

ST. JUDE

REGIONAL CATHOLIC SCHOOL

STUDENT/PARENT HANDBOOK

**ST. JUDE REGIONAL CATHOLIC SCHOOL
ROCKVILLE, MARYLAND**

Dear Parents and Students,

Welcome to St. Jude Regional Catholic School! In choosing St. Jude School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

Father Hines, Mr. Glenn Benjamin, the Faculty and Staff make every effort to ensure that your child is provided with an excellent educational environment. To help provide that environment, the St. Jude Regional Catholic School Handbook explains the school policies and our expectations for your child. The purpose of our school policies is to establish meaningful rules which focus on respect for other people, respect for property, and safety. It is imperative that these policies be followed at all times.

It is extremely important that parents, teachers and administration work together as partners to create a Christian environment conducive to learning in which the mutual rights and responsibilities of students and teachers are recognized and upheld.

The Parent/Student Handbook reflects the policies of St. Jude Regional Catholic School and the Archdiocese of Washington for the 2011-2012 school year. Please read this document carefully as it is an extension of the signed admissions agreement. This agreement states that you intend to abide by the policies of St. Jude Regional Catholic School and the Archdiocese of Washington during the 2011-2012 school year.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Benjamin', with a large, stylized initial 'G'.

Glenn J. Benjamin
Principal

ST. JUDE SCHOOL HANDBOOK

TABLE OF CONTENTS

MISSION STATEMENT.....4
VISION STATEMENT.....4
CORE VALUES.....4
HISTORY.....5
POLICIES AND PROCEDURES.....6-14
ACCREDITATION.....6
ACADEMIC INFORMATION.....6-11
THE ACADEMIC PROGRAM.....6
 RELIGION.....6
 READING.....7
 SCIENCE.....7
 MATH.....7
 LANGUAGE ARTS.....7
 SOCIAL STUDIES.....7
 COMPUTER LITERACY.....7
 FINE ARTS.....7
 PHYSICAL EDUCATION.....7
 LIBRARY.....7
 SPANISH.....8
SPECIAL PROGRAMS.....8
 LIBRARY.....8
 ART, MUSIC AND TECHNOLOGY.....8
 PHYSICAL EDUCATION.....8
SPIRITUAL INSTRUCTION.....8
 ALTAR SERVERS.....8
TEXTBOOKS.....9
STUDENT EVALUATIONS.....9
GRADING.....9
 HONORS.....9
 INTERIMS.....9-10
 EXAM POLICY.....10
 PROMOTION.....10
STANDARDIZED TESTING.....10
HIGH SCHOOL APPLICATION PROCESS.....10-14
ADMISSIONS POLICY.....11-12
 NONDISCRIMINATORY POLICY.....11
 TUITION AND FEES.....12
 FINANCIAL ASSISTAN.....13
 NEED BASED AIDE.....13
 SERVICE COMMITMENT PROGRAM.....13
 SCHOOL ACADEMIC RECORDS.....13-14
BIRTHDAY OBSERVANCES.....14
BULLYING.....14
CHILD ABUSE LAWS.....14
DISCIPLINE.....14
ST. JUDE REGIONAL CATHOLIC SCHOOL RESPECT AND RESPONSIBILITY PLAN
 EXPECTATIONS OF CHRISTIAN CHARACTER.....15-17
 RESPECT.....15

RESPECT FOR AUTHORITY.....	15-16
RESPECT FOR SCHOOLMATES.....	16
RESPECT FOR SELF.....	16
RESPONSIBILITY.....	17
RESPECT FOR EDUCATION.....	17
SCHOOL SCHEDULE.....	18-21
ATTENDANCE AND EARLY DISMISSAL.....	18
TARDY ENTRANCES TO SCHOOL.....	18-19
DISMISSAL.....	19
EARLY DISMISSAL.....	19
ABSNECE.....	19-20
MAKE-UP.....	20
HOMEWORK.....	21
HONESTY.....	21-22
PROBLEM RESOLUTION POLICY.....	22
DISCIPLINARY ACTION.....	22-23
DETENTION.....	23
DISCIPLINARY PROBATION.....	23
FIGHTING.....	23
DRESS CODE.....	23-27
EXPECTATIONS AND CONSEQUENCES.....	24
UNIFORM.....	24
UNIFORM EXCUSE.....	24
HAIR.....	26
TAG DAY.....	26-27
PARENTS AS PARTNERS.....	28-30
PARENTS' ROLE IN EDUCATION.....	28-29
PARENT AND FACULTY COMMUNICATIONS.....	29-30
GENERAL INFORMATION.....	30-31
CELL PHONES.....	30
TOYS AND/OR ELECTRONIC DEVICES.....	30
EXTENDED DAY PROGRAM.....	30
GUM.....	30
INCLEMENT WEATHER.....	30
LOST AND FOUND.....	31
LUNCH PROGRAM.....	31
HEALTH AND SAFETY.....	31-33
HEALTH.....	31
MEDICATION.....	32
ILLNESS/ACCIDENTS.....	32-33
SAFETY.....	33
VISITORS.....	33
CONDUCT OUTSIDE THE SCHOOL.....	33
THE ST. JUDE REGIONAL CATHOLIC SCHOOL STUDENT PRAYER.....	33

MISSION STATEMENT

St. Jude Catholic School is dedicated to the development of the whole child within a Catholic community of faith and academic excellence.

VISION STATEMENT

By 2015, St. Jude will be recognized as a school unique in its academic excellence, Catholic identity, contributions to the community, financial stability, and bright view of the future.

CORE VALUES

Our Core Values reflect the beliefs and behaviors of our school community

FAITH DEVELOPMENT.... *We believe in education infused with faith and trust in God. We recognize that although we are many parts, we are one body.*

INTEGRITY.....*We say what we do and we do what we say. We are consistently honest in our words and action and commitments.*

TRUST.....*We believe in one another and we support one another.*

RESPONSIBILITY.....*We do what is expected of us. We take responsibility for our decisions and actions.*

RESPECT....*We respect ourselves, others, and all property. We treat each other with kindness. We believe in a mutual respect between teachers and students, always applying the Golden Rule to do unto others as we would have them do to us.*

COMMUNICATION.....*We develop caring relationships and recognize the importance of every individual's thoughts, feelings, and interests. We meet with, talk with, and learn from, each other.*

LEADERSHIP.....*We believe that leadership is best performed through example, persistence, and consistency, establishing high expectations of self and belief in the capabilities of others.*

ACADEMIC EXCELLENCE.....*We believe that "good enough" is never acceptable. We believe that each student and faculty member is a part of a culture of never ending improvement in the pursuit of truth, wisdom, and knowledge.*

STUDENT UNIQUENESS.....*We believe that each student has been gifted by God with unique talents...as teachers we help students develop these talents, to believe in themselves, their dreams, and their future success.*

HISTORY

Since its inception in 1956, St. Jude's Parish has been blessed with generous families devoted to their faith and dedicated to bolstering their parish community. As we have grown in size physically, we have grown closer in Spirit. This is a brief history of our journey together.

