

# St. Jude School Handbook 2024- 2025



**ST. JUDE CATHOLIC SCHOOL  
930 ASHLAND TERRACE  
CHATTANOOGA, TENNESSEE 37415**

PASTOR: Reverend Charles Burton

PRINCIPAL: Dr. Joshua Overton

SCHOOL PSYCHOLOGIST/ACADEMIC DEAN: Mrs. Cammie Hunt

ADMISSIONS AND DEVELOPMENT DIRECTOR: Mrs. Kathleen Preston

ATHLETIC DIRECTOR: Mr. Jason Hill

FINANCIAL COORDINATOR/ASST. DIRECTOR OF DEVELOPMENT: Mrs. Meghan Lamsey

ADMINISTRATIVE ASSISTANT: Mrs. Beth McGann

PRE SCHOOL DIRECTOR: Mrs. Mandy Mroz

DIRECTOR OF RELIGIOUS EDUCATION: Mrs. Kyra King

AFTER SCHOOL/SUMMER CARE DIRECTOR Mrs. Jennifer Nowlin

PRESCHOOL	Mrs. Sue Gaudin Mrs. Katherine Kountz Mrs. Bridget Schoenly	Mrs. Laura Widerkehr Mrs. Stephanie Quintal Mrs. Mandy Mroz
KINDERGARTEN AIDE	Mrs. Krissy Murray Ms. Katie Lamsey	Mrs. Julia Glascock
FIRST GRADE	Mrs. Lucinda Millard	Mrs. Leigh deMelo
SECOND GRADE	Mr. Andrew Barnett	Mrs. Teresa White
THIRD GRADE	Mrs. Katlyn Darling	Mrs. Samantha Jameson
FOURTH GRADE	Mrs. Vicki Jette	Mrs. Amanda Thurmond
FIFTH GRADE	Mrs. Shaina Otterpohl	Mrs. Ashley Pilkington
MIDDLE SCHOOL 6th Grade Homeroom 7th Grade Homeroom 8th Grade Homeroom	Mrs. Mary Margaret Murphy—History Mrs. Allison Hix—Science Mrs. Jordan Kidwell—English	Mr. Joe Thoni—Math Mrs. Keren Flores—Spanish Mrs. Kyra King—Religion
MUSIC/BAND	Mr. Tony Tortora	
PHYSICAL EDUCATION/HEALTH	Mr. Jason Hill	Mrs. Stacey Chrnalogar
INTERVENTIONIST	Mrs. Marian Joyce (Lower School)	Ms. Ellie Gaudin (Upper School)
TITLE I INTERVENTIONIST	Mrs. Rhonda Beagles	
LIBRARIAN	Mrs. Sonda Newton	
ART	Mrs. Olivia Schoolfield	
TECHNOLOGY/STEM	Mrs. Cathy Czarnecki	
CAFETERIA	Mrs. Summer Hartman	Mrs. Angela Weddington

## DIOCESE OF KNOXVILLE MISSION STATEMENT

The Catholic Schools of the Diocese of Knoxville prepare **SCHOLARS, LEADERS, and SAINTS.**

### VISION

Empowered by the Holy Spirit and recognizing the vital ministry of Catholic education to the future of the Church and nation, we will provide a learning environment that emphasizes quality education and spiritual growth for all.

### CORE VALUES

**Catholic Identity:** Our schools are family-centered communities where all decisions, traditions, and teachings originate from our membership in the Catholic Church and are visible as we serve, pray, encourage, and support each other. We collaborate and problem-solve in positive ways while respecting the view and needs of others.

**Service to God and Others:** Our schools serve God by placing our personal needs second to the service of others. We believe that work has dignity and contributes to the community.

**Dignity of Individual Persons:** Our schools believe that God created each person with dignity and love. We believe that this God-given life should be supported and cared for from conception until natural death.

**Honor and Integrity:** Our schools are open, honest and trustworthy. We seek to be fair and loyal to our calling, to those we serve, and to those who serve us. We seek to overlook the faults of others and continue to strive to love them as our Lord has asked.

**Excellence:** Our schools strive to do the very best in all endeavors. We prepare, support, and assist our students to glorify God and to be successful members of society.

**Leadership:** Our schools bring out the best in others through leadership and guidance in a collaborative and community-based environment. The love of God helps the growth of leadership.

## ST. JUDE CATHOLIC SCHOOL MISSION STATEMENT

Guided by God, St. Jude School provides academic excellence in an environment that embraces the Catholic values of spirituality and service.

### PHILOSOPHY

At St. Jude School, we envision God as the unseen but ever-present teacher in our classrooms, the model for our faculty, and the inspiration for students; thereby, encouraging us all to embrace the Catholic values of spirituality, service, and academic excellence through prayer, good works, and life-long learning.

## STATEMENT OF BELIEFS

- Student learning within a Christian environment is the chief priority for the school.
- Students need to demonstrate their understanding of essential knowledge and skills and be actively involved in solving problems and producing quality work.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Students learn best when they are actively engaged in the learning process.
- Curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- A safe and physically comfortable environment promotes student learning.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, and life-long learners.

***St. Jude School reserves the right to amend this handbook as needed.***

## IMPORTANT NUMBERS

St. Jude School:	423.877.6022
St. Jude FAX	423.875.8920
St. Jude Church	423.870.2386
St. Jude School; Website	www.mysjs.com

## SCHOOL HOURS

1. Students may not be dropped off before 7:30. Classroom buildings will open at 7:30.
2. Students arriving after 8:05 are late. **Late passes will be issued ONLY TO PARENTS. Parents must accompany student to the school office when arriving late, but PARENTS ARE RESPONSIBLE FOR OBTAINING THE LATE PASS.** (Diocesan Policy #1570)
3. Students leaving school during the school day must be signed out in the front office by an authorized pick-up representative.

