



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 Lee, 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 safety, respect for oneself, other people and property. Following these polices at all times is imperative.

Parents, teachers and administration work together as partners to create a Christian environment. By doing so, we create an environment conducive to learning in which the mutual rights and responsibilities of students and teachers are recognized and upheld.

The Student/Parent Handbook reflects the policies of St. Jude Regional Catholic School and the Archdiocese of Washington for the 2018-2019 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 2018-2019 school year.

Live Jesus in our hearts...Forever!

WE ARE....ST. JUDE!!!

Sincerely,



Glenn J. Benjamin
Principal

MISSION STATEMENT

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

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. In 2016, after 60 years of dedicated service the Bernadine sisters returned to the Mother House in Reading, PA.

Pastors & Principals

Pastors 1956 to Present

1956-1974	Reverend Monsignor Francis J. Laurila
1974-1990	Reverend Monsignor John J. Madigan
1990	Reverend Leroy J. Fangmeyer
1990-1995	Reverend Edward T. Hartel
1995-2006	Reverend Monsignor Oliver McGready
2006-2012	Reverend William J. Hines
2012-Present	Reverend Paul D. Lee

School Principals 1956 to Present

1956-1960	Sister Gerald
1960-1963	Sister Dulcia
1963-1964	Sister Ardeen
1964-1967	Sister Nicolette
1967-1973	Sister Clarissima
1973-1974	Sister Paul Marie
1974-1990	Brother William Marinan
1990-1993	Charles Dusterhoff
1993-1996	Suzette Chagnon
1996-2011	Mary Ellen Jordan
2011-Present	Glenn J Benjamin

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 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 Catholic Schools Office of the Archdiocese of Washington, and in accordance with the State of Maryland courses of instruction recommended for elementary schools and middle schools. The ultimate goal of the entire curriculum is to guide the student toward a better understanding of himself/herself in relation to God and to the world in which he/she lives.

RELIGION St. Jude Regional Catholic School 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 increased attention placed 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 themes 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 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 students are taught how to use the library as a resource to aid in projects.

SPANISH Students, grades K-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 Our 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.

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 P.E. days.

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

SPIRITUAL INSTRUCTION

Our program uses scripture, 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 at all times. 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 Regional 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 unexcused 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

85-92 B

77-84 C

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 at the midpoint of each quarter to students in grades 4-8 that have a D or below in a subject area. These reports must be signed by the parents or guardians and returned to the school within five(5) school days. After this notice, it is the responsibility of the parents to check with the teacher on their child's progress. Parents have access to their child's grades on Rediker, teachers will update their gradebooks every two weeks.

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

8th graders with an A average for the year will be exempt from Final exams

PROMOTION For promotion, students in grade 4 to 8 must attain a general average of C. Any student who has a D or less for the year in one or more major subjects must repeat the grade or attend, and successfully complete, a four(4) week summer session in the subject(s) failed.

Summer sessions will be Monday through Thursday 9 am to 12 pm, beginning in July and will be completed after the four week session is over. The summer session will be an additional \$500 per course.

The same grading marks required for promotion are also required for a student's completion of the eighth grade. Any student who has a D or less for the year in one or more major subjects must attend, and successfully complete, summer school before receiving a diploma.

STANDARDIZED TESTING The Archdiocesan Testing Program takes place three times throughout the school year. Scantron, will be administered to students in grades 2-8 in In September, January, and May. Eighth grade students will also take the High School Placement Test(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 three (3) schools of the student's choice:

1. Final averages from the seventh grade
2. First quarter averages from the eighth grade
3. Seventh grade Scantron 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 three (3) high schools.

PRESCHOOL (3 & 4 year olds)

PHILOSOPHY

St. Jude preschool promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. We proudly offer a positive, child-centered preschool experience that fosters a love of learning in a nurturing community.

St. Jude offers an exciting age-appropriate curriculum that enriches and prepares the children for a successful transition into the next school year. St. Jude recognizes the significant relationship among teachers, students, parents, and families and encourages continuous collaboration in a climate of mutual respect, cooperation, and shared responsibility.

