved feel that inadequate action has been taken, the complaint should be taken to the Pastor. The Pastor will determine if the matter should go through the Grievance Procedure.

### **Discipline Policy**

St. Jude of the Lake School seeks to promote and maintain a Christian learning environment both within the school and everything associated with or sponsored by the school (i.e. field trips, athletics, after school programs, etc.). Therefore, it is necessary to have a conduct code that provides a safe, secure, and orderly environment for everyone. This includes, but is not limited to, faculty, staff, students, and parents. Students are given clear and specific expectations as they are led towards becoming mature and self-disciplined individuals. Students are responsible for their behavior and must accept the consequences for their actions.

### **General Behavioral Expectations**

- Treat others with respect.
- Keep voice levels low.
- Respect all property.
- Keep hands, feet, and all objects to yourself.
- Clean up after yourself.
- Be attentive and respectful.
- Be prepared for class.
- No disruptive behavior.
- Dress and act appropriately.
- Walk at all times.
- Be quiet in the hallways.
- Obey the signal for silence.
- Keep bathrooms clean and orderly.
- Participate in Mass and/or prayer service as appropriate.
- Complete all assignments and homework in a timely manner.
- Practice good sportsmanship.
- Follow all teacher instructions and orders.
- Use appropriate and respectful language.
- Stop play and line up when directed.
- Obey the school uniform and grooming policy.
- No cheating, stealing, or otherwise deceptive behavior is permitted.
- No bullying.

### **General Behavioral Consequences**

Teachers, administration, and staff members shall be responsible for reporting violations of the **General Behavioral Expectations**.

Students cited for violating any of the general behavioral expectations may receive a **Behavior Incident Slip**, which could result in any of the following consequences:

1. Warning
2. Detention
3. Temporary removal from a class, activity, or event; or
4. Alternative consequence to be determined by the citing teacher, staff member, or administrator (i.e. 2-page paper, letter of apology).

The following individuals will receive a copy of any **Behavior Incident Slip** issued:

1. The student's parents/guardians
2. Homeroom teacher
3. Principal and
4. Citing teacher or staff member.

After a student receives three Behavior Incident Slips during any school year, the Principal will automatically initiate a follow-up communication with the student's parents/guardians.

In the event a student receives a detention as a behavior consequence, the detention shall last at least 60 minutes in length, unless otherwise approved by the Principal. Detentions shall be served after school between the hours of 3:30 - 5:00 p.m. in a designated classroom at St. Jude of the Lake. All detentions shall be served on either Tuesdays or Thursdays, unless an alternative day and/or time has been approved by the Principal.

### **Major Misconduct Consequences**

Major misconduct includes, but is not limited to, the following behaviors:

- Stealing or theft.
- Property destruction or vandalism.
- Leaving school grounds without permission.
- Failing to return to class in a timely manner.
- Fighting or related type contact with another student.
- Inappropriate sexual activity or conduct.
- Inappropriate, profane, or threatening language.
- Bringing or possessing any object that could reasonably be interpreted as a weapon.
- Conduct which disrupts or threatens the ability of others to obtain an education.
- Conduct which endangers students, faculty, staff, or administration.
- Any other conduct which, in the opinion of the school, rises to the level of major misconduct.

Anytime a violation of **Major Misconduct** occurs, the student's parents and/or guardians will be notified of the action. Notification may include, but shall not be limited to, a letter, e-mail, phone call, or face-to-face communications. Violations of Major Misconduct could result in any of the following consequences:

- **Removal from Class** - Removal from class is any action taken by a teacher or administrator to remove a student from a class for a short period of time during the course of a school day.
- **In-School Suspension** - In-school suspension is any action taken by a teacher or administrator to prohibit a student from attending a class or classes for one day or more. Work will be assigned and must be completed by the student.
- **Out-of-School Suspension** - Out-of-school suspension is any action taken by the school to prohibit a student from attending school for a period of not more than ten days. The parents/guardians will receive a written notice outlining the grounds for suspension and the period of suspension. While at home, work will be assigned and must be completed by the student. The student will not be allowed to return to school until the student and parents/guardians have a conference with the Principal.
- **Expulsion** - Expulsion is any action taken by the school to prohibit an enrolled student from further attendance at the school. Before any student is expelled, the following procedure will occur:
  - A prompt investigation will be conducted.
  - Parents/guardians will be notified in writing of the punishable violation, proposed expulsion, and date, time, and place of the expulsion hearing. Expulsion hearings will be scheduled within ten days of notice.
  - At the hearing, statements will be recorded and witness testimony documented and examined. A student cannot be required to testify. Recommendations will be made to the Pastor or Principal.
  - The Pastor or Principal will take action on the recommendation within two days of the hearing.