The family of Dr. Charles W. Allen presented \$25,500 to the Archdiocese of Washington to purchase a ten-acre tract of land in the Aspen Hill area of Rockville for a church to be dedicated to St. Jude Thaddeus, patron of desperate causes. In June of 1956, Patrick Cardinal O'Boyle announced the establishment of our parish, naming Rev. Francis J. Lauriola as Pastor, and Rev. David E. Foley, retired Bishop of the Birmingham dioceses, as Associate Pastor. Seven hundred sixty-one families formed the nucleus of the new parish. Masses were originally held in the Veirs Mill Theater, the present-day Rodman's.

The original structure, which had a large crucifix with a corpus on each side facing the Thaddeus Room and the Chapel (now the Blue Room) was truly a beacon on Veirs Mill Road with its concave, blue terra cotta backdrop to the imposing twelve-foot statue of St. Jude, subsequently moved to its present location in 2003.

The St. Jude Parish Pastoral Council and the Archdiocesan Building Committee approved plans in 1967 to build a 1200 seat church and to complete renovation of the rectory by 1970. Construction began in the spring of 1970, and on April 3, 1971, the church was dedicated by Patrick Cardinal O'Boyle. In 1976, the name of the parish was changed to "The Shrine of St. Jude." The church building was further refined in 1978 with the installation of a shrine dedicated to our patron saint.

The school began in September of 1956, when the first school bells were rung by Sister Gerald, the first principal. More than two hundred students in three grades (5 classes) were greeted by five pioneering Bernadine sisters.

Our Religious Education Program, better known for many years as the CCD Program, has been an important part of parish education since the beginning. The program has prepared many thousands of students for First Communion, First Penance, and Confirmation.

In 1990, the parish convent was transformed into a retirement home for the Bernadine sisters.

POLICIES AND PROCEDURES

ACCREDITATION

Accreditation is the recognition accorded by the academic profession to an elementary school that has undertaken a sanctioned process of evaluation and development. It is an expression of confidence by the profession that the quality of the school is effectively and progressively managed by its faculty.

St. Jude Regional School Catholic School is accredited in by AdvancED Accreditation Commission and Board of Trustees of the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

Accredited schools such as St. Jude meet the following standards:

- Define appropriate educational goals and provide educational standards to achieve them
- Maintain a qualified faculty and an effective school organization
- Assess outcomes of school experience and control the quality of educational programs
- Respond to concerns of parents and needs of the school community
- Provide for the continuity of its programs and plan for their future

ACADEMIC INFORMATION

THE ACADEMIC PROGRAM The curriculum followed at St. Jude Regional Catholic School is prescribed by the Office of Education of the Archdiocese of Washington, and in accordance with the State of Maryland courses of instruction recommended for elementary school and middle schools. The ultimate goal of the entire curriculum is to guide the student toward a better understanding of himself in relation to God and to the world in which he lives.

RELIGION This incorporates Catholic Doctrine and Tradition, Bible Study, Social Justice, Prayer, and Preparation for the reception of the Sacraments of Reconciliation, Eucharist and Confirmation. Every day school begins and ends in prayer. Also, every class begins with a prayer.

Liturgical Services are held every Friday morning for the entire school community. Parents are encouraged to attend.

READING A basic phonetic, as well as whole language approach, is used in our program with concept and vocabulary building. Skills and strategies are taught to promote fluency and comprehension. The study of literature is introduced in the primary grades and reinforced at each subsequent grade level. Outside reading is also strongly encouraged.

SCIENCE A systematic development of concepts with a hands-on method is used to promote clear understanding of the major areas of science. Creative and critical thinking skills are utilized to formulate hypotheses and draw conclusions based on scientific principles.

MATH Our program helps students keep pace with a changing technological society with emphasis on exploration, estimation, critical thinking and alternate methods of solutions. There is a special stress on building computational skills and problem-solving techniques.

LANGUAGE ARTS Writing is an integral part of our curriculum with a continuing emphasis on grammar, usage and mechanics. Other strategies and concepts which are stressed throughout the program include literary appreciation, the art of making oral presentations, listening skills, vocabulary development, and research and study skills.

SOCIAL STUDIES A structural interdisciplinary approach provides for an interrelated study of history, geography, economics, anthropology and sociology. The 4th grade curriculum focuses on the State of Maryland, while the 5th and 6th grades study World Cultures. The 7th and 8th grades study American History. Given the cross-curricular approach to the study of the sciences, students should mature into informed and responsible citizens.

COMPUTER LITERACY Lessons incorporating skills in word processing, spreadsheets, Powerpoint, keyboarding, graphics and online research are integrated with curricular subjects for students in K-8.

FINE ARTS Students participate in weekly classes that incorporate concepts that directly relate to their curriculum. Students learn about a variety of musical concepts, music history, instruments, and songs that relate to seasonal concepts in weekly classes. Students also participate in visual art classes that incorporate artistic techniques, as well as art history and art criticism. Students use elements and principals of design to create visual projects using multiple means of media and materials.

PHYSICAL EDUCATION Students learn the basics of sports, games and physical fitness, in an atmosphere, which develops and encourages good sportsmanship and develop good healthy life skills.

LIBRARY Students in elementary school learn how to use a library and are introduced on how to use the library for research projects. Middle school is taught how to use the library for resource to aid in projects.

SPANISH Students, grades 6-8, are instructed in the core components of foreign language instruction: vocabulary, idioms, grammar, culture, and conversation.

SPECIAL PROGRAMS

St. Jude Regional Catholic School offers a variety of programs both as part of the curriculum and as enrichment to the students' daily schedule.

LIBRARY St. Jude Regional Catholic School library is well equipped with books and reference materials. Students in Grades K-8 will have a designated time each week to be in the library. During this time they will have classes in library skills and will be guided in selecting library books. The library will also be open to students any time during the school day except when classes are being held there.

ART, MUSIC AND TECHNOLOGY St. Jude offers art, music and technology classes as part of the curriculum. In addition, students in grades 4 through 8 may participate in the school band under the direction of a teacher provided by the Weck Instrumental Music Company.

PHYSICAL EDUCATION Students in grades Pre-K through 8 participate in a weekly physical education program. PE uniforms are worn all day on gym days.