ADMISSION POLICY

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: www.adwcatholicschools.org.

All students must be potty trained and able to use the bathroom independently.

UNIFORM

School uniforms are provided by Flynn and O'Hara. Uniforms can be purchased online or at the Loehmann's Plaza in Rockville, Maryland 20852, (301-838-8958) Flynn and O'Hara has a list of uniform needs for girls and boys.

P.E. uniforms may be worn on P.E days. We encourage closed toe shoes with a rubber sole for safe playground access and participation in active gross motor play. Boots, sandals, ballet flats, etc., are discouraged.

SCHOOL HOURS

The preschool follows the Saint Jude Regional Catholic School Calendar. St. Jude also follows Montgomery County Public School when dealing with snow delays and closings.

Preschool begins at 8:30 a.m. Parents and/or guardians are required to sign in their child. Students are expected to enter the classroom independently, in the order of which they arrive. If you arrive to school after 8:45 a.m. students are required to report to the Clinic. A member of the front office will escort your child to the classroom from the Clinic. This policy is enforced to avoid disruptions to the class already in progress. Please respect this policy.

After 11 AM students will not be admitted to class. Please make any appointments as early in the morning as possible or in the afternoon.

Preschool dismissal is promptly at 2:45 p.m. If your child is not signed out within the first wave of students your child will immediately be signed over to Extended Day Care. This policy is out of respect to the classroom teachers. Extended Day Care is located in the science and math room as an additional charge.

A transportation list is provided online and in the office for families to fill out with people who are allowed to sign in and sign out the students. Children will only be released to persons listed on the transportation list. We must see an approved adult before any child is released. This is a safety concern St. Jude takes very seriously.

CURRICULUM

The main objective of the preschool program is to enhance the children's social skills, self-image, and self-worth. We feel it is vital that children build positive images of themselves as well as strong relationships with God, peers, and adults.

The teachers use their own experiences, as well as the children's interests, to adapt the curriculum to be unique in each preschool class. Children learn and receive knowledge at their own pace. Therefore, class plans are flexible and differentiated to allow for individual differences among children. Educational outcomes are reached while children select and carry out activities that are fun and motivating to them.

St. Jude reflects a play-based curriculum. Our play-based curriculum offers children many opportunities for positive interaction with other children and adults. Play allows children to learn about the world and themselves. As children play they use imagination, learn new skills, develop coping mechanisms, test new ideas, and learn trial and error skills.

St. Jude also fosters a theme-based curriculum. The children are exposed to a wide range of experiences such as circle time, small group instruction, free play, dramatic play, music, art, library, and physical education. Lessons are planned around student's interest, holy days, seasons, real-life experiences, and community awareness. The goal of all lessons is to develop a greater understanding of God, create new skills, develop new ideas and promote learning that can be used beyond the classroom.

RELIGIOUS EDUCATION

Prayer is a very important aspect in the classroom. Students are exposed to prayer at different times during the day. Students celebrate different holy days and learn about the church and different biblical stories. Conversations about saints and angels are taught during different lessons. Each classroom has a prayer table where students can explore different religious items.

The preschool has a wonderful opportunity to attend church with the elementary and middle school students. Preschool students begin attending mass in November. Students attend mass on all holy days of obligation. Pre-K4's attend mass on a bi-weekly schedule. Pre-K3 attends mass at the discretion of the teacher. All preschool students attend mass with a middle school buddy (5th & 6th grade).

CLASSROOM PROCEDURES

Routines play a very important role inside the classroom. Part of the preschool program includes a trip outside. Outside activity is an essential part of child development and learning experiences. Physical activities that include running, climbing, skipping, and balancing enhances a child's large motor development. Expressing newly acquired physical ability and control heighten self-esteem. Jackets and hats should be sent to school according to the weather. All items should be labeled with your child's name.