### **Grievance Policy and Procedure**

It is the policy of St. Jude of the Lake School to use the following procedure to address a complaint, dispute, or disagreement between a parent/student and a teacher or school administrator:

- The parent/student (grievant) will meet with the teacher or administrator (respondent) to discuss resolution of the grievance.
- If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a person designated by the Pastor or parish administrator (if the grievance involves the school administrator).
- If the grievance is still not resolved, a Grievance Committee will be formed to hear the grievance.

- The Grievance Committee will be made up of three persons: one designated by the Pastor, one designated by the respondent, and one designated by the grievant.
- The Grievance Committee will meet to receive evidence. The Committee will determine whether evidence will be written, oral, or both.
- At the conclusion of the meeting, and upon due consideration, the Committee will make its recommendation to the Pastor. The Committee does not have the power to alter or amend parish policies.
- The Pastor will make a decision regarding the grievance.
- The grievance procedure will be completed within 30 days.
- If the grievance is not resolved to the satisfaction of any party, referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

### **Chemical Policy**

Any student found to have illegal chemicals (tobacco, inhalants, alcohol, or drugs) on his/her person or traced to him/her while on St. Jude of the Lake premises, or at a school-sponsored event, shall have the following action taken:

- Parents/guardians and student will be contacted to arrange for a conference with school authorities as soon as possible.
  - Depending upon the offense, one or both of the following actions will take place: suspension from school for a two day period, and/or
  - the student involved may be required to enroll in an approved drug education program and show evidence of participation.
- A follow-up conference will take place upon completing an approved drug education program.
- If the offense is severe, or the student and parent/guardian do not comply with any of the preceding actions, the student will be expelled from school.
- If the offense warrants an investigation by either the school administration or law enforcement, documentation will be placed in the student's file.
- The local police may be called at the discretion of the Principal.

### **Weapons Policy**

Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in the following places:

- In school or on school grounds
- At school activities
- At bus stops
- On school buses, school vehicles, or school contracted vehicles
- Entering or departing from school premises, property, or events

## Definitions

### Weapon

“Weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use is capable of threatening or producing great bodily harm or death, or any instrument or device that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles, num-chucks, throwing stars, explosives, stun guns, and ammunition.

### Possession

“Possession” refers to having a weapon on one’s person or in an area subject to one’s control while on school property or at a school activity. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal shall not be considered in possession of a weapon.

The administration will confiscate the weapon and the parents/guardians of all involved parties will be notified. Notification of the police and/or referral to other appropriate authorities is a strong possibility.

- Disciplinary action may include, but is not limited to the following:
- Parental conference with the school staff
- Loss of school privileges
- Modified school program
- Reimbursement for damages incurred
- Detention
- Removal from class
- In-school suspension
- Out-of-school suspension
- Expulsion

If the offense necessitates an investigation and the weapon is considered capable of threatening or causing bodily harm, documentation will be placed in the student’s file. Under these circumstances, **possession of a weapon on school property is a violation of Minnesota law and is a felony offense.** Whoever recklessly furnishes a weapon in conscious disregard of a known substantial risk is also guilty of a felony.

Use of a firearm for purposes of a classroom demonstration or project is discouraged. In limited situations, the Principal may authorize this use provided the firearm is transported according to Minnesota law and authorization is secured in writing and in advance. In such cases, the demonstration or project will be appropriately supervised and someone with knowledge of weapons will be present as a safeguard.

## Health and Safety

St. Jude of the Lake School employs a health paraprofessional under the supervision of the Mahtomedi School District Nurse. In the event of a medical emergency, 911 will be called and the parent/guardian contacted.

## Reporting Child Abuse and Neglect

The school administrator, faculty, and staff are legally required to follow the requirements of Minnesota law on reporting child neglect and/or abuse. The relevant law is summarized as follows:

- Neglect is the failure to provide food, clothing, shelter, or medical care.
- Abuse is physical or sexual abuse, or emotional maltreatment.

