



PARENT AND STUDENT HANDBOOK

**St. Jude of the Lake Catholic School
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Welcome to St. Jude of the Lake Catholic School

Founded in 1954, St. Jude of the Lake Catholic School continues to grow academic and spiritual leadership in its students preparing them with an education that will equip them for the future. Our school offers a family like atmosphere, affectionately called, OUR HAPPY PLACE, where each child receives personal attention in a just-the-right-size classroom environment. We nurture students as they grow spiritually, socially, physically, and academically. Students at St. Jude of the Lake grow in the likeness of God learning to love all in their ever-expanding communities.

The St. Jude of the Lake curriculum includes instruction in religion, English, mathematics, social studies, science, computer skills, music, physical education, Spanish, library, STEM, and art. Our faculty and staff integrate our Catholic faith with academic excellence. We offer extracurricular activities, service projects and leadership opportunities for our students to help them develop the necessary skills and attitudes to be leaders who will make a positive difference in God's world. Proudly, St. Jude of the Lake Catholic School is accredited by the Minnesota Nonpublic School National Accrediting Association.

Our teachers, staff and I support every child at St. Jude of the Lake, and bring the energy, enthusiasm, and thoughtfulness needed to make our school so amazing! We are committed to providing excellence and modeling Christ's love in a safe and welcoming environment. As a school dedicated to teaching and living Christian values, our students learn the principles of faith, community, love for others, and service. Our partnership with parents is integral in the success of our students. We feel it is an honor and privilege to be walking this part of your family's journey with you. TOGETHER. One of our primary responsibilities as educators is to make every effort to ensure that our students feel safe and successful while they are in our care. Developing a positive self-esteem and learning to love God, themselves, their family, and their neighbors is part of our ministry. The most effective way to accomplish this goal is through a cooperative effort between the school and home. We look forward to working with you in a positive, mutually respectful manner where we support each other toward the accomplishment of this goal.

We look forward to an engaging and prosperous school year. Everything that is offered to you in this handbook is meant to assist and lead you in reaching the goals that have been set by our Church leaders, faculty, and school system. We are here to help you reach these goals in any way we can. We encourage students to be active learners and active participants in their educational experience. The following pages in this handbook explain what you will need to know to make this year a success. Parents and students need to take time to read and discuss the handbook together.

Please know that we are here to work with you, and if we can help you in any way let us know. No question or concern is too small!

All parents, grandparents, family members and close family friends are welcome in our schools. We need adults as volunteers to accomplish the plans we have for your child, and we seek your time and talents. Working together, we will be able to reach and accomplish many wonderful life-long experiences for the benefit of our students. Please watch ParentSquare and your child's class newsletters for opportunities and contact the school office for volunteer details and procedures.

We look forward to celebrating with you the spiritual growth and academic achievements of your child this school year. Please remember to communicate your thoughts and concerns with us throughout the year. On behalf of the staff and faculty of St. Jude of the Lake Catholic School, thank you for partnering with us. We are incredibly blessed to be walking this journey together! If you have questions or concerns, please contact us.

May God bless your family with good health, lots of learning, and laughter,

Cheerfully In Christ,
Carrie A. Hackman, Principal

MISSION STATEMENT

We strive to ensure our students are inquiring, knowledgeable, and caring young people who understand and respect the multi-cultural world in which we live.

We do this by 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 Board and Parish Councils-2018

VISION STATEMENT

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

OBJECTIVES

A faith community is built on effective 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.

ADMINISTRATION GUIDELINES

During the year, the St. Jude of the Lake Catholic School administration may need to revise, update and/or add to guidelines, regulations and/or policies included in this student guide. Parents will be given prompt notification.

THE SCHOOL ADMINISTRATOR HAS FINAL RECOURSE OR CAN WAIVE ANY OR ALL REGULATIONS AT HIS/HER DISCRETION.

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 to meet Association standards. We are proud to say we are accredited through the year 2024.

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 the 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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ACADEMICS

Students will be assessed in a variety of ways during their studies at St. Jude of the Lake Catholic School. The following scales will be used to determine grades:

It is the responsibility of the parent to keep tabs on their child's academic performance through active participation and communication. Teachers will notify parents when they see a change in behavior and or trends of poor performance.

GRADING

St. Jude of the Lake Catholic School utilizes a Standard- Based Report

Card system. The purpose of this type of reporting method is to communicate information about academic achievement and learner characteristics to parents and students. The Standards-Based Report Cards reflect what students know and can do in relation to established state and national standards.

Report cards are distributed quarterly and include teacher reflections as a part of the reporting document.

Instead of letter grades, numbers will be used to communicate if students are

EXCEEDING the grade-level (GL) standard (4),

MEETING the GL standard (3), PARTIALLY meeting the GL standard (2), or

BEGINNING to learn the GL standard (1).

Please see the included addendum for a more in-depth description and FAQ.

HONOR ROLL

Students in grades 6-8 receiving all A's or A/B's on any semester report cards will be considered on the St. Jude of the Lake Catholic School Honor Roll.

The goal of St. Jude of the Lake Catholic Schools is to bring each student to a level of maximum achievement and readiness for promotion to the next grade level. Because we believe that both mastery of skills and accountability are necessary for success, in partnership with the teacher, the student must be held

accountable to trying their best and parents must be committed to supporting their success.

ACADEMIC EXPECTATIONS

Students are expected to do their best to reach their potential while allowing other students to do the same. Specifically, each student is expected to:

- Be on-time to school.
- Come to class prepared with assignments and necessary supplies.
- Be attentive and an active participant in class.
- Do their own work.
- Make up work/assignments after an absence within a **reasonable** amount of time.
- Develop a plan with the classroom teacher on reasonable expectations and time allotment of completing assignments.

To create consistency and avoid surprises from one grade level to the next, these expectations are identical for every grade level offered at St. Jude of the Lake Catholic School. Consequences, however, will vary from different grade levels due to the difference in age and maturity.

CHEATING AND PLAGIARISM

Cheating and plagiarism are not tolerated. (Plagiarism is stealing the words, ideas, etc. of another and using them as one's own. Students who plagiarize do not give proper credit for the ideas or quotations of others.) Disciplinary measures will be left up to the teacher and administration on a case-by-case basis.

ADMISSION

St. Jude of the Lake Catholic School is part of the teaching ministry of the Catholic Church. We are a parochial school system committed to fostering the faith development of our students.

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 based on race, color, national or ethnic origin, gender, age, status regarding 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.

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.

The school does participate in a priority admission process. Requirements include, but are not limited to:

- Verification of Active Parish Affiliation/ Stewardship (Catholic families only)
- Current Immunization Record
- Baptismal Certificate (Catholic families only)
- Birth Certificate
- Release of Records from previous school, if applicable
- Kindergarten Screening

All academic and behavioral records will be reviewed by the school administration prior to acceptance to determine whether the programs available at St. Jude of the Lake Catholic School will meet the educational needs of the student.

All students are enrolled on a probationary basis. If during this probationary period there are any problems, a student may be asked to withdraw his/her attendance from St. Jude of the Lake Catholic School. The recommendation and decision of the school system are final. St. Jude of the Lake Catholic School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible.

TRANSFER STUDENT GUIDELINE

All internal and external transfer students will be admitted to St. Jude of the Lake Catholic School on a probationary basis. The transfer process begins with the building

administrator at the school in which you wish to transfer. It is the family's responsibility to contact the building administrator.

Transfer student policy guidelines include the following:

- The Administrator and other appropriate personnel may contact the former schools regarding the student's educational history. Only students who are in good standing at their prior school will be considered for enrollment.
- The building administrator may conduct an interview/tour with parents and the student.
- The Administrator will make the decision regarding enrollment and grade placement.

The Administrator, under the direction of the Pastor, will create a probationary enrollment agreement, which will be placed in the student's permanent file. The Administrator may: (1) remove the enrollment agreement of the student, (2) extend the enrollment agreement of the student, and/or (3) dismiss the student from school.

The education of a student is a partnership between the parents and the educational staff. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

ALLERGIES

Parents/Guardians will need to notify the St. Jude of the Lake School and Discovery Center of student allergies via the following forms:

- Health Care Summary (Student File Packet)
- Emergency Card (Student File Packet)
- Special Health Needs / Allergy Action Plan Form (from Classroom Teacher)
- 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 childcare 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 always available; 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.)

ALL SCHOOL EVENTS

BACK TO SCHOOL NIGHT

An evening event typically held the second or third week of September, after the start of the school year. Parents are free to walk the building, get an overview of the curriculum, classroom and teacher expectations, and school year as a whole.

COMMUNITY EVENTS (SEASONAL)

There are three events on the calendar, Praise and Pumpkins (October), Advent Fair (December), and The Egg-cel-LENT Event (March/April). Please watch ParentSquare, Facebook, and your student's backpack for detailed information.

MENTOR AND NEW FAMILIES

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 in late August at Summer Splash.

SUMMER SPLASH

Summer Splash is an all-school event held the week before school begins. This event provides an opportunity for parents and students to meet teachers, other classmates, enjoy food, drop off school supplies, and receive pertinent information about the upcoming school year. This is a fun open house you won't want to miss! Check the school calendar for exact date and time.

SERVE-A-THON

The SERVE-A-THON is the school's largest fundraising event and takes place in October. Students, parents, and teachers collect pledges and perform community service projects throughout the month. A special treat is extended to all participants.