Students will enjoy a daily snack provided by the school. Each student will eat the same snack unless a dietary need is addressed. Students are expected to bring their lunch to school every day unless purchasing from the school. Please pack a nutritious lunch including age appropriate containers. Adult size drinks and glass containers are NOT allowed. Please pack a place mat and ice pack if needed. Placemats are used to help keep a tidy classroom.

Candy is not allowed in the classroom. Please do not pack candy in your child's lunch. Candy distracts children from focusing on the "healthy" portions of their lunch. Please pack utensils as needed. A valuable part of preschool is promoting independence. Students should be able to easily maneuver around their lunch boxes with minimal help. Snack and lunchtime is an opportunity for children to build language skills through communication of thoughts and feelings, practice social skills and reinforce table manners.

DISCIPLINE POLICY

The goal of discipline is to assist and guide the children in the development of self-control. Teachers will discipline in a consistent way, based on an understanding of varying development levels. Simple and understandable rules will be established so the expectations and limitations will be clearly defined. Children are encouraged to work out their problems with teacher help. Any problem that occurs will be addressed immediately in an age-appropriate manner. If there is a reoccurring problem, parents and guardians will be notified.

COMMUNICATION

There are many forms of communication used in the classroom. A two-pocket folder will be used daily to send home any classwork, homework, notes, or information from the classroom and/or school office. Please use this folder to send in any correspondence you may have for the teacher.

The best way to talk to your teacher is to schedule an appointment via e-mail. All teachers can be contacted via their individual webpages found on www.stjuderockville.org. Drop off and pick up time is not a time to hold a conference. The teacher's main responsibility is tending to the children. Please talk to your child's teacher regarding this policy.

Teachers communicate classroom activities and events through newsletters, email, and the class bulletin board. St. Jude Regional Catholic School produces a weekly bulletin titled The Bulldog Brief. The Bulldog Brief has weekly reminders, information regarding school wide-events, and volunteer opportunities. The Bulldog Brief is available online (www.stjuderockville.org) and is distributed from the main office via email.

Parent conferences are offered in November. Pre-K4's will receive a report card from the Archdiocese of Washington in January and June. Pre-K3 will be given a progress report at the end of the school year.

SCHOOL SUPPLIES

Each student is required to pay a \$25.00 materials fee. This fee will go towards material for the classroom. Payments should be sent to the main office and can be paid during orientation or during the first week of school. After September 31st the fee will automatically be added to your account.

Other supplies required for each student:

- Backpack
- Lunchbox
- Two (2) full changes of clothes including underwear, socks, t-shirts, pants or shorts. Extra clothing should reflect the season. Please place each change of clothes in a gallon Ziploc bag label with your child's name. Pre-K3 students are required to send in an extra pair of closed toed shoes. Extra clothes and shoes will be kept in the classroom in case of accidents or spills.
- Nap materials should consist of a small blanket, flat or crib sheet, and one stuffed animal. Action figures are not allowed. Stuffed animals are to help comfort the children not distract them from rest time. Please label all nap belongings with your child's name. Nap bags will be distributed in the beginning of the school year. If you need to replace your child's nap bag, you will be required to purchase your own. Please talk your child's teacher regarding this matter.

BIRTHDAY & SPECIAL EVENTS

Birthdays are a very special moments for our children. We love to recognize each one of our students on their special day. If you choose to send in a birthday snack, please notify the teacher at least 2-5 days in advance to avoid conflicts in the schedule. Please ask your child's teacher if there are any children with special food restrictions and allergies. We ask that sheet cakes be avoided. Goodie bags are discouraged; please check with your classroom teacher regarding their policy.

Preschool will enjoy a field trip to the pumpkin patch during the fall. This trip is typically shared with the kindergarten students. All chaperones must be Virtus certified.

Other information regarding classroom or school wide events will be distributed in your child's classroom.