In addition to the regular athletic curriculum, St. Jude Parish Athletic Association offers a wide variety of sports, including football and baseball (for boys), cheerleading, soccer, basketball and softball.

SPIRITUAL INSTRUCTION

Our program uses scriptures, prayer and decision making skills to teach the student about their faith. The history of the Church, its seasons and saints, as well as current issues are discussed in order to give the student a true living concept of their religion, with special awareness that service is, and should be, an integral part of a living faith.

In order to foster the spiritual development of the student, all students from Kindergarten through grade 8 receive training in the Catholic faith on a daily basis. Students attend Mass as a school every Friday morning.

Instruction for preparation of First Penance and First Communion are given to

students in grade 2. Confirmation instruction is given to students in grade 7

ALTAR SERVERS Students who are at the end of their fifth grade year may become Altar Servers. Instruction is given to prospective Altar Servers by the Priests or Deacon.

TEXTBOOKS The textbooks used in the school are selected from an approved list published by the Catholic Office of Education. The teachers also expand and enrich the subject matter contained in the basic tests through the use of supplementary material.

Students are encouraged to take good care of the books and to keep them neatly covered. Any abuse of books above and beyond normal wear and tear will result in the student being held responsible for the replacement cost of a new textbook. If you wish to purchase a second set of textbooks for your child, the ISBN numbers will be provided to you.

STUDENT EVALUATIONS Student evaluations and Report Cards are given quarterly. St. Jude Catholic School uses the Archdiocesan grading scale. Kindergarten does not receive a report card until January.

GRADING We believe that grades are the result of learning, not the end product. They are based on the following factors: achievement in the classroom, involvement in the subject matter, test performance and general attitude toward class work. Excessive absence of a student is also taken into consideration for the determination of a grade.

The following marking system is used

In grades 4-8:

93-100	A	77-84	C
85-92	B	70-76	D

HONORS Honors are awarded quarterly to 4th through 8th grade students as follows:

Honors of Excellence All A's

Honors of Achievement B's and above

INTERIMS Interims will be given out at the midpoint of each quarter to students in grades 4-8 in all subject areas. These reports must be signed by the

parents and returned to the school within five school days. After this notice, it is the responsibility of the parents to check with the teacher on their student's progress.

EXAM POLICY To better prepare our upper level students for high school, we administer semester and final exams to sixth, seventh, and eighth graders. These exams are held in December and May/June. Copies of exams are never sent home.

6th graders – semester exams in English and mathematics

7th graders – semester exams in all academics subjects

8th graders – semester and final exams in all academic subjects

PROMOTION For promotion, students in grade 4 to 8 must attain a general average of C. Any student who has two or more failures for the year in major subjects must repeat the grade.

The same marks required for promotion are also required for a student's completion of the eighth grade. A student who fails two or more subjects must attend summer school before receiving a diploma.

STANDARDIZED TESTING The Archdiocesan Testing Program takes place each Spring. Terra Nova, a testing program from CTB, McGraw Hill will be administered to students in grades 2-8 in April. Eighth grade students will also take the HSPT in December. After the tests are scored and returned to the school, parents will receive a comprehensive report.

**HIGH SCHOOL APPLICATION PROCESS
(CATHOLIC HIGH SCHOOLS OF THE ARCHDIOCESE OF
WASHINGTON)**

Each September, the administration and the members of the eighth grade team present a thorough overview of the Catholic high school acceptance process to parents and guardians of eighth grade children. The application process is examined so that all parents, guardians, and eighth grade students have the information required to successfully apply to a Catholic high school within the Archdiocese of Washington.

St. Jude Regional Catholic School will provide the following information to two schools of the student's choice:

1. Final averages from the seventh grade;
2. First quarter averages from the eighth grade;
3. Seventh grade Terra Nova Test results;
4. Principal's Recommendation;
5. Teacher Evaluations;
6. Attendance Records;

Parents and guardians will be charged an administrative fee of \$25.00 per school (for record transfers) if they choose to apply to more than two high schools.

ADMISSIONS POLICY

NONDISCRIMINATORY POLICY St. Jude Regional Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. Jude Regional Catholic School:

1. Members of St. Jude/St. Francis Parish/Our Lady Queen of Americas
2. Members of other parishes
3. Non-Catholic students

Children entering Pre-K must be four (4) years of age by September 1st.

Children entering Kindergarten must be five (5) years of age by September 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to St. Jude Regional Catholic School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- *Verification of active parish affiliation/stewardship
- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Jude Regional Catholic School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Jude Regional Catholic School.

Non-Catholic students whose parents accept the philosophy of St. Jude Regional Catholic School will be accepted on a space available basis.

TUITION AND FEES Tuition rates are set by the Pastor in consultation with the School Advisory Board. St. Jude Regional School has both Parishioner (active member of an Archdiocesan Parish) and Non Catholic Tuition Rates.

In keeping with Archdiocesan policy all families that are registered, active, and supportive of their parish will be afforded the Catholic rate of tuition since every parish in the Archdiocese is assessed to support Catholic Education whether they have a parish school or not.

This still presumes that our St. Jude/St. Francis/Our Lady Queen of Americas families are formally registered in St. Jude/St. Francis/Our Lady Queen of Americas Parish and that they:

- Worship each weekend with their St. Jude/St. Francis/Our Lady Queen of Americas students at St. Jude/St. Francis/Our Lady Queen of Americas Parish
- Provide verifiable financial support to the Parish. St. Jude families who do not meet these criteria will be charged the non-Catholic tuition rates.

Families from other parishes in the Archdiocese who have children at St. Jude/St. Francis/Our Lady Queen of Americas will be asked to provide verification from

their Pastor that they are active and supportive members of their parish. If not they will be afforded the non-Catholic rate of tuition.

The differential in tuition recognizes that St. Jude /St. Francis/Our Lady Queen of Americas financially invest in the education and well-being of our students.

Student report cards, results of standardized testing, or transfer information will not be sent or completed until **all accounts and fees are paid in full.**

St. Jude Regional Catholic School reserves the right to cancel the (re)registration of any student whose family fails to satisfactorily meet its tuition or fee obligation. A late fee of \$25.00 per month will be charged to any account not paid by the statement due date.

Tuition for 2011-2012

- One Child-\$6,475
- Two children-\$11,770
- Three children-\$15,850
- Four children-\$18,625
- Pre-K- \$7,125
- Non Catholic-\$8,025

FINANCIAL ASSISTANCE Requests should be processed through the Archdiocese of Washington by December of the current school year. Forms are available in the office and on-line at adw.org. Admission for each semester is conditional on satisfactory compliance with tuition and parish contribution commitment.