SPRING CONCERT

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. Special family members, senior parish members, and residence from Coventry are invited to attend.

MUSIC PROGRAMS AND THEATER PRODUCTIONS

A Christmas program is held each school year in the month of December. All students participate in this opportunity. One musical production also takes place during the school year, which is held in the spring season. 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 "Seussical Jr." and "Wizard of Oz Jr." under the direction of our music and theater teams.

CATHOLIC SCHOOLS WEEK

Catholic Schools 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, and many special activities take place during this fun-filled week.

MAY CROWNING

May Crowning is an annual event honoring the Virgin 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, and parents are encouraged to attend this St. Jude of the Lake traditional.

ARRIVAL AND DISMISSAL PROCEDURE

The safety of St. Jude of the Lake Catholic School students is the first consideration when arrival and dismissal procedures are developed. To ensure the safety of students, we ask that all parents or designated drivers respect and comply with all procedures. Teachers have been directed to enforce procedures, so please cooperate with them as they carry out these responsibilities.

Children will not be released to anyone other than their custodial parent/guardian or approved adult during the school day unless the school is otherwise notified by phone or email. Custodial parent or guardian must provide notification to the office prior to any child being picked up during the school day. Custodial parents or approved individual by the custodial parent MUST report to the office and sign their child out before taking him/her from school any time during the school day. Students who return to school after an appointment must be accompanied by a parent/guardian to be checked in with the doctor's note or parental explanation in hand.

GUIDELINES FOR ARRIVAL AND DISMISSAL:

- Please refer to the diagram for each school building included in the appendix section of the handbook, which will provide directions for traffic flow for our arrival and dismissal procedures.
- **Please limit cell phones during car line to ensure student and teacher safety.**
- Pull your car as far forward in the loading zone as you can before you stop.
- All children should enter and exit cars on the passenger side of the car for safety reasons.
- If you are parking, rather than using the car line, you must accompany your child to and/or from the school building.
- For the safety of the children, we ask that parents do not pass other cars in car line at arrival and dismissal times.
- Parents are expected to make prior arrangements to have their children picked up by no later than 3:30 (or 15 minutes after dismissal on early dismissal days.) The teachers' supervisory duties normally end at 3:30. Parents who do not use the before and/or after school care programs and who do not pick up their children on time place a hardship on the staff. If for some reason children have not been picked up after school by 3:30 p.m., they will remain in the building to wait for parents, who must come into the building to pick them up. After 3 (three) infractions of picking up children late, parents will be asked to register for the extended care programs or make other childcare arrangements.
- Students who either walk or bike to and from school must have arrangements made ahead of time with the school office or have written permission from a parent. These students will be dismissed at the conclusion of car line.

- For liability reasons, the diocese does not allow for booster/car seats to be left at school for installation in a vehicle by someone other than a parent/guardian.

ASBESTOS MANAGEMENT PLAN

St. Jude of the Lake Catholic School families should be informed that there is asbestos present in our school. It is non-friable and does not present a hazard in its present form (floor tile adhesive). A management plan is in use and is available for inspection by appointment with the Building Maintenance Manager.

ATTENDANCE, TARDINESS & ABSENTEES

Regular school attendance and punctuality are conditions of enrollment at St. Jude of the Lake Catholic Schools. All parents are to call the school office by 8:45 a.m. if a student will be absent for the day. **All healthy children are expected to be at school for the full school day. Parents are discouraged from taking their students out of school except for family emergencies or doctors' appointments.** Tardy students must check in with the office upon arrival. Students are considered tardy if they are not in their assigned classroom by the tardy bell. Parents are requested to notify the office if a student will be leaving for an appointment during the school day. Students gone for more than 1 1/2 hours anytime during the school day will be issued a tardy slip. Excessive absences and/or tardiness cannot be tolerated. St. Jude of the Lake Catholic School requires students to "maintain an attendance record of at least 90% each throughout the year. Students falling below this percentage may be put on an attendance contract. If the terms of the attendance contract are not met, the parents and student may be asked to meet with the pastor and administrator to determine next steps.

- Parents and students who fall below 90% attendance may be notified in writing.

Truancy Policy/Legal Mandate The law presumes that it is a parental responsibility to ensure attendance for children aged 11 and younger. State law allows for a program to divert families from child protection intervention due to educational neglect. The matter can eventually be referred to child protection services if the issue is not resolved. The school is required to make initial efforts to remedy attendance issues with the parent(s) and student (phone calls, meeting with parent(s) or guardian(s), letters, etc.)

- Attendance % does NOT start over at semester.
- Please advise the office, classroom teachers, and principal if there are special circumstances, illnesses, etc. that might keep a student from regular attendance at school.
- Vacations are not considered special circumstances but may be evaluated on a case-by-case basis.
- Variables such as a student's academic performance, age, ability to make up and retain work, etc. may be considered prior to putting them on attendance probation.
- Makeup homework due to pre-planned absence will NOT ALWAYS be given ahead of time. All work will be given the same - 1 day for 1 day to make up when your child returns to school.

ASSESSMENTS

Assessments are given in the classrooms throughout the year for all students in order to supervise and manage their progress and evaluate and improve programs within the school.

The NWEA MAP Assessments are administered two-three times throughout the school year in math, reading, language arts, science to provide data in diagnostic testing. The score from these standardized tests will be shared and interpreted for you through your student's classroom teacher.

BIRTHDAYS & GIFTS

INVITATIONS

To prevent hurt feelings, we request that parents refrain from handing out invitations in the classroom for a party that is being held outside of school unless the ENTIRE CLASS or ALL THE BOYS or ALL THE GIRLS in the class are being invited; otherwise, they should be mailed to the student's home address. Valentines distributed at classroom parties must include a Valentine for each student in the class.

GIFTS

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

CLASSROOM TREATS

With the approval of the classroom teacher, students are welcome to bring in treats from home if they are individually wrapped, peanut-free, and enough for every child in the class. Parents of students with dietary restrictions may keep treats in the office/classroom to be given out during special celebrations.

CELEBRATIONS IN THE CLASSROOM

For health reasons, all items MUST be purchased from a store or bakery and arrive to school in the original container. Due to sanitation guidelines, all items must be individually wrapped. Please make healthy decisions when purchasing items for the classroom.

We are a Peanut-Free Campus. Due to allergy issues, TREE NUTS OR PEANUTS will NOT be allowed in the building or for any class celebrations. If your student has dietary restrictions, please supply the school with a suitable substitute.

CLASSROOM TEACHER ASSIGNMENTS

St. Jude of the Lake Catholic School Staff will assign students to classes for the next school year, we endeavor to meet the needs of the individual child and develop classes whose balance and dynamics contribute to a positive learning environment. To achieve well-balanced classes, we consider academic ability and to help maintain positive class dynamics, we consider which pupils should and should not be placed together. "Former" and "Current" teachers will consider the benefits of possible assignments to each student, as well as the contributions each student and various groupings of students can bring to the dynamics and balance of each class. Only under special circumstances will requests be considered, but not promised.

CODE OF CONDUCT

The philosophy of discipline of St. Jude of the Lake Catholic School is based on the life and teachings of Jesus. These principles are the foundations for Christian learning. St. Jude of the Lake Catholic School will strive to provide an education in a safe environment where each person is valued as a unique individual. Students are to show care, concern, and respect for all individuals. Positive reinforcement for good behavior and clearly established rules of conduct for the classroom and school building help students to know and understand what is expected of them while they are under our care and supervision. When occasions arise where students do not reflect those high values, teachers are expected to handle those situations appropriately and to communicate with the parents accordingly. Students have a responsibility to inform teachers or school administrators of inappropriate behavior directed toward them or any student or person as soon as possible. Repeated offenses, documented by the school, by the same person to another person could result in suspension or dismissal. If necessary, the principal and/or assistant principal will become involved to the extent that the teacher and/or parents believe it will be helpful or the administration feels it is necessary.

- Verbal teasing and threats will not be tolerated. (This includes cyber-bullying.)
- The threat, possession and/or use of any potentially dangerous or lethal weapon is prohibited on all school campuses and at all school-related functions.
- All threats of verbal, acts, and/or use of violence will be taken seriously and will be dealt with on a case-by-case basis.

Students who are suspended from school may not participate or attend extracurricular activities when suspended from school. Physical punishment is never an option; removal of student privileges or service work might be a consequence. Cooperation, communication, and a positive approach to the relationships between home and school will always be the key to happy and successful student life. Extracurricular events include academic and sporting events. Unsportsmanlike conduct will not be tolerated. Anyone displaying unsportsmanlike conduct will be asked to leave the event.

Each of us, as a family member of the St. Jude of the Lake Catholic School Community, commit ourselves to act as peaceful and respectful people:

- To Respect Self and Others: We will respect ourselves, affirm others, and avoid uncaring criticism, hateful words, physical attacks, and self-destructive behavior.
- To Communicate Better: We will share our feelings honestly, look for safe ways to express our unhappiness, and work at solving problems peacefully.
- To Listen: We will listen carefully to one another, especially to those who disagree with us, and consider others' feelings and needs rather than insist on having our own way.
- To Forgive: We will apologize and make amends when we have hurt another, forgive those who have hurt us, and keep from holding grudges.