## SPIRITUAL LIFE

St. Jude School operates under the auspices of the Roman Catholic Church and Diocese of Knoxville. The school maintains the three-fold purpose of Christian education: to teach doctrine, to build community, and to serve. Students enter St. Jude from both the Catholic and non-Catholic communities without regard to ethnic origin. While the school considers the needs of each student, the beliefs, values, and traditions of Catholic Christianity underlie religious and academic formation. All students are required to take religion each year they attend St. Jude School.

## MASS SCHEDULE

School Masses are at 9:15 and follow the schedule below:

Monday	Grades 5-8
Tuesday	Grades 1-4 (Kindergarten 2nd Quarter)
Friday	All-school Mass

## ACCREDITATION

Accreditation and school evaluation have as a common purpose the development and improvement of an educational program designed to meet the needs and talents of students. The Diocese of Knoxville and all individual schools are fully accredited by COGNIA, an international accrediting agency.

## ACADEMIC POLICIES AND PROCEDURES

St. Jude follows the curricula provided by the Diocese of Knoxville. The intent of the curriculum is to provide the classroom educator with identifiable and measurable objectives in each subject area. The courses of study include: Religion, Art, Language Arts, Mathematics, Physical Education, Science and Social Studies. The State of Tennessee and the textbook committees of the Diocese of Knoxville approve all textbooks used at St. Jude School.

### Student Success Plans

Students who have a documented educational or medical disability and whose disability adversely impacts their learning are eligible for a Student Success Plan including allowable accommodations as deemed appropriate by the Student Success Team consisting of the student's parents, teachers, interventionist, and Academic Dean.

## ADMISSIONS POLICY

In accordance with Federal Law and U.S. Department of Agriculture, St. Jude School does not discriminate on the basis of race, color, national or ethnic origin.

It is the parents' responsibility to provide any special needs files for the

student prior to acceptance. Failure to do so may result in the student being denied acceptance. If it is discovered after the student has been admitted that records have been withheld, the student may be withdrawn. (Diocesan Policy #1010)

St. Jude School is open to all children in the surrounding Chattanooga region; however, due to class size limitations, the following policies are used for admittance:

- 1st priority to all current students who have fulfilled registration requirements
- 2nd priority to siblings of children already attending St. Jude School.
- 3rd priority to Catholic children of St. Jude Parish or any other area Catholic parish that does not have an elementary school.
- 4th priority to Catholic children of a parish with a school.
- 5th priority to non-Catholic children.

Admittance of any student will include consideration of prior conduct marks. Conduct must be a "C" or better to be acceptable.

St. Jude does not provide personal references for students applying to other schools. All official records will be sent upon receipt of a signed record release. Student recommendations will not be provided to other schools.

## AFTER-SCHOOL CARE

SAINTS: Studying, Art, Imagination, Navigation, Team Work, Snacks. Saint Adventures in After Care is the new aftercare program at Saint Jude School. Students must register and there is a \$35 yearly registration fee, with a maximum of \$75 per family.

- Regular Afternoon (3:00-5:30, 2:00-5:30 on Wednesday) \$15.00
- Short Stays (less than 1 hour) \$9.00
- Half-Day of school (11:30-5:30) \$30.00

Students who are not picked up by 3:30 (M, Tu, Th, F) or 2:30 on Wednesday will be sent to after-school care. Students must be picked up from after-care by 5:30 pm. Students who remain after 5:30 pm will incur late a fee of \$15.00 for each 1-15 minutes you are late. (17 minutes = \$30)

## ATTENDANCE

Diocesan Policy #1050 states: *School attendance is required by state law; therefore schools must keep accurate and complete attendance records on each student.*

*Since class participation comprises a significant portion of the grade, in the event a student has been absent more than one-third (1/3) of a grading period, the principal/president in consultation with the teacher may determine whether or not a grade is assigned for that grading period.*

*Since class participation comprises a significant portion of the grade, in the*

*event a student has thirty (30) absences (excused or unexcused) during the school year, the principal/president will determine whether or not the student is retained in the same grade level.*

*Students who need to leave school before the end of the school day must be checked out in the main office by an approved guardian. Parents who wish to sign their students out of school early should send a signed letter to the teacher/office indicating the date and time of their anticipated arrival. Unexpected dismissals (for which a letter is not previously sent) will be handled in the front office, but a signed note will still be required from the parent before the student is dismissed to them. Unless called by the school office or clinic, there will be no early student dismissals between 2:30 PM and 3:05 PM (1:30 – 2:05 on Wednesdays; 10:55 – 11:30 on half days). We are committed to making sure that we minimize class disruptions and use all of our instructional time in a meaningful way.*

*Frequent absences impede the learning process. After five (5) unexcused absences, the Superintendent will be notified as stated in Tennessee Code Annotated §49-6-3007. In addition, the local school district is to be notified. The student's absence must be verified according to the school's policy*

Students are encouraged to schedule appointments with their doctors or dentists other than during school hours. However, when necessity demands, the appointment should be made as early or late in the day as possible.

A NOTE FROM THE PARENT EXPLAINING THE NATURE OF THE ABSENCE MUST BE SENT TO SCHOOL ON THE DAY THAT THE STUDENT RETURNS TO CLASS.