HEALTH CONCERNS & SICK POLICY

The goal of our school health program is to protect and promote health of children within the preschool environment. School health records provide a confidential record of each child's health status. Here are some guidelines that might be helpful in keeping your child as healthy as possible:

- A Fresh Cold- Continuous nasal discharge, cough, watery eyes which has developed within the past 24-28 hours is considered contagious.
- Fever- Must be fever free for 24 hours before returning to school.
- Vomiting/Diarrhea- Keep at home for 24 hours after symptoms have resolved and the child can keep food and fluids down.
- Strep Throat- Must wait 24 hours after antibiotics have begun.
- Conjunctivitis- If conjunctivitis is diagnosed, your child will be prescribed eye ointment and should not return to school for 24 hours.
- Head Lice- Until treated and has been checked by the Clinic. In case of head lice, we have a "nit free" policy, which is established by Montgomery County Schools. This policy stated "no child will be allowed back in school until the child is nit-free". If your child is found with head lice you will be notified immediately and will be required to pick up your child. Before entering the classroom, your child must be checked by the Clinic.

We are not permitted to give students medication unless it has been prescribed by doctor and is accompanied by a signed note with instructions. We cannot administer any over the counter medication (cough drops, Tylenol, Advil, Motrin, etc.) without a doctor's note and without the original packaging.

In addition, if your child is only mildly ill but is irritable and cannot fully participate in the day's program, they should remain at home. If a child appears ill during school, the clinic or staff will call you to pick up child as soon as possible. It is very important to keep the classroom teacher aware and up to date on any medical conditions and/or medications your child is taking.

If your child will be absent from school, please call the school clinic (301-924-7888 ext. 103) and report the absence. It is important for the school and classroom teacher to know what your child is safe and accounted for. It is also helpful if you email your child's teacher.

PARENT INVOLVMENT & VOLUNTEER REQUIREMENTS

As a way to involve our families in the day-to-day operations of the school as well as to save the school money, St. Jude Regional Catholic School requires all families to complete 30 hours of volunteer/school support hours (15 hours for single-parent households) throughout the school year. Half of the required hours must be complete by December 31. Because of the critical need of support, this program is considered part of tuition, and report cards or school transcripts will be withheld if the obligation is not met. If a family is unable to fulfill its obligation with service, a \$15 fee will be addressed for each hour not worked. Please note that religious education and scouting are not included in the school support program.

Any parent volunteers MUST fulfill all Archdiocese requirements including fingerprints, Virtus training, and Archdiocese questionnaire. Information regarding this requirement may be found at ww.adw.org. If there are any unusual circumstances at home, such as illness or death, parents' vacations, or changes in childcare arrangements (such as a new nanny or babysitter), please notify the teacher so that they can help your child adjust more easily to the situation.

PRESCHOOL CONTACT INFORMATION

Pre-K 3 Teacher:

Alexandra Lopez (301) 946-7888 ext.219; alexandra.lopez@stjuderockville.org

Pre-K 3 Assistant:

Maria Arocho (301) 948-7888 ext.219 maria.arocho@stjuderockville.org

Pre-K4A Teacher:

Susan Hayden (301) 946-7888 ext. 217; susan.hayden@stjuderockville.org

Pre-K4A Assistant:

Julie Horsley (301) 946-7888 ext. 217; julie.horsley@stjuderockville.org

Preschool 4B Teacher:

Maura Bayly (301) 946-7888 ext. 216; maura.bayly@stjuderockville.org

Preschool 4B Assistant:

Eileen Guihen (301) 946-7888 ext. 216; eileen.guihen@stjuderockville.org

Clinic:

Catherine Cruz (301) 946-7888 ext. 103; catherine.cruz@stjuderockville.org

SCHOOL ADMISSIONS POLICY

NONDISCRIMINATORY POLICY *The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: www.adwcatholicschools.org.*

As openings become available, the following priorities will be used to accept students to SJRCS

1. Members of St. Jude/St. Francis of Assisi Parish/Our Lady Queen of Americas/ Our Lady of Grace
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(Individual Education Plan)

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 or not they have a parish school.