- To Respect Nature: We will treat the environment and all living things with respect and care.
- To Play Creatively: We will select activities and toys that support our school's values and avoid activities that make violence look exciting, funny, or acceptable.
- To Be Courageous: We will reject inappropriate behavior in all its forms whenever we encounter it, whether at home, at school, or in the community, and we will stand with others who are treated unfairly.

ON-CAMPUS CONDUCT

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

Items that detract from a learning situation are not allowed at school at any time:

- Toys may not be attached to student backpacks. Ornamental items, such as a key chain, must stay attached to the backpack.
- Please do not allow your child to bring toys from home unless it is for a special share time in class, at which time it may be retrieved from their book bag.
- Electronic device, including smart watches, cannot be used during the school day unless authorized by staff at appropriate times.

OFF-CAMPUS CONDUCT

The Administration of St. Jude of the Lake Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes, but is not limited to cyber-bullying, fighting, etc. by any means.

The school Administration reserves the right to determine the appropriateness of an action if any doubt arises.

The school Administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

PARTICIPATION AND REPRESENTATION OF SCHOOL

Participation in student activities is a privilege, and not a right. Creditable citizenship shall be one of the criteria for participation in school activities. Creditable citizenship includes such things as regular and punctual attendance and a quality of conduct that promotes the best interests on the school. Therefore, students shall exhibit standards of behavior that will bring credit to the student, the activity, the school, and the community.

There are other student activities at St. Jude of the Lake Catholic School that provide a program for students to pursue special interests, in addition to the more formal class activities. Student activities help develop leadership abilities, promote school spirit and loyalty, establish habits of good citizenship, and provide opportunities to learn to work as a part of a group. Although student activities are important for the all-around development of students, they must ultimately be secondary importance. Regular classroom work must come first.

Students who attend St. Jude of the Lake Catholic School should model Christian conduct and decorum while at school, during all school-sponsored events, and/or when representing our school.

When students attend events/activities as representatives of their school, their conduct not only reflects on themselves and their families, but also on the entire school and Church community. Hence, behavior outside of school which harms the image of our school or displays attitudes which are contrary to Catholic beliefs and practices may result in disciplinary action.

COMMUNICATION

St. Jude of the Lake Catholic School follows a chain of command when parents and/or students have a concern or complaint. Please follow these procedures. See Appendix for specific details.

Consistent communication and cooperation between the home and school is vital to the success of any school program. Teachers send most of their communications to the parents through their students' backpacks and/or digitally through ParentSquare, the school communication platform. We recommend that all parents check their child's backpack, ParentSquare, and parent email on file daily so that important information will not be missed. Some of the ways provided for communication are:

ParentSquare/School Email: We send out much of the office, teacher, and general school communications are sent through an electronic platform, ParentSquare. Please check these platforms and your personal email on file weekly, if not daily.

Website: School information in detail, handbooks, resources, and Facebook links can be found at <http://www.stjudeofthelake.org>.

Please notify the office immediately if you do not have regular access to online sources.

When areas of concerns arise, parents are invited to communicate openly and honestly with the people who are most closely involved with the situation and can most likely help to resolve the situation. Teachers can be contacted at school during school hours, at which time appointments can be arranged to discuss issues that relate to school concerns. *“Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake.”* The principal/administrator is available for conferences and appointments in the same way as teachers. Parents are encouraged to call ahead for an appointment with administrators.

The staff of St. Jude of the Lake Catholic School recognizes that parents are the primary educators of their children. Since the parents authorize the school to serve as an extension of the educational process of the home, the attitude of parents toward the school and educational process should be one of respect and support. Parents are encouraged to share their honest suggestions and feedback through the proper channels. Parents are expected to support the school (teachers & administration) with the consequences imposed upon your child due to the actions of your child.

CONFERENCES

When concerns arise, parents are invited to communicate openly and honestly, first with the classroom teacher who is most closely involved with the situation and can most likely help to answer questions. Teachers can be contacted through the school office and an appropriate time to meet will be arranged. If the concern is not addressed or resolved, the building administration should be contacted.

We ask that you please do not *pop-in* or *stop-by* when you are dropping your child off or picking them up in the carline. All staff have duties first thing in the morning and after school during the car line. It is a matter of safety and fairness to all that you set up an appointment unless otherwise instructed by the teacher, principal, or staff member.

A REQUIRED Parent-Teacher conference is scheduled for all students during the first semester. Additional conferences can be arranged at other times during the school year. The principal is also available for conferences. Parents are requested to call ahead for an appointment. Please do not use the car line as a conference opportunity, as it is not the appropriate time or place.

CRISIS MANAGEMENT

St. Jude of the Lake Catholic School has a written Crisis Management Plan. This Plan is on file in the school office, posted in all classrooms, and is available for parents upon request.

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, 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 Encore Senior Living Center.
- **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 throughout the school year..

We have implemented *STOP AND FOLLOW ME* drills and practice them several times throughout the year.

CURRICULUM

St. Jude of the Lake Catholic School Curriculum Guides are available in the school offices.

Our curriculum fosters the tradition of faith development, service, and academic excellence. Our Catholic faith serves as the cornerstone of all curricular and instructional planning.

Research-based teaching methods actively engage students in the learning process. Differentiated instruction is instrumental in meeting academic needs.

Project-based and cross-curricular assignments help students to work collaboratively to learn and explore. Diagnostic testing is utilized at all grade-levels and the NWEAs are administered to students in the Fall /Winter/Spring.

Religion- Catholic doctrine and tradition, Bible/Saint Studies, Catholic Social Teaching, and preparation for the reception of the Sacraments of Reconciliation and Eucharist will be modeled and taught. Students attend All-School Mass every week, with Middle School grades attending additional religious instruction and youth group activities as well.

- **Language Arts-** Reading, English, Spelling, Vocabulary, Composition, Library Skills, and appreciation of Literature will be taught.
- **Social Studies-** History, Geography, Economics, State and World History, Citizenship, and Current Events will be taught and discussed. An environment in which multiple viewpoints will be discussed and analyzed will be encouraged.
- **Mathematics-** Strong base Mathematics Skills, Pre-Algebra, and additional skills base will be taught.
- **Fine Arts-** Vocal Music, Visual Arts, Performing Arts, and Band
Note: Piano lessons are offered for students in K–Eighth grades. Students in grades 3-8 are given the option to participate in Band or Orchestra. Students in Band and Orchestra strongly encouraged to practice, as well as attend scheduled lessons and performances.
- **Science-** General Sciences, Engineering (STEM), and Laboratory Experiences

- **Spanish-** Vocabulary, common expressions, grammar, conversation, and culture will be explored. This class is intended as an exploratory class of the Language and culture.
- **Physical and Health Education-** Physical fitness programs and skills appropriate for each grade will be taught. We believe that a strong physical mind and body are imperative to a good education.

Note: All children will be required to participate unless a doctor's exemption is presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher. A daily note will be satisfactory for up to three consecutive P.E. classes. After 3 consecutive missed classes, a doctor's statement is required. Physical Education is graded according to a student's participation, positive attitude, sportsmanship, and behavior.

All students are required to wear tennis/athletic shoes for P.E.

Middle School students are required to wear a physical education uniform provided by the school.

- **Computer, Media & Library Literacy-** Internet etiquette, social media responsibility, appropriate and ethical use of any electronic device, integration of technology into everyday subjects and life, and basic word processing skills will be taught. Library research skills, primary and secondary sources, as well as investigating the resource of information will also be taught.

DISCIPLINE

The philosophy of discipline of St. Jude of the Lake Catholic School is based on the life and teachings of Jesus. These principles are the foundation for Christian learning. St. Jude of the Lake Catholic School will strive to provide an education in a safe environment where each person is valued as an individual. Students are to exhibit respect for all individuals. Students are expected to act in a way that reflects the strong Christian values that have been taught by their parents, as well as reflecting the philosophy of the school. Clearly established rules of conduct for the classroom and school building help students to know and understand what is expected of them while they are under our care and supervision.

Students who are suspended from school may not participate or attend extracurricular activities when suspended from school. Physical punishment is not an option; however, removal of student privileges or service work might be a consequence. Cooperation, communication, and a positive approach to the relationship between home and school will always be the key to happy and successful student life

Positive reinforcement for good behavior and clearly established rules of conduct for the classroom and school building help students to know and understand what is expected of them while they are under our care and supervision. When occasions arise where students do not reflect those high values, teachers are expected to handle those situations appropriately and to communicate with the parents regarding these things. **Students have a responsibility to inform teachers or school administrators of inappropriate behavior directed toward them or any student or person as soon as possible.** Repeated offenses, documented by the school, by the same person to another person could result in suspension or dismissal. If necessary, the principal will become involved to the extent that the teacher and/or parents believe it will be helpful or the administration feels it is necessary.

Cooperation, communication, and a positive approach to the relationship between home and school will always be the key to happy and successful student life.

Classroom rules and consequences are explained and discussed with students. When students exhibit problem behaviors and break rules repeatedly, parents will be informed. Their support and insight are invaluable.

Discipline is not a form of punishment. Its purposes are:

- *To help each student become more responsible to him or herself and to others.*
- *To educate and assist students in developing self-control.*
- *To promote classroom situations conducive to learning.*

- *To create a harmonious school and classroom atmosphere.*

Discipline is attained when students in a classroom and school cooperatively work with the principal, teachers, and companions toward the attainment of the class and school objectives.