NEED BASED AIDE A limited amount of aide may be available on a year to year basis. Requests for aide must be submitted to the main office by February 15, 2012. Forms can be made available upon request.

SERVICE COMMITMENT PROGRAM The St. Jude Service Commitment Program was created to help meet the needs of the school through total involvement of the parents. The program is crucial to meeting the needs of our school and in keeping tuition costs as low as possible. All parents are required to donate a minimum of 40 hours per school year. The Service Commitment Program is a major part of the tuition requirement. Any family that has not met required school hours, or who does not wish to, will be assessed \$15 for each uncompleted commitment hour. Please keep in mind that it is **your responsibility** to seek out ways to do your hours and record them.

SCHOOL ACADEMIC RECORDS St. Jude Catholic School abides by the provisions of the Buckley Amendment, also known as the Family Educational Rights and Privacy Act. This act gives custodial and non-custodial parents the

right to access the academic records of their children. All requests should be directed to the principal in writing twenty-four hours in advance. In the case of divorce or separation, it is the responsibility of the custodial parent to provide the school with an official copy of the court order prohibiting such access.

BIRTHDAY OBSERVANCES Birthday treats may be brought to school for students in all grade levels. Birthday treats will be distributed during lunch. No party favors or party bags are permitted. **Invitations to private parties are not allowed to be distributed during school time unless every child in the class/homeroom is invited.**

A Christian Reminder: It is important to remember that students who are excluded from parties at a classmate's home are often those students who are excluded by their classmates at school. Here at St. Jude Regional Catholic School we teach the children to include all and not to ostracize. It is important that we remain a Christ-centered environment both in and out of the classroom.

BULLYING St. Jude Regional Catholic School is committed to providing a physically safe and emotionally secure learning environment that is free from harassment (verbal, physical, or sexual) and cyber bullying. St. Jude Regional Catholic School strives to educate each student to accept that all students are created in God's image and are unique expressions of the divine. Harassment or bullying of any student by any other student, lay employee, volunteer, religious, or priest is prohibited. All reports of harassment or bullying will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

CHILD ABUSE LAWS St. Jude Regional Catholic School abides by the Child Abuse laws of the State of Maryland and Montgomery County. These laws mandate that all cases of suspected abuse and/or neglect must be reported to Child Protective Services.

DISCIPLINE Discipline is the responsibility of all who are involved in the formation of children. We follow the Archdiocesan policies as stated in the Archdiocesan Policy Handbook. It is our concern that Christian attitudes towards others, as well as respect for property be fostered in our children. Certain regulations and expectations are necessary for the safety of our students and to provide an atmosphere conducive to learning. For this reason we have developed and defined the ST. JUDE REGIONAL CATHOLIC SCHOOL RESPECT AND RESPONSIBILITY PLAN.

ST. JUDE REGIONAL CATHOLIC SCHOOL RESPECT AND RESPONSIBILITY PLAN

The St. Jude Regional Catholic School Respect and Responsibility Plan is designed to provide a safe, loving and respectful Catholic educational environment for all members of the St. Jude community. This code of conduct supports and reinforces our Christian Values Program, enabling students to respect themselves, parents, teachers, administrators, classmates and the material property of the St. Jude Regional Catholic School and Church. Learning (spiritual, academic and social) and personal growth must be a collaborative effort by all members of the educational community – teacher, students and parents alike. This plan develops the community as disciples of Jesus Christ and reinforces God’s greatest commandments. Love God with your whole heart, soul and mind and love your neighbor as you love yourself.

As children of God, we know that God loves us and knows that we are essentially good. When we make mistakes we must take responsibility for our actions, seek forgiveness and accept the consequences for our choices. Making amends for our errors develops self-control and self-discipline, as well as understanding the effects one’s actions have on the community as a whole.

The following Respect and Responsibility Plan outlines the responsibilities of the students, parents and faculty of St. Jude Regional Catholic School. The plan also contains consequences for students who do not choose to respect the learning community of St. Jude School. The plan is based on the following student prayer:

EXPECTATIONS OF CHRISTIAN CHARACTER

The primary goal of a St. Jude student, even before academics, is to be an example of Christian character, and spread God’s love.

As a servant of God, students are expected to promote a spirit of service in the school community. Students are expected to lend their time and talents to help the school, their peers, and the community to grow in faith and in love.

RESPECT God respects all people. He expects that we will respect all around us, regardless of age, race, religion, gender, or other differences that make each of us unique.

RESPECT FOR AUTHORITY God has entrusted the children to the care of their parents who now entrust those children to the care of the faculty and staff of St. Jude. Respect will be given at all times.

Teachers have the special job of ensuring that all students learn to the best of their

abilities. Students will respect their classmates by always ensuring that their behavior promotes a healthy learning environment.

When a priest, principal, or teacher enters the room, students will acknowledge them by standing and greeting them with their proper name.

Students will greet adults in the hallways by saying Good Morning or Good Afternoon and respond to them when they offer a greeting.

Instances of disrespect toward the faculty and staff of St. Jude Regional Catholic School will result in a detention and if the behavior continues, could lead to suspension or dismissal.

In cases of disrespect, the teacher will contact the student's parents to discuss what has occurred. If there are repeated incidents, the student's parents will meet with the teacher(s) to discuss the behavior in question, and how it needs to change in a positive manner.

RESPECT FOR SCHOOLMATES Students are expected to treat all classmates with the respect and dignity. "Whatever you do to the least of my brothers you do to Me." (Matthew 25)

Bullying, exploitation, exclusion, harassment, taunting, teasing, and use of unkind language will not to be tolerated under any circumstances. Instances of disrespect for classmates will constitute a detention lead to a suspension and possibly dismissal from school.

Sexual harassment is unwanted and unwelcome behavior, verbal and/or physical, of a sexual nature. Sexual comments, obscene gestures, vulgar writing and any touching are not permitted. Sexual harassment in any form will not be tolerated and will be dealt with severely.

Respect for the entire school body is demonstrated by behavior in the hallways. Students will walk in a quiet straight line, one behind the other, staying on the right side of the hallway from class to class. Students will arrive to class on time with the proper books and other necessary items to create a successful learning environment.

RESPECT FOR SELF Students will remember my vocation as a child of God and a student. Students will avoid whatever moves them away from God's will, and their academic responsibility.

Students will advocate for themselves by asking for help with spiritual, academic, and social struggles.

RESPONSIBILITY Responsibility means addressing all duties including work and relationships, here and at home. It also includes claiming any decisions, whether they were good or bad. Students are expected to take responsibility for their own actions.

Responsibility also includes apologizing for and amending my actions and accepting the consequences for those actions. For example, detentions whether lunch or afterschool, suspension, or being expelled.