For every day of absence due to sickness, one make-up day is allowed. For example, if a student misses two days, he/she will have 2 days to make up the school work.

If a child is absent from school, he/she may not participate in athletic competition on that same day.

### **PRE-ARRANGED ABSENCES**

All pre-arranged absences that are not due to illness, death in the family, or medical appointments will be handled by the following procedure:

- A note from the parent regarding the absences must be sent with the child a week prior to the absence.
- The teacher will not give out homework before the holiday. The child is responsible for obtaining the assignments upon return.
- All tests must be taken on the day of return unless an exam make-up day is provided.

## **DISCIPLINE**

The approach to discipline will be of a positive nature. The object of discipline is to correct a behavioral problem and not simply to punish the child. Our goal is to assist children in internalizing respectful, responsible, and ethical behavior. Behavioral issues will be dealt with individually. The age of the child and the nature of the offense will be taken into consideration when correction is necessary. Parents are asked to cooperate with the school when disciplinary action is taken.

All students are expected to maintain a standard of behavior that is appropriate for their age level in a Christian school. Therefore, unkindness, dishonesty in any form, foul language, fighting, destruction of school property, etc., will not be tolerated. Re-enrollment for the next year is dependent upon acceptable conduct.

### **Grades 1-5**

A conduct report will be sent home weekly via the Friday Folder.

### **Grades 6-8**

Discipline points will be earned for misbehavior as follows:

<b>Violation</b>	<b>Points Earned</b>
Uniform Violation	1 point
Lack of Supplies	1 point
Late to class	1 point
Gum	1 point
Violation of class rules	2 points
Disrupting a class	2 points
Inappropriate touching/ Horseplay	2 points
Profanity	2 points
Use of phone/technology violation	2 points
Foul language	3 points
Damaging another student's property	3 points
Unkindness	3 points
Disrespect	3 points
Electronic Device Violation	4 points
Defiance	5 points
Defacing School Property	5 points
Cheating (also a 0 on work)	7 points
Lying	7 points

Stealing	7 points
Harassment	10 points
Fighting	10 points

**The administration reserves the right to impart or waive any disciplinary action without dependence upon the point system.**

A discipline form will be filled out by a teacher for each offense. Email notification will be made to both parents.

Points Earned	Consequences
4 points	Morning or Lunch Detention. Parents are notified of the offense and progression of system. Student meets with the Principal. If a child misses detention, the child will be assessed three additional points.
8 points	<i>One Day</i> of In-School Suspension. One week probation from all extra-curricular activities (including sports). Pastor notified.
10 points	<i>Two Days</i> of In-School Suspension. Two weeks of probations from all extra-curricular activities (including sports).
12 points	<i>Three Days</i> of In-School Suspension Three weeks of probation from all extra-curricular activities (including sports).
15 points	Out-of-School Suspension. Student meets with Principal, Priest, and School Psychologist. Termination of all extra-curricular activities, including sports.
18 points	Administrative review of enrollment status

There will be a \$75 fee for In-School Suspension to compensate the substitute to monitor the student. The student will be expected to complete all the work missed during the day of suspension. Grades will be taken on the work.

If a sixth or seventh-grade student has more than 10 points at the end of the year, that student will be placed on probation. The terms of the probations will be determined by the administration.

### Rewards

For each week a student receives no discipline referrals, one point will be dropped from his/her accumulated total. This total will never fall below zero.

### DRESS CODE

The purpose of a school uniform at St. Jude School is to promote a positive self-image, prevent style competition, and limit the cost of clothing. Rather than stifling individuality, the uniform encourages students to value an individual's personal attributes instead of material possessions. Compliance with the uniform policy minimizes distractions in the classroom and fosters an atmosphere of serious scholarship. The uniform code is an essential part of the image of St. Jude School and must be followed at all times when students are on campus. After school hours, students must comply with the uniform code unless required to change for a sport or other supervised activity. Adjustments may be made at the discretion of the administration.

ABC Apparel	Land's End	Tommy Hilfiger
2273 Gunbarrel Road Suite 107 Chattanooga, TN 37421	1 Lands' End Lane Dodgeville, WI 53595	Partner School Code STJU02
(423) 894 - 1222	(800) 469 - 2222	(877) 825 - 2860
<a href="https://abcapparel.net/">https://abcapparel.net/</a>	<a href="http://www.landsend.com">www.landsend.com</a>	<a href="http://www.globalschoolwear.com">www.globalschoolwear.com</a>

\*All uniforms must be purchased through approved vendors or SJS used uniform sale.



## **SPIRIT WEAR**

On Wednesday, St. Jude spirit shirts may be worn with regular uniform bottoms and uniform shoes only. No SJS sweatpants or athletic shorts.

## **OUT-OF-UNIFORM DAYS**

Throughout the year, certain days are designated as out-of-uniform days. Two separate categories exist for these days—one for days when formal appearance is needed and one that is casual. The following is the designated dress for these times.

### **DRESS CODE A**

#### **Allowed**

- Sunday clothes
- Appropriate length dresses
- Dress Pants
- Shoes must be close-toed and close-heeled

#### **Not Allowed**

- Spaghetti straps
- Strapless dresses
- Jeans
- T-shirts
- Casual shorts
- Crocs - Kindergarten through 4th

### **DRESS CODE B**

#### **Allowed**

- Casual Clothes
- Jeans
- Shorts - must be no more than 2.5 inches above the knee
- Knee length dresses
- Shoes must be close-toed and close-heeled

#### **Not Allowed**

- Tank Tops
- Pajama pants
- Open-Toed Shoes
- Slippers/Sandals/Flip-Flops
- Muscle Shirts
- Leggings or jeggings without shorts over the leggings/jeggings
- Crocs - Kindergarten through 4th

## **Violations of Dress Code**

In **Grades K-4**, the student will receive a written warning upon first offense and a 5-point conduct check for each subsequent offense.