TOY, FIDGET SPINNERS, ETC. IN THE CLASSROOM

Students are NOT to bring *collections*, toys, cards etc. to school unless prior approval has been obtained from the classroom teacher. These items can be a distraction in the classroom. The school staff retains the right to determine what is or may be a distraction. If your child needs an item to help with ADD, ADHD, or any other situation or challenge then the teacher will make the recommendation for an item to be brought to school that will address the concern.

St. Jude of the Lake Catholic Schools take bullying and cyberbullying very seriously. There is more on this policy and details on actions taken by the school later in this section.

BULLYING AND CYBERBULLYING

Bullying and Cyberbullying should be reported to the student's teacher or a staff member immediately. Support action for the victim will be taken. Teachers and Administration will investigate the allegations to validate that bullying/cyberbullying did take place by questioning any witnesses and all involved. If bullying/cyberbullying is validated, the student who is doing the bullying/ cyberbullying, his/her parents, and the teacher or staff member will meet as soon as possible to discuss the situation and the action plan to be developed as a result.

Our goal is to teach that each child is worthy and deserving of respect. With this in mind, we strive to teach children self-discipline. Children need adults who will consistently model values and actions that are in accord with our Catholic philosophy. The uniqueness of each child must be considered, thus not all students will be treated the exact same but fairly and justly.

CELL PHONES/APPLE WATCHES

To promote a healthy, safe environment, to remove distractions from the academic environment, and to protect the integrity of the curriculum, St. Jude of the Lake Catholic School prohibit students from using and/or having cell phones or other electronic communication devices turned on during the school day, this includes car line. **Cell**

phones have the potential to disrupt instruction. They are not to be visible, on, or used during the school day unless instructed by a teacher or administrator. Use of cell phones for emergency purposes or for the accommodation of a disability must be authorized by administration and documentation carried by the student.

Cell phones and any other electronic device must be kept **OFF** and in the student's backpack until the student leaves the school premises unless given permission. This includes the lunch periods, passing periods, the playground, carline, as well as on school sponsored trips.

"Using" refers to not only the making and receiving of calls but texting messages and receiving text messages.

Please see each school appendix for detailed consequence list for cell phone violation.

If a cell phone is confiscated during a quiz, test or exam, the student may be subject to more serious disciplinary consequences.

St. Jude of the Lake Catholic School is not responsible for any lost, stolen, or damaged cell phones. Parents should NOT contact students during the school day on their cell phones.

DRESS AND UNIFORM

Students in grades K-8 are required to wear the school uniform. Donald's Uniforms and Heritage Embroidery are our official suppliers of uniforms and spirit wear items. The length of uniform skirts, shorts, and skorts are to be no more than 2 inches above the knee.

Hair extensions and/or feathers are not permitted. Length of hair on the forehead must be at or above eyebrows. Boys' hair must be above the shirt collar. Hairstyles and cuts must not be dramatic or distracting.

Body piercing must not be distracting to the learner or academic experience.

No visible tattoos.

For safety reasons, sandals, flip flops, open toe, boots, fashion, and/or open backed shoes are not to be worn at any time. Students must wear tennis shoes to participate in P.E class.

Other issues related to cleanliness or neatness of the uniform, hairstyles or color, or general appearance of students, although not specifically addressed in the school dress code, can be judged appropriate or inappropriate by the administration. If the administration determines that a student's appearance is distracting to the educational process or diminishes the reputation of the school, they will request that the student make modifications and will expect that the parents will cooperate with and help to enforce these requests. Exceptions must be pre-approved by the school administration. The detailed uniform code is included in the appendix section of the handbook.

NON-UNIFORM SCHOOL DAYS

Students are expected to be in modest and appropriate attire on non-uniform days. Shirts and tops must be long enough to cover the midriff when arms are extended upward. If wearing leggings, shirts must reach at least to ends of student's thumbs and must completely cover the torso. Tank tops, spaghetti straps, and tops with revealing necklines or those that allow undergarments to be visible are not to be worn. Clothing may not be torn or raveled. Skirt, skorts, and shorts must not exceed 2 inches above the knee. For safety reasons, sandals, flip flops, open toe, and/or open backed shoes are not to be worn at any time. At all other times, students are expected to comply with the requirements of the uniform. Students not complying will be asked to change. Special exceptions to this requirement must be arranged with the school administration prior to the non-uniform day.

If the administration determines that a student's appearance is distracting to the educational process at St. Jude of the Lake Catholic School or diminishes the reputation of the school, they will request that the student make modifications and will expect that the parents will cooperate with and help to enforce these requests.

SPIRIT WEAR DAYS

Students may wear approved spirit wear items ONLY, including spirit wear pajama and athletic pants, sweatpants, stretch pants (no footless tights), and shorts. Students may wear jeans appropriate length short/skorts/skirt (no holes), or uniform bottoms and a spirit wear top. Non-spirit wear pajama, sweat or printed pattered legging pants are not acceptable. Repeat offenders will risk losing the privilege to participate in future spirit wear days. Students are always welcome to wear their uniform on spirit wear days.

DRESS UNIFORM MODIFICATIONS

- Neutral nail polish can be worn on natural nails. No artificial nails. Polish may not be brought to or applied at school.
- No make-up of any kind.
- Visible tattoos, stickers, and/or body art is not acceptable. Students are not to write on themselves or others without adult permission.
- Undershirts are to be white or free of visible graphics and/or lettering and should not hang below the sleeve.
- Sunglasses are not to be worn inside the building unless prior permission has been given.
- Headbands and hair accessories may not be disruptive to the learning process. No hair extensions.
- Girls' and boys' hair will not be disruptive to the learning environment. No unnatural colors allowed, and boys' hair must be neat, clean, and not distracting.
- Socks need to be worn by all students.
- Out of Uniform Days: Please read *Out of Uniform Days* Guidelines in the main handbook prior to choosing clothing for these days.
- **Students may be asked to remove any distraction as deemed by the principal.**

DRESS CODE VIOLATION

CONSEQUENCES The following steps will be followed when a student is out of uniform:

1st Violation: Warning from teacher. (If a Mass Day, student will change immediately)

2nd Violation: Phone call home to parent from the teacher/Principal. Student will be required to change the out of out-of-uniform clothing or shoes. We have items on hand, but a parent may be called if nothing is available or if the student refuses to change.

3rd Violation: Parent will be asked to come and pick up their child for the rest of the day. This will be considered defiance and will need to be discussed further with the parents on how best to proceed.

ST. JUDE OF THE LAKE DISCOVERY CENTER PRESCHOOL DRESS CODE

Students should wear comfortable play clothes and socks with their shoes. Please be cognizant of shoes that leave scuff marks. For safety reasons, flip-flops or other open-backed shoes are highly discouraged.

EARLY DISMISSAL DAYS

There is no afternoon Extended Care on early dismissal days.

Lunch will not be served on scheduled early dismissal days.

Parents are to plan beforehand for pick up.

EDUCATIONAL ENRICHMENT OPPORTUNITIES

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 (SEE FIELD TRIP DETAILS FOR MORE INFORMATION)

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

ART ADVENTURE

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 K - 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.

EDUCATIONAL OPPORTUNITIES (OPTIONAL)

BAND AND INSTRUMENTAL MUSIC LESSONS

Band and instrumental music lessons are available to students in Grades 4 - 6 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.

There is an additional cost to this opportunity.

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-6. *There is an additional cost to this opportunity.*

EXTRACURRICULAR ACTIVITIES

ATHLETIC PROGRAMS AND CAMPS

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, soccer, track, volleyball, basketball, 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.

STUDENT COUNCIL

When the opportunity is available, students in grades 6-8 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.

EMERGENCY INFORMATION

The school must have an emergency form on file for each student in the school. An Emergency Form should have been completed during the registration process. If any information on the emergency form changes, it is very important that the school be notified immediately. It is also very important that one custodial parent or a designated responsible person be easily and quickly reached during the school day. If you are going to be out of town, we ask that you advise us of the procedure that we should follow in your absence. Please do this in writing so that it can be temporarily attached to the emergency contact form.

FINANCIALS

Tuition schedules are posted on the TADS site. The School Office manages all finances for the school so please contact them directly with questions regarding finances and tuition.

All outstanding balances, including before and after care, must be paid before the last day of school unless other arrangements have been made with the administration and written documentation agreed upon and on file.

Please contact Laurie Barclay at lbarclay@stjudeofthelake.org for all financial/bookkeeping questions.

FIELD TRIPS

Field trips are an important part of a child's educational experience. **However, field trips are a privilege and no student has an absolute right to participate.** Students may be denied participation if they fail to meet academic and/or behavioral requirements. All volunteer drivers for field trips must be 21 years old, VIRTUS trained, and have a *Volunteer Driver Form* on file with the school office. Volunteer drivers must follow the specified route to and from the destination without deviation. We request that drivers and chaperones do not bring younger siblings on field trips so that their full attention can be given to those students they are responsible for supervising. No student will be allowed to go on a field trip without returning an official copy of the field trip permission form signed by a custodial parent/guardian.

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.

Due to safety reasons, we ask that younger siblings do not accompany parents/guardians on field trips.

ANY Chaperone who REGULARLY helps in the school, classroom, or attends field trips MUST be VIRTUS trained. This is a requirement by the ARCHDIOCESE. Please contact the school office for further information on how to become VIRTUS trained.