Students are expected to take personal responsibility by abiding by school rules, being prepared for class, being on time for school and class, completing all homework assignments, studying for tests, treating students, teachers and property with respect.

RESPECT FOR EDUCATION Catholic Education is a privilege; not a right. Students will respect that privilege and the sacrifice that parents have made to provide that privilege.

Students should strive to always do their best as a student, respecting teachers, and keeping the school building neat and clean.

Students will refrain from defacing all material property: books, walls, desks, boards, picking up trash, and keeping my personal study spaces clean.

St. Jude School will be compensated at the end of the year for all lost and damaged books.

Refrain from bringing anything to school that looks like or could be used as a weapon - such as pocket knives, lasers, and box cutters. Consequences for bringing such items will be dealt with by the principal.

Refrain from bringing anything to school that looks like or could be used as an illegal drug. Consequences for bringing such items will be dealt with by the principal.

SCHOOL SCHEDULE

Tardy and Lateness affects everyone. A late student disrupts the teachers, classes, and other students. A late student is not prepared for his/her day, which will adversely affect the student's behavior and grades. Please refer to previous page dealing with tardiness and lateness.

School begins at 8:20am

For their safety, please do not drop off children until 8:00 am.

Children **may not** enter the building until 8:20am. Books will not be dropped off early. The students will carry them in after Morning Prayer.

Children are not to enter any classroom without an adult present; this is for safety reasons. If there is rain, snow, or extreme cold the students will be advised to go to their homeroom and wait until the teacher invites them in. They may not wander the hallways.

There are two bells before school starts:

The first bell rings at 8:20 a.m. All students are expected to be in line and ready for the Star Spangled Banner, the Pledge of Allegiance, and Prayer.

The second bell, at 8:30 a.m., starts the academic day.

ATTENDANCE AND EARLY DISMISSAL A record of attendance is carefully and accurately kept. In every case of an absence, parents should call the school the morning of the absence. A written excuse from the parent or guardian **must** also be presented to the teacher on the day the student returns to school.

TARDY ENTRANCES TO SCHOOL When a student is tardy, he/she is required to obtain a late slip from the Attendance Clerk before going to his/her classrooms. **Students who arrive after 8:20am must be accompanied to the Clinic by parents or guardians.** If a parent or guardian chooses not to escort their child in, the child will remain outside the Office until the parent or guardian returns to school to follow the proper procedures. The administration realizes that traffic can often be a problem in the morning. Families need to take this into account when planning their departure time from home. Student tardiness is disruptive and unfair to the student entering the classroom late as well as to the class in session. Consistently late arrivals will result in a parent/guardian-principal conference scheduled at the principal's convenience.

A tardy student will be marked as an unexcused absence for the day if he/she misses more than half of the school day or more than half of any class.

A tardy student will be marked as an unexcused absence for the class if he/she misses more than half of any class.

DISMISSAL Students will be dismissed from school at 3:00 p.m.

When classes leave their homeroom, students will exit to the parking lot immediately.

Students are not allowed to run, play, drink or eat during the dismissal period.

If students are not picked up by 3:20 p.m., they will be taken to the front office to call their parent/guardian. For safety, parents/guardians will pick students up from the front office or day care where there is an additional fee of \$10.00 for any child not picked up by 3:20pm, and \$1.00 each additional minute after 3:30pm.

EARLY DISMISSAL Students may not leave the school premises during school hours without a written note from the parent or guardian. If a student needs to be excused for medical or other appointments, please notify the office in advance in writing. **It is recommended that these appointments are scheduled after school as valuable education is being lost.** Students must be signed out at the school clinic by parents or designated individuals with proper identification.

Teachers do not have to provide any work that will be missed due to absence. It is up to the student to check the web site for any missed work while absent. The principal must be informed **in writing** of all extended absences in advance. Missing over 20 days of school may result in retention.

ABSENCE When a student is absent from school, a parent should call the attendance line(ext. 103) by 9:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of St. Jude students.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

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

The school calendar provides for extended weekends throughout the

school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

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

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

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

Excessive absence (20) days or the equivalent of 20 days including tardies, may result in retention.

ABSENCE DURNING THE SCHOOL DAY Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child in the Clinic. If the child returns to school they must sign in at the Clinic.

MAKE-UP TESTS (Grades 4-8) **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Any 8th grader who misses a test or quiz because of a high school visit must make up the test or quiz the next day. **All tests and quizzes must be made up in the testing center before school.** The student must arrive no later than 7:45am and must go directly to room **20** in the middle school wing.

Failure to take the test results in a zero (0).

Students who are absent for a vacation or high school visit, are expected to make up the test the day they return.

HOMEWORK Homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

HOMEWORK DURING VACATION/PLANNED ABSENCE The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. The student must check the website for any missed work or tests and be prepared to turn them in when he/she returns and be prepared for any tests or quizzes when he/she returns.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Tests and quizzes must be made up the day the student returns in the testing center.

For **short absences**, students should make arrangements with classmates regarding assignments.

HONESTY Aside from being a central component to the Catholic Faith and one of the 10 commandments, honesty is the #1 reflection of an individual's character.

PERSONAL DISHONESTY Lying to a teacher/principal will be met with a detention or suspension. It is an affront to the teacher's intelligence and will be dealt with severely.

ACADEMIC DISHONESTY Cheating will result in an automatic zero on the assignment or test and constitutes a school detention.

Academic dishonesty includes, but is not limited to the following:

Bringing, handling, possessing or otherwise utilizing or attempting to utilize study aides or other material pertaining to quiz/test.

Aiding another student in any manner during testing in an inappropriate manner as deemed by the teacher.

Attempting to obtain information during tests from others.

Copying or using work from other students. Plagiarism in any form is academic dishonesty and shall not be tolerated.

THE HONOR CODE Academic honesty is very important at St. Jude Regional Catholic School. To demonstrate how highly we value this virtue, the students in Grades 5-8, are required to write the following sentence at the end of all tests, quizzes, and research papers; **THIS IS MY WORK AND ONLY MY WORK.**

PROBLEM RESOLUTION POLICY For purpose of clarity we have developed a problem solution procedure that outlines the steps a parent/guardian should use to resolve any questions or concerns that they may have. This approach to problem resolution gives every parent/guardian a clear process to have their question or concern addressed.

If the question or concern relates to the classroom, the place to start is with that teacher. It is always better to give the teacher an opportunity to answer your question or resolve your concern.

If the question or concern is about a school procedure, program or regulation, or if the question or concern was not resolved to your satisfaction by the teacher, the parent is to go to the principal.