In **Grade 5**, the student will receive a 10-point conduct check for each violation.

For **Grades 6-8**, for the first offense, the student will receive one conduct point, and the parents will be notified via e-mail. In the occurrence of a skirt-length violation, the student will have one week to remedy the deficiency. All other violations should be remedied by the next school day. For the second offense, the student will receive one conduct point, and the parent will be contacted and required to bring appropriate clothing to the school. A third offense may result in an alternative uniform policy for the student.

Please note that violating these dress codes can only be remedied by a parent bringing other clothing to school.

### **EFFORT GRADE CODES**

G=Good  
S=Satisfactory  
N=Needs Improvement  
U=Unsatisfactory

Effort grades are given in penmanship, Music, and Art and will be given as semester grades only.

The Effort Honor Roll allows students of all abilities to be recognized. If a child is working up to his/her ability, then he/she will be recognized on the Effort Honor Roll.

### **DROP OFF/PICK UP and SAFETY POLICIES**

**It is the responsibility of every family to share these rules with your other drivers, grandparents, siblings, etc.**

#### **General Policies**

When dropping off or picking up at any time, please drive at a safe speed.

**Doors to classroom buildings will open at 7:30 am. Students may not be dropped off before that time.**

Please DO NOT PARK AND GET OUT of your car in either drop-off line.

Students must report if they will be a “car rider” or in “aftercare” in the morning. If they say they don’t know how they will be picked up, they will be sent to aftercare at the end of the day.

This is to prevent students from wandering around campus in the afternoon. Parents are always able to call and change pick-up options. We are happy to relay the message.

### **Morning Drop Off Kindergarten**

When coming up the driveway into St. Jude, take the second right at the Family Life Center. Go all the way around the building until you come to the FLC Front entrance.

### **Grades 1-8 Drop-off First Level—Front—Students whose last names begin with the letters A-L:**

Come up to the top level, pull to the parking spaces on the right, pulling up as far as you can until you reach the handicapped spaces. Allow children to exit your car from the RIGHT. Do NOT pass cars in front of you in the drop-off line. Carefully pull back into the left traffic lane and SLOWLY exit in front of the church.

### **Back Drop-off—Students whose last names begin with the letters M-Z**

As you are coming up the main entrance in the morning, please take the split that goes behind the cafeteria building. A back drop-off lane exists, running parallel to the cafeteria building down to the handicapped parking spaces behind the third and fourth-grade building. Allow children to exit your car from the LEFT. Please be careful in pulling out of the drop-off lane and getting back into the flow of traffic going around the rectory. Faculty and staff may be parking and walking to the buildings. THERE IS NO DROPOFF IN FRONT OF THE RECTORY.

### **Late Arrival**

If you arrive after 8:05, please pull up to the farthest available spot (or the lower lot) and park. Parents must walk their children into the front office to be signed in once the 8:05 bell has rung.

### **Afternoon Pick-Up**

#### **Kindergarten—2:45 pm (1:45 pm on Wednesdays)**

When coming up the driveway into St. Jude, take the second right at the Family Life Center. Go all the way around the building until you come to the FLC entrance. Teachers will bring the students out to the car in the afternoon.

### **Grades 1-8—3:05 pm (2:05 pm on Wednesdays)**

Students will wait in their classrooms until their number is called to the parking lot. We ask all parents to enter the pick-up line and wait for their children to come to them. All families will be given a pick-up number to display in their cars.

Students whose last names begin A-L will be picked up in the front lot on the 1st level (top level closest to the school). Cars for the front level will form three lines on the bottom parking lot and will be dismissed by a staff member. Once at the top driveway by the school, a staff person will enter numbers to be displayed on classroom boards. Children will then come to the parking lot to enter the car.

Students whose last names begin M-Z will be picked up between the 1st & 2nd Grade and 3rd & 4th-grade buildings. A staff person will enter numbers to be displayed on classroom boards. Children will then come to the driveway to enter the car. **If picking up in the back lot, stay to the right when proceeding up the main drive. The left lane is for front pick-up. Do not block the split for top level pick-up near the St. Jude sign.**

Students who are not picked up by 3:30 (M, Tu, Th, and F) will be sent to after-school care.

Students who are not picked up by 2:30 on Wednesday will be sent to after-school care.

## **FINANCIAL OBLIGATIONS**

### **Catholic Tuition:**

One Child	\$6,300	plus the \$700/\$750 student fee
Two Children	\$11,500	plus the \$700/\$750 student fee
Three Children	\$16,750	plus the \$700/\$750 student fee

**NON-CATHOLIC TUITION**—\$11,000 per child plus the \$700/\$750 student fee.

Book bills, overdue library books, and After-School Care charges, in addition to any other outstanding fees, must be settled before report cards are issued.

Before student’s records are forwarded to other schools, all financial commitments must be current.

Please note that all accounts in arrears by the end of the school year may be turned over to a collection agency, and students may be denied enrollment for the next school year.

There will be a \$10.00 returned check fee.

There will be a \$20 late fee applied to all late payments.