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. There are no *traditional* field trips. Class participation in a particular field trip over consecutive years does not mean that the trip has become a school tradition.
4. All grades do not always have the same number of field trips.
5. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
6. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.

7. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home per parent request with the parent and will be marked absent for the day.
8. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
9. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
10. Parents who are not *official* chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. The Minneapolis/St. Paul Archdiocese risk management insurance company, Catholic Mutual, states that **ONLY** *official* chaperones are covered, by the insurance policy and participation by unofficial chaperones jeopardizes the protection for our students and all other *official* adults on the trip.

HEALTH

All St. Jude of the Lake Catholic School students must comply with the health requirements determined by the Minnesota and U.S. Department of Health about immunizations and the Archdiocese of Minneapolis/St. Paul. The school nurse will coordinate efforts to keep and upgrade health records of students, as well as to coordinate other health-related programs. The nurse has the authority to see that all students are compliant with health department laws, and may determine, with the administrators, if action should be taken in cases of non-compliance. The nurse is available for advice related to health issues and will be on the premises daily.

Children should be kept home from school when they are not well enough to actively participate in the school day, both for their sake and the sake of other children in the school. Students returning to school after an illness should be free of flu symptoms, fever, and diarrhea for a minimum of 24 hours without medication. If the school office personnel, or the nurse calls, to request that you pick up your child because of sickness or injury, we would expect the family to make whatever arrangements necessary to pick up the child in a timely manner. After five consecutive days of absence, the administration reserves the right to require documentation on return.

The use or possession of tobacco, alcohol, illegal drugs, or unauthorized prescription medications is prohibited on the parish and school campuses, as well as at all school-related functions. St. Jude of the Lake Catholic School follows Minnesota State law regarding mandatory reporting of possession of drugs. Penalties will be in accordance with the guidelines.

All prescription and non-prescription medication, essential oils, and cough drops, and syrup must be kept in the office and administered in the office.

EMERGENCY INFORMATION CARDS

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 SCREENINGS

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.

HOMWORK

Homework is assigned to prepare students for class and to reinforce material already taught in the classroom. Parents are encouraged to arrange a specific time and place for their children to do homework to develop good study skills. Children should take responsibility for completing assignments and turning them in on time.

Teachers will not be expected to provide homework assignments in advance for students who will be gone for reasons other than illness, family emergency, or school activities.

Please note: Teachers will be in contact with the parent(s) and/or guardians as to when homework will be available for pick-up.

Students are responsible for obtaining and completing assignments when they return to school after any absence. Parents are to message the office and classroom teacher by 9:00 a.m. to arrange a time to pick up a student's homework. Homework may be picked up at the school office after the car pick-up line has ended. If your child is sick, they are allowed one day for every day they are sick to make up work. Extended illnesses will be addressed on a case-by-case basis. If your child is sick, we recommend they take care of assignments when they return.

On average, 10 minutes per night multiplied by a student's grade level gives parents a somewhat appropriate guide for time spent on homework, although this may vary according to the ability level of the student. Please keep in mind that every child works at their own pace. Keeping up with daily assignments during class time will lower the stress level and workload. Preparation for tests, and redoing or fixing previous homework assignments, are not included in the 10-minute time estimate. Effort should be put into doing all homework assignments correctly the first time. Doing well results in lowering the overall homework load in the long run. Parents are encouraged to contact teachers if the notice their child is spending an excessive amount of time on homework. Communication with teachers is essential in addressing the situation effectively and promptly.

ILLNESS AND 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.
- **Covid-19,** please contact the school nurse.

MEDICATION 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.

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. If the family refuses immunizations for their child(ren), documentation must be on file and with a specified reason for refusal.

IMPORTANT POINTS TO ADDRESS

ANNOUNCEMENTS, FLYERS, AND POSTERS

Persons wishing to place posters, flyers, and/or make 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 school.

ELEVATOR USAGE

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.

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 through TADS. A free or reduced lunch program is available to assist families who qualify. Forms are available in the office for hot lunch assistance.

All students receive one FREE carton of milk a day.

LAKER LENDER

Gently used uniforms are available for all students free of charge. When the uniform is no longer needed and in good condition, please wash and return so someone else can use it.

LIBRARY

The library is a vital component of our program. It is the responsibility of the students/parents to pay full cost of a lost or stolen library book. The current school year's exact schedule will be communicated upon the start of the school year.

LOST AND FOUND

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

PAYMENT METHODS

Please either pay online via TADS, or send all monies, including lunch, to school office in a sealed envelope with your child's NAME, GRADE, and the AMOUNT OF MONEY enclosed written on the front of the envelope.

If paying for multiple children, please make sure that all your children's names and grades are on the front of the envelope. If the last name on the payment check is different than that student's last name, please indicate the child's name in the memo section of the check.

Checks should be made payable to St. Jude of the Lake Catholic School

Credit card payments are accepted- Please be aware there will be a processing fee of 5% of the total, or a minimum of \$5.00 per transaction due to the fees the school incurs by the credit card companies for the convenience.

SCHOOL CLOSINGS (Emergency or Severe Weather)

In case of emergency or severe weather, you will receive an automatic alert to your mobile phone and email address through ParentSquare. You can also watch our local news and listen to local radio stations for school closings.

SCHOOL PICTURES

Individual and classroom pictures are taken once (twice for make-ups) each year. Notification will be given well in advance of the photography session(s). Pictures are available for purchase through the photography company, and a yearbook will be for sale through the school.

SCHOOL SUPPLIES

The school will provide most of the consumable school supplies for their children. A list of the remainder grade-level supplies will be provided prior to the start of each school year on the website and ParentSquare. It is requested that all supplies be labeled with the student's name.

TADS

TADS 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 *TADS* 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-8 may access secure student information online, including real-time attendance information, grades, assignments, and school lunch transactions.

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.

VISITORS

All parents/guardians or visitors must sign in at the school office before going their designated location. 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.

MIDDLE SCHOOL SPORTS EXTRACURRICULAR ACTIVITIES

The local Deanery of our Catholic Schools organizes athletic activities and programs at the middle school age level.

The use of tobacco, alcohol, and/or drugs will result in dismissal from the activity.

Middle School students and parents who are active in a sport will be required to cooperate with the St. Jude of the Lake Catholic School's Code of Conduct. A doctor's physical may be required for these programs.

Students who are absent (unexcused) from school are not permitted to participate in after school sponsored activities on the day they are absent from school. Students who leave school early for unexcused reasons during the school day are not permitted to participate in extracurricular school events.

PARENTS

We consider ourselves blessed and privileged at St. Jude of the Lake Catholic School to work with parents in the education of children, because we believe parents are the primary educators of their children. Therefore, it is your right, and your duty, to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, and psychologically. Your choice of Catholic schooling involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

A good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless they are nurtured by the example of good Catholic/Christian morality, and by an honest and personal relationship with God in your family life.

Once you have chosen to enter a partnership with us, we trust you will be loyal to this commitment.

During these formative years at St. Jude of the Lake, Preschool- Grade 8, your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make an investigation of the complete story of your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn, however, sometimes in the maturity process, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive, but it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us make a commitment to partnership as we support one another in helping your child to become the best person he/she can become.

PARENTS AS PARTNERS

As partners in the educational process at St. Jude of the Lake Catholic School, we ask parents to set rules, times, and limits so that your child:

- Gets to bed early on school nights.
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed per the school uniform code.
- Completes assignments on time.
- Has lunch money or nutritional lunch from home every day.

- Appropriate seasonal clothing.

- Attends Sunday Mass regularly.
- Participates in the life of the Church by sharing Time, Treasure and Talents.
- Supports the religious and educational goals of the school.
- Reads school notes and newsletters and to show interest in the student's overall education experience.
- Supports and cooperates with the discipline policy of the school.
- Treats teachers with respect and courtesy in discussing student problems.
- Actively participates in school activities such as Parent-Teacher Conferences.
- Pays for any damage to or loss of schoolbooks, electronic devices and equipment, or property due to carelessness or neglect on the part of the student
- Notifies the school with a ParentSquare message when the student has been absent or tardy.
- Notifies the school office of any changes of address or important phone numbers
- Meets all financial obligations to the school.
- Informs the school of any special situation regarding the student's well-being, safety, and health.
- Promptly completes and returns to school any requested information.

POLICIES

The complete St. Jude of the Lake Catholic School Family Handbook is available online at www.stjudeofthelake.org Click on *School Life*, and then *Parent and Student Handbook*.

CHILD PROTECTION AND CUSTODY

St. Jude of the Lake Catholic School “abides by the provisions of the Buckley Amendment, with respect to the right of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court-certified copy of the court order.” Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher, and any other costs associated with the testimony (mileage, parking, food, etc.).

St. Jude of the Lake Catholic School abides by the Child Protection and Reformation Act that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity might be abused or neglected must report to the Minnesota Department of Family Services.

“The Minnesota Child Protection and Reformation Act requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child must report this information to the Minnesota Department of Family Services.”

CUSTODY AND RELEASE OF MINORS

It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. No authorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the parents or guardian. To cooperate with students and family needs, the school should be informed of custody arrangements. Parents may sign a Durable/Non-Durable Power of Attorney giving the school permission to discuss their child with a grandparent or another designated person. This document will be kept in the child’s file for one year. The school cannot intervene in custody matters unless court documents are provided to the Principal and reviewed/advised by the Minneapolis/St. Paul Archdiocesan lawyer.