There are times that questions or concerns transcend a particular classroom, thus the principal must become involved. It is expected that these two steps will resolve most, if not all the questions or concerns that you may have during the academic year. Please be open and honest with the teachers.

In the event that the principal is not able to resolve the issue, the next step is for either the principal or the parent/guardian to take the issue to the Pastor. As the one directly responsible for the total parish, he is the one with the authority to make a final determination or resolution.

DISCIPLINARY ACTION

Whenever a student has a discipline problem, the teacher who observes the situation will give a detention to the student. This notice will be kept in the office and one copy will be sent home to be signed. Major discipline occurrences are treated as follows:

1st Infraction: The incident is recorded, a discipline notice is sent home and the student serves detention.

2nd Infraction: The incident is recorded, a discipline notice is sent home and the

student serves detention. In addition, the teacher will call the parent at his/her earliest convenience to discuss the situation.

3rd Infraction: In addition to the student serving detention, the parent is notified by the office and a meeting with the school discipline committee is scheduled. Parent attendance at this meeting is mandatory.

Continuing infractions of school policy may result in further disciplinary action that may include suspension or expulsion.

DETENTION Upon a disciplinary infraction, a *Detention* will be given and notice sent to parents and/or guardians. *Detentions* are kept in the child's record file. A third *Detention* will result in a *Disciplinary Action Report* (not necessarily for the same infraction). Children who repeatedly violate the *Student Code of Conduct* will be required to leave St. Jude Regional Catholic School.

DISCIPLINARY PROBATION Students who are having behavioral difficulties will be placed on disciplinary probation. Students assigned disciplinary probation will not be permitted to eat in the lunchroom or the Thaddeus room, go outside during recess, or participate in school activities such as field trips.

FIGHTING The following disciplinary action is followed for fighting in grades 3 through 8:

The student is suspended for 2 days and the parent is called to pick up the student immediately. A conference with the student, parent and principal is required before the student may return to class.

Fighting in grades K through 2 will be handled at the discretion of the principal.

DRESS CODE

We take pride in the appearance of our students. Wearing a school uniform fosters an environment which creates an appropriate academic climate within the school. Students are required to adhere to all items of the dress code at all times. Parents will be notified if violations of this code occur.

St. Jude Regional Catholic School students are to be dressed in the prescribed school uniform at all times. School uniform items can be purchased through Flynn & O'Hara, located at Twinbrook Shopping Center, 2208B Viers Mill Road, Rockville, Maryland. Phone: 301-838-8958. Website: www.flynnohara.com. Please refer to Jewelry, Hair, and Make-up section of this Handbook for important information regarding children's appearances.

EXPECTATIONS AND CONSEQUENCES A child dressed in the proper school uniform shows a sense of pride in his or her school and him or herself. Flynn & O'Hara Uniforms provides the students of St. Jude Regional Catholic School with the ONLY acceptable uniform. Departures from standards in trousers, shirt/blouse color or style, or sweat shirt design will not be permitted. In order to ensure fairness for every child, adherence to the uniform will be strictly enforced. It continues to be unfair to children and their families who support the school in every way possible to have other children and families take advantages of certain aspects of school life, in particular, the uniform. Violations from the school's set uniform requirements will result in a *Uniform detention*. A third detention for the same offense will result in a *Disciplinary Action Report* citing defiance as the infraction.

UNIFORM All students in Grades Kindergarten through eighth grade wear their PE uniform to school on PE days. The children stay in the PE uniform all day. PE uniforms should be clean and neat.

UNIFORM EXCUSE A note from the parent or guardian will inform the school that the student does not meet uniform requirements. The student will be given detention for the infraction, and will not receive a detention for the rest of the day for that specific uniform violation. The uniform inconsistencies should be corrected immediately. Full compliance with the Uniform Code is expected from each child and his or her family. A child continually presenting a note of excuse for an improper uniform demonstrates the parents' and guardians' lack of regard and respect for the policies set forth by St. Jude Regional Catholic School. The principal will not tolerate a student coming to school without the appropriate uniform. Students can be sent home by the principal for being out of the traditional school uniform.

GIRLS' UNIFORM (K-5)

Fall/Spring

Plaid maroon drop waist jumper (knee length)

Gray walking shorts with belt

White blouse with Peter Pan (round) collar or white golf shirt

White crew socks (must completely cover ankles)

Winter

Plaid maroon drop waist jumper (knee length)

White blouse with Peter Pan collar or white golf shirt or white turtleneck

Gray slacks with belt

Maroon crew neck or button down monogrammed sweater or sweatshirt

Maroon knee socks

GIRLS' UNIFORM (6-8)

Fall/Spring

Skirt-Gray kilt (no shorter than **one inch** above the knee)

Gray walking shorts with belt

White golf shirt

White crew socks (**must completely cover ankles**)

Winter

Skirt-Gray kilt (**no shorter than one inch above the knee**)

White golf shirt or white turtleneck

Maroon crew neck monogrammed sweater or sweatshirt

Maroon knee socks, tights

Gray slacks with belt

JEWELRY, MAKE-UP, AND NAIL POLISH ARE NOT PERMITTED

Attention Parents and Guardians: Girls' skirt lengths must be no shorter than 1 inch above the knee. If a child comes to school in a short skirt or during the day rolls the waist to shorten the skirt a *detention* will be issued. At this age, some girls need to be reminded about modest dress.

BOYS UNIFORM (K-8)

Fall/Spring

Gray, perma-press or corduroy dress pants (Belts must be worn)

Gray walking shorts (Belts must be worn)

White golf shirt

Gray or white socks (**must completely cover ankles**)

Winter

Gray perma-press or corduroy dress pants (Belts must be worn)

White golf shirt or white turtleneck

Maroon v-neck monogrammed sweater or sweatshirt

Gray or white socks (must completely cover ankles)

SCHOOL SHOES St. Jude has a uniform school shoe for all boys and girls in grades K – 8. This year there is an option the student may wear a tan, dirty buc suede, 2-3 eyelet lace up. It is an oxford style with a rounded toe. Only brown shoelaces may be used. The student may also wear the Sperry shoe. The Sperry is Sahara color, 2 eyelet lace up.