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

- Worship each weekend with their St. Jude/St. Francis/Our Lady Queen of Americas/ Our Lady of Grace students at St. Jude/St. Francis/Our Lady Queen of Americas Parish/ Our Lady of Grace

The differential in tuition recognizes that St. Jude /St. Francis/Our Lady Queen of Americas/ Our Lady of Grace 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 2018-2019

- One Child-\$7,760
- Two children-\$14,420
- Three children-\$19,740
- Four children-\$23,735
- Non Catholic-\$9,200 per child
- *Pre School*
- 3 year old \$8,550 per child
- 4 year old \$8,550 per child

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. Families receiving assistance from the school will be required to participate in the www.shopwithscrip.com program.

NEED BASED AID A limited amount of aid may be available on a year to year basis. Requests for aid must be submitted to the main office. Forms can be made available upon request.

TUITION INCENTIVE PROGRAM (TIP) For every new family that enrolls in St. Jude, due to your encouragement, your family will receive \$750 off your family's tuition. The maximum allowable amount of tuition credit will be equal to the value of a one child in-parish rate or the remaining balance of the current family's tuition whichever is less. The family receiving the tuition credit must be officially enrolled at St. Jude Regional Catholic School in order to receive it. The tuition credit is based

upon the new family enrolling, attending, and paying tuition for the full school year. The tuition credit will be prorated for any new or current family who enroll and/or attend for less than the full school year and/or pay less than the required amount of tuition.

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 to access your child's records should be directed to the principal in writing twenty-four hours in advance. In the case of divorce or separation, the custodial parent is responsible for providing 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: 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. 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.

THREATS

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Jude Regional Catholic School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

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.

Archdiocesan Catholic School Counseling Services In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Jude Regional

Catholic School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

PREVENTION PROGRAMMING As a Catholic school St. Jude Regional Catholic School believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Jude Regional Catholic School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

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. Our intent is 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.” Mark 12:30

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 student prayer: See *page 43*

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. God, in turn, expects the same from 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 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 their 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, apologize and amend those, actions and accept the consequences. For example, detentions whether lunch or afterschool, suspension, or possible dismissal.

Additionally, students are expected to take personal responsibility in 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, respect teachers, keep the school building neat and clean, pick up trash, and keep their personal study spaces clean.

Students will refrain from defacing all material property: books, walls, desks, boards.

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

Students must 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, accordingly

Students must 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, accordingly.

SCHOOL SCHEDULE

Tardiness 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 the section dealing with tardiness and lateness. *See page 44*

School begins at 8:20am

For the children's safety, please do not drop off children until 8:00 am.

Children **may not** enter the building until 8:20am. Books cannot 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 door 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 are requested to call the school the morning of the absence. 301-946-7888 ext 103 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 to school, the child will remain outside the Main 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 class if he/she misses more than half of any class.

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

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

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 Main Office to call their parent/guardian. For safety, parents/guardians will pick-up students from the Main Office or Day Care. There is a 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. **We strongly recommended that appointments be scheduled after school.** Students must be signed out at the school clinic by parents/guardians or designated individuals with proper identification.

Teachers are not required to provide any work that will be missed due to absence. The student is responsible 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 must 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.

Archdiocesan School Attendance The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer.
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

**Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

Students must 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.

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. Students are also encouraged to check the teachers' website for updates.

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.

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. 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.

Excessive absence (40) days or the equivalent of 40 days including tardies, may result in retention. ***In addition 5 unexcused tardies will result in a morning detention.

ABSENCE DURING 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 School Clinic. If the child returns to school they must sign in at the School 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) for the missed test.

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.

Because each student has different capabilities and interests, to denote a specific amount of time to be spent on an assignment is difficult. 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. Lying 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 aids 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 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, begin the resolution with that teacher. Always 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 should speak with the Principal.

There are times that questions or concerns transcend a particular classroom, thus the Principal must become involved. 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 and principal.

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 School office and a meeting with the School Discipline Committee is scheduled. Parent attendance at this meeting is mandatory.