**Student fees are due every year on April 1 and are non-refundable.**

### **GRADING SCALE**

A+	99-100	C+	84-85
A	95-98	C	79-83
A-	93-94	C-	77-78
B+	91-92	D+	75-76
B	88-90	D	72-74
B-	86-87	D-	70-71
		F	Below 70

### **INTERPRETATION OF GRADES**

A	Superior knowledge and use of skills and subject matter Thoroughness in daily work Worthwhile contribution to class discussions Ability to arrive at valid conclusions Consistently high test grades
B	Good knowledge and application of skills and subject matter Thoroughness in required work Worthwhile contributions to class discussions Independence in preparing work Above-average test grades
C	Adequate knowledge of the subject matter Completion of required work Participation in class discussions Ordinary development in attitudes and study habits
D	Insufficient knowledge of the subject matter Assignments below standard Participation in class discussion only when called upon Low test grades
F	Unsatisfactory knowledge of the subject matter Assignments unacceptable Inadequate participation in class.

In determining grading period averages, tests and other types of graded work will receive varying degrees of emphasis.

The semester grade is figured by averaging the two quarters together. In the Middle School, the exam is also averaged and counts 20%. In averaging the final grade, both semester grades are averaged together. There are no exemptions for first semester exams. 8th graders with a final average of 95 or higher may be exempt from second semester exams.

### **HEALTH INFORMATION**

The State of Tennessee requires that all students have a Medical Examination Form and an Immunization Record on file. These forms are available from the Health Department or your personal physician. They become part of the child's permanent record.

Immunizations required are as follows:

- 4 doses of Diphtheria/Tetanus/Pertussis (DPT or DTaP)
- 4 doses of Polio Vaccine (OPV or IPV)
- 3 doses of Hepatitis B vaccine (HBV)
- Proof of immunity to varicella (Chickenpox). A single dose of varicella vaccine, or a parental or physician history of chickenpox is required.
- 2 doses of Measles/Mumps/Rubella vaccine. (MMR)

Students entering 7th grade must also have a tetanus-diphtheria-pertussis booster (Tdap) and **2 doses** of varicella vaccine or a history of disease.

Additionally, St. Jude requires all children entering First Grade to have an eye examination by a qualified optometrist or ophthalmologist. Children will not be permitted to start classes until all required health forms have been completed by a physician and returned to the school office.

If a child becomes ill while at school, he/she will be sent to the Clinic for assessment of illness or injury. If applicable, clinic personnel will take the child's temperature and try to elicit the nature of the illness. If it is decided that the child is too ill or is unable to remain at school in present circumstances, the parent or other emergency contacts will be called. It is expected that the child will be picked up within the hour. It is our policy that children who have been ill with fever or vomiting should be free of either, without the use of medication, for 24 hours **BEFORE RETURNING TO SCHOOL**.

If a student is determined to have head lice, the student will be sent home with information to the parents regarding treatment and control. An anonymous alert will be sent to families in that child's grade. A student may return to school after treatment. The treatment box top or a note from a child's private provider stating that the student has been treated must be presented to the Clinic before being allowed to return to the classroom.

We will keep Medical Emergency Information for each child. It is the responsibility of the parents to fully update the information on FACTS.

## HOMEWORK REQUESTS

St. Jude School uses Google Classroom and FACTS to post homework assignments. Parents and students should check Google Classroom or FACTS for each class assignment. Teachers will specify at the beginning of the school year which platform they will use for class.

## HOMEWORK POLICIES

FACTS is the teachers' first line of communication with the parent. Teachers try diligently to see that homework assignments posted on FACTS are current. FACTS is not, however, a replacement for the daily assignment planner. Students should write their assignments in the planner in each class daily. If the teacher has had to adjust their instructional plan, the most current information will be in the planner.

**If a student fails to return an assignment on time, it will be accepted the next day with a 10-point reduction in the grade. The student will lose 10 points per day for everyday that an assignment is not submitted until the grade drops below a 70. Once the grade drops below a 70 for a missing assignment that assignment will be recorded as a zero unless otherwise noted or determined by the teacher. Late work in Middle School will be evaluated on each teacher's policy as stated in the course syllabus.**

### Homework Philosophy

Homework is an integral part of the educational process. In addition to reinforcing specific subjects in the classroom curriculum, homework can and should be used to:

- develop responsibility and good study habits.
- encourage growth of the individual student to his/her full potential.
- enhance communication skills.
- apply knowledge to real-life situations in a meaningful way.
- logically connect or challenge facts and ideas.
- provide each student an opportunity to develop independent judgment.
- encourage students to think critically and problem solve.

### Purpose of Homework

- The assignment of homework serves several purposes. It provides opportunities for students to reinforce and practice newly-acquired skills or apply recent learning to real-life situations.
- Homework may also include assignments that help students prepare for class participation. Extended homework provides students the opportunity to apply time management and organizational skills in order to monitor and complete the task within the allotted time.
- Equally important and often overlooked is the fact that homework is an exercise in developing responsibility and good study habits. These are skills that are essential to students being successful in school, and

later in life. Accepting the responsibilities related to homework means the student needs to independently take direction, manage time, and complete the work to the best of his or her ability. Homework is about learning to make choices about **when** to do homework, **how** to do homework, **where** to do homework, and **when** to turn it in.

### Parent Support

Parent support of homework is an essential factor in building positive attitudes and successful study habits. Parental interest in schoolwork reflects their belief that their child is doing is important and that school is a family priority.