CHILD ABUSE LAWS

St. Jude of the Lake Catholic School abides by the Child Abuse Laws of the State of Minnesota. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher's concerns. Parents, in partnership with the school, are expected to uphold these same standards of confidentiality.

INDIVIDUALS WITH SPECIAL NEEDS

St. Jude of the Lake Catholic School attempts to address the special learning needs of all students within the parameters of the system's human and financial resources according to guidelines. Students are considered for enrollment when educational resources and programming are available that can address their specific needs and allow them to be successful.

SMOKE-FREE POLICY

St. Jude of the Lake Catholic School is a smoke-free campus. Smoking is not allowed on the campus at any time. This includes cigarettes/cigars, e-cigarettes/cigars, and vaporizers.

STUDENT RECORDS PRACTICE/GUIDELINES

The principal only, as custodian of the records, is empowered to release personally identifiable information about students. Only the following persons may receive such information:

- A parent/guardian of the student, unless a court order determines otherwise.
- A parent not having custody of a student, but having the right of visitation has a right to commensurate with the parent having custody of the student to examine the school records of the student. Unless prohibited by court order, the school is required to review the record with the non-custodial parent, as stated. In the event the staff has reason to believe that compliance with the request will be detrimental to the child, the school administrator should be contacted to seek further legal advice concerning the specific case.

- If a parent does not have visitation rights, then s/he should not be given any information that might assist in locating the student.
- Students in foster homes may have been placed by court order and frequently are supervised by a child placement agency. It is advisable to consult with the agency regarding the parent's request for, as well as their legal right to, the student's information.
- A person designated in writing by the custodial parent/guardian of such student.
- Those so authorized in compliance with court order.
- An officer of the United States, the state, the city, or the county seeking information in the course of duty, with appropriate warrant or subpoena (to be reviewed by the Archdiocesan Legal Counsel. In the absence of a court order stating the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information with regards to the child. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

*NOTE: Student academic records **do not** include financial records. If tuition is paid by only one parent/guardian, the information relating to the account will be released only to the person who has set up the account, unless there is a court order to provide the information.*

VIRTUS SAFE ENVIRONMENT

The Archdiocese of Minneapolis/St. Paul is committed to the protection of children and youth. We believe strongly in our moral obligation to keep the young safe and provide them with a caring environment in which their faith can flourish. In a continuing effort towards keeping our children safe, the Archdiocese has adopted the VIRTUS Safe Environment Program.

St. Jude of the Lake Catholic School complies with the Archdiocese Safe Environment Policy. Each employee who works in the school building, and volunteers who have regular contact with children, have undergone a background screening process through the diocese. They have also attended the VIRTUS Protecting God's Children Adult awareness training. The students (Grades Kindergarten-12th) receive two lessons each academic year using the VIRTUS Touching Safety Program. Parents are given notice ahead of the VIRTUS Safe Touch teaching unit. Parents may view the child safety curriculum by contacting the school office.

WEBSITE/MULTIMEDIA

St. Jude of the Lake Catholic School reserves the right to use student pictures and names on the school's website and social media accounts. All students must have a media release form on file with the office.

Any parents who do not wish his or her child's picture and/or name used in publications, on the website, and/or on social media sites controlled by school officials must have made note of this request on the media release form included in the registration packet.

WELLNESS POLICY

The St. Jude of the Lake Catholic School promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. We will adhere to a set of wellness guidelines that incorporates the following goals:

- Provide a learning environment for developing and practicing lifelong wellness behaviors.
- Support and promote proper dietary habits contributing to students and staff health, job performance, and academic performance.
- Provide adequate time for students to engage in physical activity.
- Promote academic success by acknowledging and embracing the critical role that health plays in academic performance.

Birthdays are important and we want to recognize your child's special day. Please refer to our school's specific policies regarding *treats*.

RECESS

All students are expected to take part in activities outdoors, unless the weather does not permit, or the student has been asked to stay inside by a teacher. Students should come properly dressed for the weather. Outdoor equipment from home is welcome if it is shared with other students. Please note: The school or other students are not responsible for the damage or loss of any items. Please keep personal items safe at home.

POSSESSION OF WEAPONS

To provide a safe environment, the possession of firearms and/or weapons, including concealed weapons, by a student or an adult in a vehicle, on the school's premises, or property is prohibited. This penalty shall not apply to duty authorized law enforcement or security officers.

Penalties shall be in accordance with state and local law, as well as, the Archdiocesan guidelines.

TOBACCO PRODUCTS

All students, staff, and visitors are prohibited from using, possessing, or being under the influence of alcohol, nicotine products, illegal drugs, or unauthorized prescription medications while on the St. Jude of the Lake Catholic Church and School campus or at any school-related function or activity. Additionally, all students are prohibited from using or possessing tobacco or nicotine products (including vaporizers) while on any part of the St. Jude of the Lake campus or at any school-related function or activity. Penalties will be in accordance with St. Jude of the Lake Church and School guidelines.

SOCIAL NETWORKING

Social networking websites and applications, including but not limited to Facebook, Snapchat, and Twitter are a viable and timely means of communication. Violations of these suggested guidelines may be considered inappropriate behavior, and may be the basis for disciplinary action:

- Display of vulgar language
- Display of language, video, or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or that would be contrary to the teachings of the Catholic Church.
- Presentation of personal photographs, videos, or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Posting of potentially inflammatory or unflattering material on another individual's website, or any entry that would be contrary to the teachings of the Catholic Church.

BEHAVIORS- BULLYING/HARRASSMENT

St. Jude of the Lake Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made in any manner, via any medium, against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion.

HARASSMENT

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

SEXUAL HARASSMENT

Any person who believes that he or she has been sexually harassed, or subjected to other unlawful harassment, should immediately report the matter to the pastor, principal, or to the Legal Counsel within the Archdiocese of Minneapolis/St. Paul. Anyone who becomes aware of any possible sexual harassment should immediately advise the Pastor, Principal, or Minneapolis/St. Paul Archdiocesan Legal Counsel. The Pastor and/or Principal should then report the complaint to the Archdiocese, who will direct the investigation. The complaint will be investigated in the most confidential manner as possible. A resolution of the issue will be offered within 60 days of the complaint and appropriate action taken. There will be no retaliation against persons complaining of harassment or against any persons who assist or give information in support of such complaints. If there are any complaints of retaliation, they should be brought to the attention of the Legal Counsel of the Archdiocese.

STUDENT BEHAVIORS: BULLYING

Bullying, cyber-bullying, or anything that would attack the physical, emotional, or moral character of a student will not be tolerated at St. Jude of the Lake Catholic School. St. Jude of the Lake Catholic School defines bullying as unwanted, aggressive behavior that specifically is targeted and repeated over time. These behaviors must be reported to the teacher or administrator as soon as possible so they can be addressed immediately. Every incident will be dealt with confidentiality and with the best interest of the students involved. Due to confidentiality and child privacy laws, consequences and actions taken can/will not be shared.

STUDENT BEHAVIOR GUIDELINES

Suspension means that a student may not be allowed to attend school or any school activity for a certain period of time. This would include any school sponsored sports or extracurricular activities. The student is responsible for the work missed during the suspension. It may also be necessary for students to serve an in-school suspension. This means that the student will not be allowed to enter the classroom and will do class work in the office under the supervision of the principal.

Expulsion may occur after all efforts had been made to resolve the problems, and when in the opinion of the principal, the student's continued presence would be detrimental to the good of the whole.

In all cases, the principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Right of Appeal The student or parents have the right of appeal in the disciplinary actions of suspension and expulsion. The first appeal is to be made to the principal of the school. If the parents or student are not satisfied with the principal's decision of appeal, they may then appeal to the Pastor of the Church.

Every effort should be made to avoid suspending a student from school. The principal can suspend a student from school for a justifiable reason, but in so doing judges this to be a course of action that will be preventive and corrective. If, however, a suspension is warranted, parents are to be personally notified of the suspension of their child and notified by mail.

Possible causes for suspension include, but are not limited to:

- Open defiance of school authority
- Striking teacher or other school personnel
- Possession or consumption of an alcoholic beverage at school or a school-related function
- Possession or use of a controlled substance at school or a school-related functions.
- Possession or use of a weapon or anything that would threaten the welfare of anyone presents in the school or at a school-related function (immediate suspension)

- Any verbal threat or physical threat of violence.

A student may not be suspended from school for the same offense for more than 10 consecutive school days. In a more serious matter, the principal, in consultation with the Pastor, may take another action as they see fit.

EXPULSION

The expulsion of a student by the principal from a Catholic school is very serious and this action should be evoked only as a last resort. Moral delinquency is a sufficient reason for expulsion if the delinquency is persistent or has a bad influence on the other students in the school. The following are additional causes for expulsion:

- Selling of a controlled substance at school or a school related function
- A second offense during the school year of either possession or use of a controlled substance, or possession/consumption of an alcoholic beverage at school or school-related functions.
- For a violation for which there were two disciplinary suspensions during the school year
- For any other conduct or activity of a serious nature that is considered harmful to the school's reputation, or is contradictory to Catholic moral teachings and principles.

PARENTS

St. Jude of the Lake Catholic School recognizes parents as the primary educators of their child. The education of students at our school is a partnership between parents, students, teachers, and this school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her student from our school.