School uniforms and accessories may be purchased from:

Flynn & O'Hara
2208 Veirs Mill Road
Rockville, Maryland
(301) 417-2500

March Uniforms
12 N. Washington St.
Rockville, Maryland
(301) 217-9273

FALL/SPRING PHYSICAL EDUCATION UNIFORM

Maroon micromesh shorts w/monogram
Ash gray T-shirt with monograms
White socks
Sneakers

WINTER PHYSICAL EDUCATION UNIFORM

Ash gray sweat pants with monogram
Ash gray sweatshirts with monogram
White socks
Sneakers

Parents may purchase the uniform from:

C.J. Enterprises
12 Maxim Lane
Rockville, Maryland 20852
(301) 340-0694

HAIR Hair should be neat and clean at all times. Extreme shaggy, fad styles or excessive lengths will not be tolerated. Shaved heads are not allowed. Hair should not touch the collar or eyebrows or fall below the ears. The Principal will ultimately decide what is appropriate, and reserves the right to send any student home who is not in compliance.

TAG DAY Several times throughout the year, the school will sponsor a "Tag Day," otherwise known as an out-of-uniform day. The cost per student "tag" is \$.50. This is not a mandatory program.

Teachers will keep track of which students who have paid for the "Tag," and two days after the Tag Day, the list must be sent to the Office indicating who did not pay for the "Tag" but dressed out of uniform. This amount will be added to the family's tuition bill and must be paid before any records may be sent home or transfer information sent.

Students must dress appropriately and modestly on Tag Days. Students wearing shirts bearing inappropriate, vulgar, or tawdry logos or images, wearing mini-skirts, short-shorts (no more than two inches above the knee), tank tops, mid-drifts, spaghetti strap tops, heels, and/or tight or over-sized clothing will be asked by the principal to phone a parent or guardian so that other, more appropriate clothing may be brought to school for the child to wear for the day. Other reminders: pants must be waist-high (undergarments should not be visible), no backless sandals or heels as they are not suitable for school wear, especially in a Catholic school.

Please ensure that your child dresses appropriately for school.

It is important that students demonstrate through their words, deeds, and appearance a commitment to fostering our Christ-centered environment, thus all students are expected to dress modestly.

TAG DAYS/OUT OF UNIFORM GUIDLINES

Students may wear:

*jeans

*tennis shoes

*shorts no shorter than three inches above the knee

*skirts no shorter than three inches above the knee

*skorts

*sweatshirts

*jogging suits

*jewelry

*hoop earrings

*large earrings

*dresses

*slacks

*crocs

Good Rule: If you think you shouldn't wear it, you shouldn't.

PARENTS AS PARTNERS

As partners in the educational process at St. Jude Regional 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 according to the school dress code
- Completes assignments on time
- Has nutritional lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

PARENT'S ROLE IN EDUCATION We, at St. Jude Regional Catholic School, consider it a privilege 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 St. Jude Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

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 these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Jude Regional Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order 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 investigation of the complete story 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 process of maturation 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. However, 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 begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

PARENT AND FACULTY COMMUNICATIONS It is imperative that parents and teachers communicate their concerns about the children. With advance notice teachers will gladly conference with parents before or after school. Teachers can also be left voice or e-mails during the school day. However, do not expect immediate responses, as the faculty is busy with the children during the school day. Please allow 48 hours for a response by phone or email.

The principal is also available to hear your concerns. Please leave a message in the

office, a voice mail, or an e-mail Glenn.Benjamin@stjuderockville.org

It is the school's policy that problems be solved between the teacher and parent first. Please discuss a problem with a person directly before going to that person's superior.

GENERAL INFORMATION

CELL PHONES Cell phone use during the school day (8:00am–3:15pm) is strictly prohibited. All cell phones must be kept turned off and in the students' backpack at all times. Cell phones seen, turned on or used during the school day will be confiscated. A student whose cell phone has been confiscated the first time must be escorted by a parent to the Principal's office in order to receive the cell phone back. If the cell phone is confiscated a second time the principal will hold onto the phone for three school days and after that a parent must come in to receive the cell phone. If a student's phone is confiscated more than twice a meeting with the parent, student, and principal will take place.

TOYS AND/OR ELECTRONIC DEVICES Students are not allowed to bring toys or electronic devices (Ipods, cameras, Gameboys, etc.) to school. Electronic device use during the school day (8:00am–3:15pm) is strictly prohibited. All electronic devices must be kept turned off and in the students' backpack at all times. Electronic devices seen, turned on or used during the school day will be confiscated. A Student whose electronic device has been confiscated the first time must be escorted by a parent to the Principal's office in order to receive the electronic device back. If the electronic device is confiscated a second time the principal will hold onto the electronic device for three school days and after that a parent must come in to receive the electronic device. If a student's electronic device is confiscated more than twice a meeting with the parent, student, and principal will take place. Furthermore, the school will not be responsible for any lost or stolen toys or electronic devices.

EXTENDED DAY PROGRAM An Extended Day Program is offered at St. Jude Regional Catholic School from 7:00 A.M. to 8:05 A.M. and from 3:00 P.M. to 6:00 P.M. A handbook regarding the policies and fees of this program is available from the school office.

GUM Gum is never allowed on the school or church grounds.

INCLEMENT WEATHER St. Jude Regional Catholic School follows the Montgomery County Public Schools policy regarding school closings due to inclement weather. Parents are requested to listen to the radio or television for information concerning school closings for the day, delayed openings or early closings. If Montgomery County schools are closed - we are closed. If Montgomery County schools are opening 2 hours late - we begin at 10:10 A.M.

LOST AND FOUND Parents should label coats, jackets, school and gym class uniforms, etc. This makes it easier to return lost or misplaced items. Any unlabeled items found will be placed in the Lost and Found. In addition to classroom Lost and Found collections, the school will store Lost and Found items in the main breezeway.

LUNCH PROGRAM Students are to bring their lunches to school each day. A Hot Lunch Program is offered two days a week and forms will be sent home for parents to order hot lunch if they choose. Students may order milk through the school – order forms will be sent home at the beginning of each semester. Hot Lunch forms can also be found on the St. Jude website: <http://wwwstjuderockville.org>.

HEALTH AND SAFETY

HEALTH An emergency information card for each family must be on file in the school Health Room. No student may attend classes until this card has been turned into the school. A new card is required at the beginning of each school year. When there are any changes in the information provided on this card during the year, parents should inform the school immediately. Parents and others designated as emergency contacts, must be available during school hours to pick up sick students. Parents are also required to sign an Emergency Release Form for each student.

Each student enrolled in the school has a health information file. All new students and those entering Kindergarten, Third and Sixth grade must provide evidence of a recent Physical Examination, Dental Examination and an up-to-date Immunization Record. All parents are asked to cooperate in keeping these files updated. We remind parents of the State of Maryland regulation regarding Immunization:

"A school principal or other person in charge of a school, public or private, may not knowingly admit a student to, or retain a student in 1) Preschool program unless the student has furnished evidence of age-appropriate immunity against Haemophilus Influenza Type B; 2) Preschool program or Kindergarten through the second grade or school unless the student has furnished proof of age-appropriate immunity against Pertussis; and 3) Preschool program through twelfth grade unless the student has furnished evidence of age-appropriate immunity against Tetanus, Diphtheria, Poliomyelitis, Measles (Rubella), Mumps and Rubella."