### Student Responsibilities

1. Write down all homework assignments and due dates before leaving class.
2. Ensure you fully understand the assignment and the concepts to be practiced or applied. Ask your teacher to explain again if you're not sure.
3. Organize your materials. Be sure to take home your homework assignment and all necessary materials.
4. Demonstrate good study habits by budgeting the necessary time to complete the assignment.
5. Demonstrate pride in your homework by doing your best work.
6. Demonstrate responsibility by finishing your homework neatly.
7. Place your completed homework in a spot where you will see it before you leave for school and not forget it.
8. Be sure to turn your homework in on time.

### Parent Responsibilities

1. Demonstrate that homework is a priority in your family by establishing a regular time to develop a daily "homework habit".
2. Provide the support and supervision necessary to see that your child organizes and completes homework for return on the due date.
3. Avoid family arguments or power struggles over homework. If conflict occurs, please send a note to the teacher with the uncompleted assignment explaining the problem. If problems persist, please contact your child's teacher.
4. Arrange a quiet environment for homework that is free from distractions.
5. Be available to assist a child with homework as a consultant.

### Teacher Responsibility

1. Plan homework that provides practice, preparation, or extension or application and is directly an outgrowth of skills taught in the classroom.
2. Make sure assignments are meaningful and clearly defined.
3. Collect/check all homework assignments.
4. Check on the progress of long-term assignments.
5. Reinforce good study habits and responsibility by informing parents when a student fails to complete homework assignments through

- phone calls, FACTS, etc.
- Homework should not be assigned so as to deprive children of adequate time for necessary recreation or other out-of-school activities.
  - Teach students how to apply effective study skills and implement organizational and time-management skills.

#### **Time Spent on Homework**

The average student should plan on the following as an **average** of time spent on homework each day:

- K-2—15-30 minutes (includes reading time)
- 3-4—45-60 minutes
- 5-6—45-75 minutes
- 7-8—60-90 minutes

#### **HONOR CODE—ACCELERATED READER**

To maintain the atmosphere of mutual trust and confidence among students and teachers, and to ensure that each student is judged solely according to his or her own merits, St. Jude School has established the following Honor Code:

No student will unfairly advance his or her own performance in the Accelerated Reader program, nor will he or she in any way intentionally limit or advance the performance of his or her fellow students using the Accelerated Reader

St. Jude School firmly believes in this Honor Code. The student signing the pledge confirms his or her belief in the Honor Code, and therefore he or she is expected to report suspected violations of the Honor Code.

The scope of actions that would fall under such a code is very broad. The following are examples of what will be considered cheating:

- Giving or receiving questions or answers for an Accelerated Reader test, or in any way cheating on an Accelerated Reader test.
- Using Cliff Notes, classic comic books, movies, or shortened or abridged versions of the books on the Accelerated Reader book list to try to pass the test.
- Using any means besides reading the full, unabridged version of the book to pass an Accelerated reader test.

#### **INCLEMENT WEATHER POLICY**

In case of inclement weather, St. Jude will make its own decision on whether to close or delay. We will communicate with the other schools in the area and the superintendent before posting our announcements. School closings and/or delays will be available on the local media or by checking FACTS. Also, a message will go out via Parent Alert. Please make sure that your preferences are set on FACTS as to which number we call.

#### **LUNCHES**

The St. Jude Cafeteria will serve lunch Monday-Friday, and students can order lunch in the mornings through homeroom. Cafeteria lunch will be charged through FACTS. Cafeteria lunch will be \$5.50 for K-2, \$6.00 for grades 3-5, and \$6.50 for middle school. Portions sizes will vary depending on grade level. Students may also order milk, juice, water, or ice cream through their homeroom in the morning. Extra entrée may be ordered for an additional \$2.50.

Lunches will not be served in the cafeteria on half days.

The United State Department of Agriculture requires that students allergic to any food that is served in the cafeteria must have a written statement from a physician that will be kept with the child's permanent record.

It is the responsibility of the parent to make sure that all student accounts are current at the end of the school year. All student records, including report cards, will be held for any student with an account that is in arrears.

**No outside fast-food or restaurant food may be delivered. Water bottles may be brought to school but must contain only water. No sodas or energy drinks are allowed.**

#### **PROGRESS REPORT FOLDERS**

St. Jude teachers send a Progress Report Folder containing the papers your child has completed, the number of papers below a C or S (76 or below), and a conduct grade. In grades 1-4, this folder comes home with the student every Friday. Parents should review these papers, sign the folder, and return it with the student on Monday. Parents should review the "Below C" column not only for the number of papers indicated but also for a percentage of the total number of papers sent home. This will give parents a good idea of how well the student is doing. If, for example, twenty papers are sent home and five of them are below C, that week's overall average would be around 75%. A call to the child's teacher by the parent would definitely be in order. It is also a good idea to separate the papers by subject to see if the below C papers are all in one subject area. In grades 5-8, folders will come home on Fridays with relevant information about school activities.

The teachers inform you of where your child is by the letter or numerical grades, noting the number of papers below a C, and comments on your child's papers. If you see teacher remarks such as *Redo*, *See Me*, *Try Again*, your child is experiencing difficulty either with the concept presented or with the subject area in general. Call the school at 877-6022 and talk to the teacher or e-mail the teacher if you have concerns. E-mail addresses are on our website, mysjs.com, or FACTS. Homework checks

by teachers and parents, Google Classroom, renting an extra set of books for home, and before and after school help are all possible aids available for your child.

Parents and teachers need to be partners in a child's education. By signing and returning the Progress Report Folder, you are telling the teacher that you have carefully reviewed your child's work and that you are satisfied that he/she is working up to his/her potential. The Progress Report Folders, FACTS, and Google Classroom are the teacher's first line of communication with the parents. Please call or e-mail the teacher if you have concerns.