In addition, the administration reserves the right to deny any future enrollment of a family member's acceptance to the school if a student or parent's behavior is deemed contrary to the expected code of ethics of the school.

PARENTAL NETWORKING

It is a violation to use the name of a school, its logo, or its initials in any way as a title for a social networking site belonging to a group or organization for an individual goal.

- Parents are solely and personally responsible for any litigation that may arise from unauthorized use or posting of other people's children on the internet in any fashion.
- The school has the right to post pictures of and or use images in a responsible manner for the marketing, celebration, and promotion of the school and system (media releases on file).
- If you choose not to sign the media release, your student will not be listed on anything, including the school directory or yearbook. The media release is all-inclusive.
- If you oversee an official event and need to use the system or school logo, we have specific files on site digitally that must be used. Please contact the office for further information

PARENT ORGANIZATIONS

ST. JUDE OF THE LAKE HOME AND SCHOOL ORGANIZATION

Home and School (H&S) exists because of our amazing school and community. Home and School is an organization established to provide activities and volunteer programs that add to the success of our total school program, and it works to support and enhance the educational ministry of the school. Fundraising, parent education, and building community are the goals of this group. The Home and School is governed by the Parish and School Advisory Committee. All parents are considered members of the Home & School Committee. Home & School is a means to develop mutual understanding between parents and the school staff, as well as, and to assist parents in achieving their mission with the school as co-educators of their children. The Home & School meetings, which are held as needed throughout the school year, provide parents and staff with opportunities to meet and discuss ways to work together for the benefit of the entire school community. Volunteer sign-up opportunities are provided at various occasions throughout the year, and we encourage all to consider ways that they can become actively involved in their children's educational journey.

For the safety of all students, the diocese requires that all regular volunteers have a background check and documentation that they attended the Virtus Safe Environment Training on file with the school office.

Home and School meetings are held every 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.

ST. JUDE OF THE LAKE SCHOOL ADVISORY COUNCIL

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 Council also works to connect the school community with the larger parish community.

The School Advisory Committee meets every second Tuesday of the month at 6:30pm.

Meetings are held at St. Jude of the Lake Catholic School and are open. Parents are encouraged to attend. Persons wishing to address the SAC should contact the SAC President before the scheduled meeting to be included on the agenda.

Minutes are available upon request.

PROPERTY AND EQUIPMENT

Students are expected to handle school property/equipment with care. Students and/or parents will be held financially responsible for any misuse, damage, or loss of school property/equipment. Students may not use school equipment without proper adult supervision. Administrators and teachers reserve the right to inspect desks, backpacks, gym bags and all items brought to school by a student at any time without notice. Parent's use of school property or equipment must be approved through the school office. This includes Before and After School Programs.

Administration has the authority to inspect all school or personal property. Items considered a hazard or a nuisance in the school or on the playground are subject to immediate confiscation and disciplinary action may be taken.

SACRAMENTAL PROGRAM/CATHOLIC IDENTITY

WORSHIP/PRAYER

Our faith is as the core of our school day. Students, faculty, and staff participate in daily prayer and are given opportunities for regular Mass attendance, special prayer services, Stations of the Cross, devotion to the Rosary, and special seasonal practices of Catholic Faith. The school staff and children will attend Mass weekly. The weekly Mass is not expected to take the place of your family's Mass times on the weekend. We ask that you add it in as an additional service. Your presence is always welcome and encouraged as a model to our young people. Mass not only enhances everyone's faith, but it allows us to share our time and talent with God and our families in a very meaningful way.

SACRAMENTAL PROGRAM

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Jude of the Lake Catholic School. Preparations for two sacraments. Reconciliation and Eucharist form the core of instruction in Grade 2. In accordance with the archdiocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Catholic tradition, and may be celebrated at the student's home parish.

SCHOOL CLOSINGS/SNOW DAYS

On days when unusual weather conditions exist, school closings will be announced through the ParentSquare platform, local radio, and television stations.

The principal will make the determination if school will be closed. We do not usually close early during the school day because of weather, however, parents/guardians may pick up their children early if they are concerned about the weather. Please notify the school by phone.

STATE AND FEDERAL PROGRAMS

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 FUNDING (COMES THROUGH THE DISTRICT)

Title I funds help 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 II funds help state and local education agencies support effective instruction.

Title III funds help state and local education agencies support English Language Learners.

Title IV (if available) funds help state and local education agencies through a grant-based system to support enrichment activities such as gym, drama, technology. state and local education agencies support effective instruction.

STUDENT SERVICES

INDIVIDUALS WITH SPECIAL NEEDS

St. Jude of the Lake Catholic School attempts to address the special learning needs of all students within the parameters of the system's human and financial resources according to guidelines. Students are considered for enrollment when educational resources and programming are available and can address their specific needs to allow them to be successful.

The goal of educating students with special needs is successful mastery of the regular curriculum in the regular classroom setting. We strive to achieve this goal for all students, including those with special needs/assistance.

St. Jude of the Lake Catholic School provides for a normal range of learning differences and serves students whose instructional program requires minimal adjustments (modifications and/or accommodations). The system does not offer direct special education instruction. It does, however, provide administrative services to coordinate with our resident public school, the screening and diagnostic evaluation of students and the development of an Individualized Education Plan. Direct special education services are provided by the public-school district, with input and support from St. Jude of the Lake Catholic School.

Adjustments that allow a student access to the general curriculum, but do not fundamentally lower the standard or expectation of the course, are available to students on an individual basis determined by learning needs and a documented disability. Adjustments do not release students from demonstrating the required knowledge, rather, adjustments provide students with disabilities the support they need to demonstrate what they know and understand.

St. Jude of the Lake Catholic School strives to address and make appropriate adjustments for special learning needs, but in some cases it may not be feasible. If the system does not have the resources to address the need, if an appropriate education requires more than the minimal adjustments, if the student seriously disrupts other students learning, or if the student puts the safety of staff or other students at risk, enrollment may be terminated. In such cases, we will try to assist families in finding appropriate alternatives so that the student's needs are ultimately met.

TECHNOLOGY & INTERNET USAGE

Computer and electronic information services including the Internet are available to students at our schools. We strongly believe in the educational value of such electronic services and recognize the potential of such to support our curriculum and student learning. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication. St. Jude of the Lake Catholic School will make every effort to protect students and teachers from any misuses or abuses because of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and parents. The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administration will decide what appropriate use is. The school administration may deny, revoke, or suspend specific user accounts at any time it deems necessary.

All users should be aware that the inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to disciplinary action or prosecution. Parent and students in grades K-8 must sign an **“Acceptable Use Policy (AUP)”** to access the internet and use school devices. When signed by you and your guardian/parent, it becomes a legally binding contract. If any user violates these provisions, access to the computer/electronic information services may be denied and you will be subject to disciplinary action. There is a copy of the AUP on our school website, www.stjudeoftheake.org, under School Life.

The use of computers at St. Jude of the Lake Catholic School is a privilege and carries with it the responsibility for appropriate use. Students will be responsible for using iPads, laptops, and/or other electronic devices following the direct instruction of the teacher and reporting any accidental “hits” of inappropriate sites to the supervising teacher/staff. Students can and will be suspended from all devices and internet connections while at school if it is found they have violated any policies regarding student technology usage. Parents and students will be responsible to ensure any work that is required to be done via electronic device will be conducted and assumed off campus with parental supervision. Students who do not comply with usage rules will forfeit their usage privileges as follows:

- **1st offense ~ School technology restriction of one (1) school day**
- **2nd offense ~ School technology restriction of three (3) school days**
- **3rd offense ~ School technology restriction to be determined by the principal, teacher, parents, and student.**

****Administration/Principal reserves the right to modify the restriction based on the seriousness of the violation.***

SOCIAL MEDIA

Engagement in online blogs such as, but not limited to Facebook®, Twitter®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, faculty, other students or parents, or the parish even to the point that a "reasonable and prudent person" may infer the school, staff, family, or parish that is being referred to in the post.

No parent should open any social media account under the name of the school, or a particular grade/club/group/organization associated with the school without the explicit permission of the school administration.

The principal/communications coordinator will be included as a page administrator of each group.

A parent who chooses to create such an account may subject his/her child(ren) to separation from the school and possible legal action.

EMAIL ADDRESSES

All St. Jude of the Lake Catholic School employees' email addresses are first initial followed by their last name @stjudeofthelake.org For example, sjones@stjudeofthelake.org

All students in grades have email addresses- @stjudeofthelake.org.

Email addresses are to be used for school use ONLY.

TELEPHONE (LANDLINES)

All school telephones are business phones and can be used only with the permission of the teacher, administrator, or office personnel. Only in the case of an emergency will a teacher be called to the telephone during classroom hours, or a student be called to the telephone during the school day. Necessary messages will be delivered at designated times during the school day.

TUITION AND FEES

Information regarding current tuition, fees, and payment schedules are available in December on the school's website.

REGISTRATION FEE

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

ACTIVITY AND TECHNOLOGY

Annual activity fees 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.

ANGEL FUND

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.

The entire parish benefits from Catholic educational programs, therefore, the entire parish shares the fiscal responsibility for the education of students. The parish subsidy, between 15-20% of the annual budget, is the amount contributed by the parish annually to the school.

TRANSPORATION

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

Students who use the bus for transportation 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.