A suspected case of child abuse/neglect must be reported to the local law enforcement agency or social service agency when the school administration, faculty, or staff know, or have reason to believe abuse or neglect is presently occurring or has occurred within the past three years. A written report must be filed within 72 hours of the verbal report.

## Emergency Information Health Card

An annual Health and Emergency Information card and Emergency/Early Dismissal form for each student is sent home at the beginning of each year and must be completed and signed by the parent/guardian and returned to school. If changes occur during the school year, it is the parent's/guardian's responsibility to notify the school.

## Health Records

Health records are required for each student. Students should have a physical before entering kindergarten or first grade, and again in fourth and seventh grades. The State of Minnesota requires that immunizations be up-to-date.

## Health Screening

Vision and hearing screenings for all students are conducted annually under the supervision of the school district nurse. Students may also be screened at the request of the teacher or parent.

## Immunizations

St. Jude of the Lake School follows the requirements of the Minnesota School Immunization Law: Minnesota Statutes Section 123.70.

All immunization data must be submitted to the school **prior to the fall start date of that school year**. The parent/guardian is responsible for providing this information in writing to the school office and to include additional immunizations each year as they are administered to the student by the family's physician. Additional immunizations are required before a student can enter seventh grade.

## Emotional and Mental Health

Emotional or mental health situations may occur that create concern for the immediate safety and/or well-being of an individual or group. Safety for all

concerned is a priority. All appropriate persons will be notified and 911 will be called if necessary.

When the immediate safety issue has been resolved, the administration will meet with parents/guardians to provide assistance and referral to appropriate local agencies. A plan regarding the student's future at the school will be developed by the administration in conjunction with the parents/guardians. Information regarding the incident will be communicated to all those impacted by the situation.

### Infectious Agents

St. Jude of the Lake School has a process in place for the control of infectious agents, which includes procedures for cleaning and disinfecting the students' environment. There are established practices all adult personnel use in handling blood or other body fluids.

### Illness/ Injury During the School Day

The school health paraprofessional or designated staff dismisses or approves the dismissal of a student who becomes ill or injured during the school day. A parent/guardian will be notified when an illness or injury is reported. In the event that a parent cannot be reached, the designated emergency contact person will be contacted. If the parent/guardian is unable to come for the student, arrangements must be made for a relative or other authorized person to pick up the student in the school office. ***No student will be sent home without a parent's/guardian's permission.***

Parents/guardians are asked not to send children to school when they are sick. Not only do they function poorly, but also expose others to their illness. **Please notify the school if your child has an infectious illness so that other students may be watched for symptoms:**

- **Fever:** Exclude from school until no fever for at least 24 hours.
- **Vomiting and Diarrhea:** Exclude until no episodes of vomiting or diarrhea for at least 24 hours.
- **Chicken Pox:** Exclude from school for not less than seven days after the appearance of blisters. Crusts must be dry. Exposed children may continue in school under supervision.
- **Strep Throat:** May return to school 24 hours after antibiotics have been started.
- **Pink Eye:** May return to school 24 hours after antibiotic eye drops have been started.

### Medications During the School Day

Under Minnesota law, medication may be administered only according to the written order of a physician and written authorization of the parent/guardian.

Any prescription drugs or medicines administered at school must be in a container with a label prepared by a pharmacist. Medication will be administered



during school hours only by qualified personnel and in the manner consistent with instructions on the label.

Aspirin and similar over-the-counter medications cannot be given to any student, for any reason, without proper written orders and authorization as outlined above.

### **Emergency Safety Procedures**

St. Jude of the Lake School Staff are acquainted with pertinent school, city and state regulations along with policies regarding health and safety in education environments. This includes knowledge about first aid, fire, tornado, crisis situation, personal safety, the school's responsibility for supervision of students, and liability issues.

An emergency management plan with procedures is in place should a situation occur. These plans are reviewed annually with all staff members. Various safety drills are practiced in accordance with Mahtomedi School District policy and state laws.