The Middle School teachers (and the 5th grade teachers second semester) use FACTS to inform students and parents of the student's progress. Assignments are posted on Google Classroom and/or FACTS. Grades should be posted on FACTS every five school days at a minimum. If students have concerns, they are responsible for communicating with their teachers. Teachers are available before school and during tutorial periods. If parents have concerns, please call or e-mail the teacher.

If an academic or conduct problem should arise, parents are asked to contact the teacher involved BEFORE calling the Principal. If the issue is not satisfactorily settled, the parent should then contact the Principal.

### **RULES FOR COMPUTER LAB USE**

SJS computers are available in classes and the Computer Lab to enhance learning experiences for our students. In order to create a safe environment, the following student rules apply to *all* computers in the school:

Students are to use the computers only when supervised by the appropriate teacher.

- Students are not allowed on the teacher/staff computers.
- NO FOOD, DRINKS, or GUM allowed in the Computer Lab.
- Use of online services only with the direction of the teacher.
- No music streaming, YouTube, email, or bypassing the firewall.
- No tampering with or attempts to alter the desktop or software.
- No abuse of computers, peripheral devices and/or furniture.
- No printing unless under the direction of a teacher or staff member.
- Downloading on the computers is not permitted.
- If students use a flash drive, the flash drive must be scanned for viruses prior to opening documents.
- Students may not load personal software on computers or copy software from SJS computers.

*\*Rules are applicable for all computers before, during, and after school.*

### **SOCIAL MEDIA POLICY**

St. Jude School acknowledges that social media is a relevant means of communication and promotion for our school families, students, faculty, staff, and community. In addition to the social media accounts established by the school, there are many established by various groups, grades and classes. All users of any of the "St. Jude School related" accounts must remember that social media tools are a powerful form of communication that can significantly impact the school, parish, and the individual parties involved. St. Jude Parish and School reserve the right to authorize the removal of any media postings using their name that is not in line with the truth, ethics, morality, and Catholic values of the actual entities and their brand.

You are responsible for anything you write online. If necessary, take time to reflect before posting, and remember to always use the highest ethical, moral, and professional standards in accordance with the rules and practices of the Catholic Church. Please respect personal boundaries and individual privacy rights. If you find any post negative or offensive, please contact someone in School Administration for resolution. Only employees of St. Jude School, designated by the administration, are permitted to post on behalf of St. Jude School. Inappropriate comments made by students or parents online or via social media can result in dismissal from St. Jude School.

### **VISITORS**

Visitors are required to check-in and sign in with the front office. All visitors are required to wear a visitor pass. Individuals who are on campus without a pass will be stopped. No visitors are allowed on exam days.

Permission must be obtained from the Principal to bring a guest to school. The student must accompany his/her guest throughout the day and be responsible for his/her conduct.

**All visitors shall report to the school office upon arrival at the school. Visitors are defined as anyone not employed by or enrolled in the school.**

### **ST. JUDE ATHLETICS**

Each student-athlete and his/her parent will be asked to sign an Athletic Participation Contract agreeing to terms of sportsmanlike conduct. Violations of the terms of the contract may result in forfeiture of the ability to participate in athletics representing St. Jude School.

All students who participate in athletics for St. Jude School must have paid participation fees and must have a Medical Form and Athletic Participation

Contract on file with the Athletic Director before they can participate in any athletic activity. This includes practice.

Participation in the athletic program is dependent on a student having acceptable conduct during the preceding grading period. **Participation in the athletic program during the first grading period will require acceptable conduct during the last grading period of the previous year.**

SJSAA has a “no cut” policy; however, we will field a “varsity” and a “junior varsity” team when possible at the 7th & 8th-grade levels. If we cannot field two teams, no athlete will be cut; however, the one team will play as a varsity team, and playing time will not be guaranteed.

### ST. JUDE HOME AND SCHOOL ASSOCIATION

The Home and School Association is made up of all the parents and teachers at St. Jude School. The principle functions of HASA are to foster a spirit of cooperation and understanding between the faculty and parents and to unite the parents in a common effort to maintain a high spiritual and intellectual standard for the school. The Home and School association also informs the parents of all aspects of the school and student activities.

The Home and School Association has specific projects every year to help finance and support the school and provide enrichment for the students. It is a duty and responsibility to belong to the Home and School Association. Dues for the current year are \$15.00 per family. HASA dues are included in the Student Fees.

### CIRCLE OF GRACE

The Diocese of Knoxville has adopted and implemented the Circle of Grace safe environment program for children. The program provides families with good information about how to take steps to foster a safe environment for their children. Our belief is that parents should communicate to their children ways to stay safe in our world today. For our parents, the Circle of Grace program offers the following points to be discussed with your children.

#### What to Say to Children (through grade 5)

- If we ever get separated at the mall or other public place, go to a clerk and say that you lost your parents.
- Don't ever get into a car with someone unless we have said it's okay.
- Grownups should always ask other grownups for help. If an adult asks you for help, walk away without answering.
- Don't answer the door if we're not at home.
- If a car pulls up near you, walk away quickly in the *opposite* direc-

tion that the car is traveling.

- Never believe anyone who tells you that we're in trouble and he is going to take you to us.
- Yell, scream, and kick if someone tries to take you somewhere. Shout, “This is not my mommy/daddy.”
- Never go places alone; always go with a friend.
- Never leave the yard or play area without telling us.
- Your body is special and private. No one should ever touch you on the parts of your body that your underwear covers. If anybody ever does this, let us know right away.
- Let us know if someone tells you a secret and doesn't want you to tell us.
- Tell us immediately if someone gives you a gift, especially if it's supposed to be a secret.
- Just because someone calls you by name doesn't mean he or she knows you.
- Never give personal information over the Internet. Never agree to meet someone you have met on the Internet.