VISITORS

Parents, volunteers, and visitors are welcome to visit the school. All entrances to the school will be locked during the school day. Visitors are asked to enter through the Door 10, ring the buzzer, and “sign in” at the office upon arrival. All visitors will be given a visitor name tag to be worn while on the premises. Visitors are asked to “sign out” at the office when leaving the building.

To provide for the safety of all students and to limit classroom interruptions, any communication during the school day between parents and their children (such as dropping off books, homework, lunches, etc.) must be conducted at the school office rather than the classroom door. School personnel will arrange for messages or deliveries to be made to classrooms at appropriate times. An adult must accompany children visiting the school who are not enrolled in the school.

It is imperative in today’s world that we remain vigilant regarding the safety of all our children and staff. We welcome volunteers and visitors, but we simply ask that you stop in at the school office immediately upon entering the building. All *regular* volunteers must be VIRTUS trained to continue to volunteer on a *regular* basis. *Regular* basis is deemed more than once a month.

Visitors should not be using any electronics that are owned and operated by the school or church without prior permission.

VOLUNTEERING

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 concern also require that you follow the procedures outlined below.

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 website. A completed copy will be kept on file with the school office.

SCHEDULE YOUR TIME TO VOLUNTEER

It is important to coordinate your volunteer schedule with the school, teacher, classroom coordinator, and/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.

SIGNING IN PROCEDURE

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.

CONFIDENTIALTY- 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://virtusonline.org>.

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 TO VOLUNTEERING

BE DEPENDABLE

Please be prompt and consistent. If you are not able to volunteer during a scheduled time, please message or call the teacher and/or leave a message with the school office as far in advance as possible.

BE REALISTIC IN EXPECTATIONS

Very often, your preschooler can fit right into a classroom routine doing pencil and paperwork, stations, and whole group activities along with the rest of the class. If you and/or the teacher 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.

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

ST. JUDE OF THE LAKE

UNIFORM CODE

Effective August 2021-2022

UNIFORM SUPPLIERS:

UNIFORM: Donald's Uniform Store, 972 Payne Ave. St. Paul, MN

Hours: Mon-Thurs 10am-5pm, Saturdays 10am-4pm

donaldsuniform.com

SPIRIT WEAR: Heritage Embroidery & Design, 1655 Market Drive. Stillwater, MN. 651-430-9220

Hours: Mon-Thurs. 9am-7pm, Friday 9am-6pm, Saturday 10am-4pm

hedusa.com

SHOES

All students must have athletic shoes on the days they have P.E. class.

PLEASE no black or red soled shoes that leave scuff marks.

For safety reasons, sandals, flip-flops, open toe, boots, fashion, or open backed shoes are not permitted, including out-of-uniform days.

Only school approved sweatshirts and fleece jackets may be worn in the classroom or in church during school hours. Please remember turtleneck shirts or clothing with any type of visible labels are not part of the code. Wearing a t-shirt under the uniform shirt for warmth is acceptable if it is not visible.

The listed items follow the uniform policy. You are not required to purchase every option, but should order the items that best fit your child's needs.

BOYS GRADES K-8

- Navy pants or shorts (shorts may be worn year-round). Two styles: flat or pleated front
- Uniform blue logo shirt
- Uniform half-zip sweatshirt or cardigan sweater
- Solid color belt (optional)
- Solid white, black, or navy socks

*Middle School students are welcome to wear the uniform MS sweatshirt as a part of uniform policy.

GIRLS GRADES K-8

All skirts and shorts should be no shorter than 3" above knee.

- Navy Pants/Shorts (shorts may be worn year-round). Two styles: flat/pleated front
- Plaid drop waist Jumper
- Plaid side kick pleated skirt & 2 pleat skirt
- White Peter Pan collar blouses – short or long sleeve (K-2)
- Blue uniform logo polo
- Half zip logo sweatshirt
- Navy cardigan sweater (logo optional)
- Dark solid color belt (optional)
- Solid white, black, or navy socks; navy or white footed tights; or navy or white plain, hemmed, ankle length leggings.
- Shorts, knit tights, or leggings must be worn under jumpers or skirts without built-in short.

*Middle School students may include the MS sweatshirt as a part of the uniform policy

ST. JUDE OF THE LAKE SCHOOL SCHEDULE

The tardy bell rings at 9:00am every day. Students entering class after 9am at the beginning of the school day are tardy. Students gone from school for more than 1.5 hours, but less than 3.5 hours are counted as 1/2 day absent. Students gone for more than 3.5 hours are considered one full day absent.

Office Hours	8:00AM-4:00PM
Building Open	7:45AM (Before Care)
K-8 Classes	9:00AM-3:20PM (Bell rings 15 minutes before the start of school)
School Dismissal	3:20PM
Pre-Kindergarten Hours	9:00AM-12:15PM and 12:15PM-3:20PM
Before Care Program	7:45AM-8:45AM
After Care Program	3:15PM-5:30PM

ARRIVAL AND DISSMISSAL (Carline)

Before school care students may be dropped off as early as 7:45AM.

All other students may be dropped off starting at 8:45AM.

Please DO NOT PARK ANYWHERE IN THE CARLINE.

If you wish to park, we ask you to use the parking lot and walk over to meet your child.

ARRIVAL: Please follow the flow of traffic from Mahtomedi Ave and/or Warner Ave and move as far forward as possible. Please be patient and do not pass other vehicles in line.

Please keep the front entry clear of cars so walkers and riders are able to cross over safely.

DISSMISSAL- Enter the parking lot from Mahtomedi or Warner Aves. The pick-up zone will be blocked off for safety purposes and cars will be released one way to exit. If you wish to park and pick up your child, please park in the parking lot and walk over.

PRESCHOOL- Park, walk up to the entrance, and follow the procedures put into place by St. Jude the Lake Discovery Center.

DEFINITIONS

WEAPON

“Weapon” means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use can threaten 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, nunchucks, 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 safely 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.

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.

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 help and refer 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.

OUR STORY

St. Jude of the Lake School began in 1939 with Father James Francis Cronin, a mission priest from Ireland, appointed as pastor. More than eighty years later, both our church and school continue to thrive!

In May, 1953 approval was granted for construction of eight classrooms and all the necessary amenities. Today, St. Jude of the Lake Catholic School has fifteen classrooms, a gymnasium, cafeteria, library, technology, science and engineering labs, art studio, music, and Spanish rooms.

The dedication was held May 1954 with Sister Felicia, a Benedictine nun, as principal. The cost of educating a child was approximately \$25.50 a year, while larger families only paid for their first two children. Today, the tuition is \$4,500 which is approximately 40% of the \$11,500 actual cost to annually educate a child. We have several opportunities to assist with tuition, in the form of financial gifts, to make our amazing educational experience affordable to everyone.

OUR PATRON SAINT

Saint Jude Thaddeus is the patron saint of desperate and lost causes. Saint Jude's attribute is his club. He is also shown in icons with a flame around his head. This represents his presence at Pentecost when he received the Holy Spirit with the other apostles.



JUST THE BASICS

OUR LOVED MASCOT: Snowflake, the penguin



OUR SCHOOL COLORS: Royal blue and goldenrod

OUR SCHOOL MOTTO: Challenge the Mind. Inspire the Spirit.

OUR SCHOOL LOGO:



OUR FEAST DAY: October 28

OUR MORNING PRAYER

A student favorite recited every morning and remembered throughout the years.

Oh my God, I offer you every thought, word, and act of today. Please bless me, O Lord, and help me be good today. All for the honor and glory of God. St. Jude Pray For Us.

OUR SCHOOL SONG

Our St. Jude of the Lake Catholic School song is sure to put a penGRIN on your face!

St. Jude of the Lake... St. Jude of the Lake ...A school with a difference and a difference we make.
We're here to have fun... Praise Father, Spirit, and Son.
We won't stop working 'til the working is done.
We read and we work.
We do arithmetic.
We love to play soccer.
It's really a kick.
We paint and we draw, as a matter of fact.
St. Jude of the Lake... St. Jude of the Lake... S A I N T J U D E O F T H E L A K E
...St. Jude of the Lake!

SPECIAL DAYS AND POP-UPS

SPIRIT WEAR DAYS are the last Friday of every month. Students are welcome to wear St. Jude of the Lake spirit wear items, in addition to jean pant, skirts, or shorts in combination with their loved school uniform favorites. Please see the uniform section in the Handbook for more details.

PENGUIN POP-UPS Surprise events for the students and/or community that are not publicized on the calendar. During the school day, staff surprise the students with fun treats like hot chocolate and cookies, root beer floats, popcorn, popsicles, a hallway carnival, and/or other fun activities. Three times a year, the school community shares a surprise special treat with our parishioners to say thanks for all the prayers and support throughout the year. In the past we have served fresh popcorn, hot pretzels and hot chocolate.

PENGUIN POWER A fun program that encourages students to wear their uniform or spirit wear outside of the school day. For each day outside of school that the student wears their uniform or spirit wear, they can get ONE token from the bucket outside the principal's office. The student puts their name on the token and deposits it in the big blue penguin bucket in the hallway. This activity is on the honor system. Every Friday, an older school leader pulls 3-4 tokens out of the big blue bucket. Each winner spins the wheel for fun opportunities to share with their classmates. The fun starts each week and there is NO back filling from previous weeks. Cheers to our PENGUIN POWER SHINING BRIGHT!