- **Hazardous Spills** - The school is aware of hazardous materials in the school building and is prepared to deal with potentially dangerous situations. All hazardous materials are properly stored and labeled.
- **Lockdown Procedures** - In the event of an intruder either on school grounds or in the building, lockdown procedure(s) will be initiated.
- **Bomb Threat** - In the event of a bomb or other threat of violence, the building will be evacuated immediately, and the appropriate authorities contacted. Students will proceed to Wildwood Elementary School.
- **Fire Emergency** - The school population participates in monthly fire drills (weather permitting), following designated procedures. Each classroom posts the evacuation procedures. If a fire breaks out, an adult will pull the fire alarm to evacuate the building. The designated individuals to call the fire department (911) are custodians, Principal, school faculty, administrative staff, or parish office staff.
- **Severe Weather** - In the event of a severe weather threat such as a tornado watch or severe thunderstorm/tornado warning, an emergency radio (located in the school office) will be used to stay informed. If there is a tornado warning issued by the National Weather Service, the Civil Defense alarm for the area will sound. Tornado drill procedures will be followed and students will proceed to the designated shelter areas. Tornado drills are held periodically.

### **State and Federal Programs**

There are several state and federal programs that non-public school students may participate in on an equal basis with public school students. These programs are administered through the Mahtomedi School District. St. Jude of the Lake School receives state and federal entitlements allocated on a per pupil basis.



## State Programs

### Education Aids for Non-Public School Children

Textbooks and related individualized instructional materials, health services, and secondary guidance and counseling are provided. Each fall parents/guardians give permission for the school to receive these funds when they sign the “Health, Textbooks and Instructional Materials” forms.

Funds needed that are not covered by this funding are taken from the school budget.

### School Lunch and Milk Programs

State funds are matched with federal funds to assist families who qualify for free or reduced lunch, as well as providing kindergarten students with at least one serving of milk each school day. Call the school office for information.

### State Income Tax Deductions and Credits

Partnership for Choice in Education (PCE) is a non-profit organization dedicated to informing parents about Minnesota’s tax credits and deductions for K - 12 education expenses. For further information, contact the Minnesota Department of Education.

### Transportation

Minnesota public school districts must provide “equal transportation” to non-public school students who live within the district boundaries. The public school has the sole discretion, control, and management of scheduling, routes, bus stop locations, and discipline.

## Federal Programs

### Special Education

The special needs of students in non-public schools are addressed through the public school district in three ways:

- Classroom teachers assess the needs of their students and consult with the appropriate specialist in the Mahtomedi School District. An intervention may be suggested to meet the needs of a student. The needs may be in the areas of academics, behavior, health, or motor skills.
- If the intervention is not successful, the student may be referred for assessment by either the school or the parent/guardian. For an assessment initiated by the school, written parental/guardian permission is required. When the assessment is complete, a meeting is scheduled with parents/guardians to review the results and possibly develop an Individual Education Plan (IEP). The IEP lists the area(s) that need improvement and sets goals for reaching achievement.

### Title I

Title I provides assistance to state and local education agencies in meeting the needs of children in math and reading. Working with the classroom teacher, the

Title I contact teacher or nonpublic school proctor identifies “at risk” students and schedules them for appropriate, consistent Title I services.

#### **Title IV -- Programs for Safe and Drug-Free Schools**

Non-public schools receive monies, on a per-pupil entitlement basis, for programs which address drug and safety issues.

#### **Title VI -- Block Grants for School Improvement**

Non-public schools receive monies, on a per-pupil basis, for technology-related reform programs, professional development, and other student-directed improvement programs and materials identified in the schools improvement plan.

### **Parent Organizations**

#### **St. Jude of the Lake School Advisory Committee**

The School Advisory Council (SAC) is a group of nine elected parents/guardians who have volunteered to help St. Jude of the Lake School shape our children’s lives through quality education and Christian values.

SAC is established in accordance with archdiocesan policy and serves to advise, recommend and consult with the Pastor and Principal on school-related matters. SAC assists and advises the administration in areas that include but are not limited to, curriculum changes, policy review/development, and issues related to the school budget. Additionally, SAC facilitates the communication and flow of information between parents, staff, and school administration. The Committee also works to connect the school community with the larger parish community.

Parents/guardians can become involved in SAC by attending open meetings. Minutes are posted outside the school office and on the school website.

SAC elections are held annually in the spring and terms are a two-year commitment.

Refer to the school calendar for meeting date, time, and place. Meeting dates for the upcoming school year will be distributed in early September.