#### What to Say to Youth (through High School)

- Contracts signed by minors are not legally binding without parental consent.
- You must get our permission before you accept a job from anyone.
- Walk with confidence and purpose in public. Be alert and aware of your surroundings and who is in the vicinity.
- Dating should be a fun experience, and you should never allow yourself to be coerced into doing anything that you know is wrong.
- It is okay to be rude to someone who is trying to get you to do something that is wrong
- “Date rape” accounts for the vast majority of teenage rapes. Just because you are on a date does not mean that you cannot say, “No.” When you say, “No,” that response should be respected.
- Never leave an open can of soda some place where you can't see it. Get your own drink so you know exactly what is in it. If you start to feel sick or dizzy, tell a friend to call us immediately and we will come and get you, no questions asked.
- Perpetrators rely on our tendency to avoid making scenes in public; it is okay to make a scene to stop someone from taking advantage of you.
- If you are ever in an uncomfortable situation and need a ride home, call us and we will pick you up—and you will not get in trouble.
- Never do anything with your peers that you would not do if we were present, or if you were alone. “Group think” is usually not wiser than in individual's independent thinking.
- Never give personal information over the Internet. Never agree to meet anyone you have met through the Internet.

### *Best Practices for Parents*

*Make time to communicate with your children—and don't forget that the most important part of communication is listening.*

*Be familiar with your children's friends and activities.*

*Acquaint yourselves with the family composition of the homes where your children spend time.*

*Screen babysitters carefully; check references before entrusting your children to anyone.*

*Never force children to touch, hug, or kiss someone they don't want to.*

*Be alert to your child's expressing fear or sudden dislike of someone.*

*Monitor your child's Internet use and keep computers in a public area of the house.*

*Be sensitive to changes in your children's behavior; talk to them about the changes when you notice them.*

### **DIOCESAN POLICIES**

#1030 School attendance is required by state law; therefore, schools must keep accurate and complete attendance records on each student. Since class participation comprises a significant portion of the grade, in the event a student has been absent for more than one-third (1/3) of a grading period, the principal/president will determine whether or not a grade is assigned for that grading period.

Since class participation comprises a significant portion of the grade, in the event a student has thirty (30) absences (excused or unexcused) during a schoolyear, the principal/President will determine whether or not the student is retained in the same grade level.

Frequent absences impede the learning process after five (5) unexcused absences the Superintendent will be notified as stated in

Tennessee Code Annotated #49-6-3007. In addition, the local school district must be notified.

#1050 To guarantee compliance with changes in court-ordered physical custody of a child, schools are to follow all directives regarding the custody of a child as documented on Court Orders that parents provide to the school.

#1630 All visitors shall report to the school office upon arrival at the School. "Visitors" is defined as anyone not employed by the School, nor enrolled in the school.

#3050 Students in Catholic schools shall be models of mature, responsible, Christian behavior. Conduct unbecoming a Christian student, whether inside or outside of school, will be subject to disciplinary action.

#3110 The Diocese of Knoxville recognizes the right of parents to appeal school decisions affecting their children. In keeping with the Catholic Church's principle of subsidiarity, problems and concerns should be solved at the lowest level whenever possible. Before initiating a formal appeal, the person is encouraged to dialogue with the individual against whom they hold a grievance. Failure to comply with this policy could result in delay of the resolution of the grievance.

### ELEMENTARY SCHOOLS

In the case of a teacher, the person must first consult with the teacher before conferring with the principal.

In the case of a principal, the person should first consult with the principal.

When attempts at dialogue do not result in a resolution at the local level, the case may be formally appealed to the pastor and superintendent, in said order.

#3160 A student shall not possess, receive, buy, transmit, sell, or be Under the influence of any drug/medication without a Legitimate health reason or prescription. This applies to all On campus and off campus school events. Use of a drug, authorized by a register physician and in accordance with his/her instructions, is not in violation of this rule. However, such drugs are administered to students through the school's office under supervision.

#3170 Any threat or misrepresentation by words or actions which may be construed as a "threat" to another (person or group of persons), or may be perceived to be cause for harm to anyone in the educational setting can be reason for suspension from school. The principal/president shall judge the level of severity of the threat be it expressed in words or actions.

In the event of a suspension, probationary measures may be required as well as any medical and/or psychological intervention that may be deemed necessary by the principal/

president I consultation with the superintendent as a condition prior to readmission. The principal/president shall promptly investigate allegation

#3180 No student shall possess, handle, or transmit any object(s) that can be considered a weapon or other dangerous object:  
\*on the school grounds during or immediately before or after school hours. \*on the school grounds at any other time when the school is being used by a school or a non-school group \*on vehicles when students are being transported to or from a school-related function, activity, or event

(Cf. T.C.A. 39-17-1307; 39-17-1309; 49-6-4204 through 49-6-4210; 49-6-4301)

Students in violation of this policy shall be subject to suspension and/or expulsion.

#1650 The Diocesan policy on human sexuality is available upon request.

A full list of diocesan school policies is available for review at [dioknox.org/schools](http://dioknox.org/schools).

*At St. Jude School, we envision God as the unseen but ever-present teacher in our classrooms, the model of our faculty, and the inspiration of students; thereby encouraging us all to embrace the Catholic values of spirituality, service and academic excellence through prayer, good works, and life-long learning.*