The last dose of vaccine must be received in accordance with the recommended schedule of immunizations and the student must continue to receive the appropriate immunizations on schedule in order to remain in compliance and in

school. Parents of students with special health concerns (allergies, asthma,

diabetes, etc.) should alert the health room

MEDICATION

ALL MEDICATION that a student requires daily, or for periodic acute illnesses, is administered from the School Clinic. No student is allowed to carry or take his or her own medication. Medication that can be administered at home will not be given during school hours.

An Authorization to Administer Medication Form must be filled out for any student who requires medication to be given during the school day. Forms are available in the school Clinic for both short-term (1 - 7 days) and long-term administration. Parent signatures are required on both of these forms and the prescribing physician's signature is required on the long-term authorization. No medication will be given to any student unless the proper authorizations are on file in the school Clinic. **Parents must also send a signed note to the teacher stating that the student takes medication.**

An adult must bring all medication to school. Medication should be turned in, along with the proper Authorization to Administer, to the school Clinic staff. **No medication brought in by a student will be administered.**

Medication brought to the Health Room must be in the original prescription container with the pharmacist label attached. Non-prescription, over-the-counter medication must be in the original container with the manufacturer's label and the safety seal intact. No other medications will be administered.

When having prescriptions filled, be sure to ask the pharmacist to separate the prescription into a bottle for home use and a "school bottle". (A "school bottle" is prepared by the pharmacy just for the school, which contains the proper dosage of the medication to be given at school with the proper label for school administration only). Medication cannot be transferred back and forth between home and school on a daily basis. Remember that the first day's dose (the full dosage prescribed in a twenty-four hour period) of any new medication must be administered at home.

Medication prescribed for one student will never be administered to another student including siblings. **WE ARE NOT ALLOWED TO GIVE ASPIRIN TO STUDENTS AT ANY TIME.**

ILLNESS/ACCIDENTS Parents will be contacted by school Clinic personnel when a student becomes ill or has an accident requiring their attention during the school day. If we are unable to reach either parent, emergency contacts will be notified. Students being sent home for illnesses should be picked up as soon as

possible. Every day that the student is in school we should have a contact number. Students who are ill cannot be left for hours in the Health Room, and emergencies do happen. Please keep us informed when there are any changes in the availability of designated persons.

Students sent home from the Health Room with an elevated temperature (over 101 degrees) or who has been vomiting, should not return to school until they have been fever-free, without medication, for a twenty-four hour period.

When a student is sent home from the school clinic with an illness or injury that requires an examination or testing (such as x-rays, throat cultures, ear exams, etc.), it is the parent's responsibility to notify the school of the results so that we remain informed of the student's health status and any emergency contacts.

If a student contracts a communicable disease, please notify the school office so that we can notify parents of students in the same class. All students must be cleared by health room personnel or present a physician's note upon return to school after a communicable illness. (This includes normal childhood illness such as chicken pox, as well as conjunctivitis and lice infestations.)

SAFETY Parents are urged to respect the safety regulations regarding student transportation and bicycles. It is the St. Jude Catholic School policy that drivers do not park or pick up students on Mercury Drive or on Walbridge Street. Mercury Drive is an exit only in the morning and in the afternoon on school days. Veirs Mill Road is an entrance and not an exit. Drivers never pass the bus when it is unloading in the morning. In the afternoon, drivers are not to leave the parking lot until a signal is given.

VISITORS Visitors need to come to the main entrance, ring the bell and identify themselves to enter the building during office hours. Visitors also need to sign in with the hall monitor or school office and wear a visitor's pass.

LAST BUT NOT LEAST.....

CONDUCT OUTSIDE THE SCHOOL Our students are **St Jude Regional Catholic Students** at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school may be disciplined by school officials.

**THE PASTOR AND PRINCIPAL RETAIN THE RIGHT TO MAKE
CHANGES TO THE HANDBOOK AT ANY TIME.**

THE ST. JUDE REGIONAL CATHOLIC SCHOOL STUDENT PRAYER

I, a St. Jude student, am a child and servant of God.

I strive to respect others as Jesus did and love all around me as myself.

I value my precious right of free will and show respect for that right by taking responsibility for my choices, both good and bad.

I value my Catholic education. I show appreciation for my parents' sacrifice by being prepared for class and by respecting teachers, administrators, fellow students, and materials, all of which contribute to my education.

I strive to be on time for school and classes, for in being on time, I present myself ready to do God's work.

I strive to complete all work correctly and on time, for in doing so, I praise God in thanksgiving for the gift of a capable mind.

I thank God for the gift of my holy body, the temple of the Holy Spirit. I show Him thanks by keeping my appearance neat, clean and modest.

I will do my best to be honest in all my endeavors, both academic and personal.

However, I know that for today, God calls me to be a model student. I will answer that call by giving Him my best at all times each and every day.

In Jesus' name, I pray. Amen



2011 – 2012 Bell Schedules

Regular		Early Dismissal		Late Start		Mass		Friday Mass & Stations of the Cross	
8:20		8:20-8:45	1	10:10-10:40	1	8:20		8:20	
8:30-9:10	1	8:47-9:12	2	10:42-11:12	2	8:30-8:50	Community	8:30-8:50	Community
9:12-9:52	2	9:14-9:39	3	11:14-11:44	3	9:00-9:50	M	9:00-9:50	M
9:54-10:34	3	9:41-10:06	4	11:46-12:16	L	9:50-10:20	1	9:50-10:16	1
10:36-11:16	4	10:08-10:33	5	12:18-12:48	4	10:22-10:52	2	10:18-10:43	2
11:18-11:58	5	10:35-11:00	6	12:50-1:20	5	10:54-11:24	3	10:45-11:11	3
12:00-12:47	Lunch	11:02-11:27	7	1:22-1:52	6	11:26-11:56	4	11:13-11:39	4
12:50-1:30	6	11:29-11:54	8	1:54-2:24	7	11:58-12:45	L	11:41-12:07	5
1:32-2:12	7	11:54-12:00	HR	2:26-2:56	8	12:48-1:18	5	12:09-12:58	L
2:14-2:54	8			2:56-3:00	HR	1:20-1:50	6	1:00-1:26	6
2:54-3:00	HR					1:52-2:22	7	1:28-1:54	7
						2:24-2:54	8	1:56-2:25	Stations
						2:56-3:00	HR	2:25-2:51	8
								2:53-3:00	HR