#### **St. Jude of the Lake Home and School Association**

The Home and School Association is comprised of all families and staff of St. Jude of the Lake School. The Association is the parochial school equivalent of a parent -- teacher organization. The Association enhances communication between home and school, and provides a variety of opportunities for parents, school staff, and students to work together to enrich the educational experience through fellowship and volunteer activities.

The role of Home and School is to:

- Encourage good will and cooperation between parents, teachers, and administration
- Sponsor school volunteer opportunities

- Sponsor school fellowship events
- Be represented with a voting member on the School Advisory Committee

There are several ways parents/guardians can be involved with Home and School:

- Attend meetings
- Volunteer for Home and School activities
- Become an active member of Home and School
- Be informed -- information from meetings and about volunteer activities are distributed to all families via the *Laker Letter*

Home and School meetings are held every other month. Refer to the school calendar for meeting time, place, and date. Meeting dates for the upcoming school year will be distributed in early September.

### **Volunteer Guidelines**

There are many volunteer opportunities at St. Jude of the Lake School. It is the commitment of volunteers that enables our school to provide additional opportunities for our students and families, in and out of the classroom. To ensure that your volunteer experience is rewarding for you and our students, we ask that you follow these procedures and guidelines. Safety and liability concerns also require that you follow the procedures outlined below.

### ***Mandatory Volunteering***

It is required that parents volunteer a minimum of 10 hours annually throughout the school year at any of the school's events. Please contact the school principal if you are unable to fulfill this obligation.

### **Procedures**

#### ***Volunteer Code of Conduct***

All who volunteer at St. Jude of the Lake School -- no matter the capacity -- will be asked to agree to and sign the *Volunteer Code of Conduct Form*. This form will be distributed at the beginning of each school year and be made accessible on our web site. A completed copy will be kept on file with the school office.

#### ***Schedule Your Volunteer Time***

It is important to coordinate your volunteer schedule with the school, teacher, classroom coordinator, or volunteer manager. Please give teachers 24 hour notice if you want to volunteer at a time when you are not regularly scheduled. This allows teachers time to plan the best use of your time in the classroom. Contact the volunteer coordinator for scheduling times to help with lunch preparation/serving or playground supervision.

#### ***Sign-In Procedures***

Volunteers must sign in at the school office and put on a nametag each time they volunteer at school. The school staff needs to know who is in the building and where to locate volunteers in case of an emergency.

### ***Confidentiality -- Data Privacy Act***

Volunteers must recognize and respect the Data Privacy Act. Volunteers should consider anything they see or hear while involved in a volunteer activity to be confidential. The Data Privacy Act covers all students and simply means that volunteers should not talk about or discuss specific students with other adults or students.

### ***Virtus Training***

The Virtus training program educates parents on issues related to child predators and keeping our children safe. The Archdiocese of Minneapolis and St. Paul asks that parents who volunteer attend a Virtus training session. You may register for a Virtus training session at <http://www.virtus.com>.

### ***Discipline***

The responsibility for discipline rests with the professional staff at school. When volunteers encounter student behavioral issues that create a need to act, react, or report, the following procedures should be followed:

- Refer ALL discipline problems to the teacher, principal, or staff person in charge.
- Avoid grabbing any student; however, in extreme circumstances where a student's immediate safety is threatened, physical contact may be used to protect the student.
- If you need to separate two students, tell the students to stop or gently restrain one student from behind with both of your arms around the student.
- Send for a professional staff member immediately if physical contact is needed to maintain a student's safety.

### ***Student Contact***

Volunteers should not telephone students, visit them at their homes, or meet students off grounds without permission from the parents and the school principal or teacher. In addition, we recommend that when working with students individually or in small groups, you work in a highly visible area.

### **Guidelines**

#### ***Be Dependable***

Please be prompt and consistent. If you are not able to volunteer during a scheduled time, please find a substitute. If you cannot find a substitute, call the

teacher, the volunteer coordinator or leave a message with the school office as far in advance as possible.

***Determine Whether Your Pre-School Child Can Participate***

Very often, your preschooler can fit right into a classroom routine doing pencil and paper work, stations, and whole group activities along with the rest of the class. If you find that your preschooler is a distraction to learning or takes more of your time and effort than the contribution you can make to the volunteer activity, you should make other arrangements.

***Field Trips***

For safety reasons, we ask that younger siblings do not accompany parent chaperones on field trips.

*This Handbook was updated Fall 2018*