Continuing infractions of school policy will 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/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/guardian is called immediately to pick up the student. 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.

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. The first time a student's cell phone is confiscated, the student must be escorted by a parent to the Principal's office in order for the cell phone to be returned. If the cell phone is confiscated a second time, the principal will keep the phone for three(3) school days. A parent must then come to the school to retrieve the cell phone. If a student's phone is confiscated more than twice, a meeting with the parent, student, and principal will take place before the phone is returned.

TOYS AND/OR ELECTRONIC DEVICES Students are not allowed to bring toys or electronic devices (Ipods, Ipads, 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 or cell phones.

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

DRESS CODE

A visual guide is available at the end of this handbook

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 during school hours. School uniform items can be purchased through Flynn & O'Hara, or Lands End. 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 oneself. Flynn & O'Hara Uniforms, or Lands End, or School Uniform Outfitters (Pre-K) 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. 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.

PE 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 is needed to inform the school that the student does not meet uniform requirements. The student will be given detention for the infraction by the homeroom teacher, and will not receive a detention by any other teacher for the rest of the day for that specific uniform violation. 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. Students coming to school without wearing the appropriate uniform will not be tolerated. Students can be sent home by the principal for being out of the traditional school uniform.

GIRLS' UNIFORM (K-4)

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 quarterzip fleece or button down monogrammed sweater
- Maroon knee socks, tights (*Maroon, White, Black, or Grey*)

GIRLS' UNIFORM (5-8)

Fall/Spring

- Skirt-Gray kilt (no shorter than **one inch** above the knee *when standing*)
- 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 *when standing*)
- White golf shirt or white turtleneck
- Maroon quarterzip fleece or button down monogrammed sweater
- Maroon knee socks, tights (*Maroon, White, Black, or Grey*)****Leggings may not be worn**
- Gray slacks with belt

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

*****Girls may wear posts or hoop earrings no larger than dime. No more than one in each ear.*****

Attention Parents and Guardians: Girls' skirt lengths must be no shorter than 1 inch above the knee while standing. 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 (K-4)

- Gray perma-press or corduroy dress pants (**Belts must be worn**)
- White golf shirt or white turtleneck
- Maroon quarterzip fleece or button down monogrammed sweater
- Gray or white socks (**must completely cover ankles**)

Winter (5-8)

- Gray perma-press or corduroy dress pants (**Belts must be worn**)
- White button down oxford shirt(*long or short sleeve*)
- School tie(*maroon/gray plaid*)
- Maroon quarterzip fleece
- 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. The student may wear the Sperry shoe(*or similar top sider*) or the *Buck* shoe. The Sperry is Sahara color, 2 eyelet lace up

**School uniforms and accessories may be purchased from:

Flynn & O'Hara
5210 Randolph Rd
Rockville, MD 20852
(301) 838-8958
www.flynnohara.com

Lands End

Access the St. Jude School uniform catalog by using the link on the website or typing in the link below.
<http://www.landsend.com/ix/school-uniforms/index.html?tab=13&seq=1&page=1&pageSize=12&store=le&schoolStoreNum=900148651&omniSchool=900148651>

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 P.E. uniform from:

Flynn & O'Hara
5210 Randolph Rd
Rockville, MD 20852
(301) 838-8958

HAIRCUTS/STYLES 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. **The Principal will ultimately decide what is appropriate, and reserves the right to send any student home who is not in compliance.**

MALE/FEMALE: Each student is responsible to have a neat appearance at all times. Students are expected to be properly groomed at all times. Hair should be neat and clean. Exotic colors and hairstyles such as spiked hair, mohawks, or hair with a logo cut into it are not permitted. Any forms of braids,

cornrows, twists, or dreadlocks are prohibited. Shaving of the sides of the head that presents an exotic look is prohibited. **Neatness and grooming is the paramount consideration and takes precedence over any other factor.**

MALE: Haircuts, without reference to style, will conform to the following standards: The hair on top of the head will be neatly trimmed. In all cases, the sides and backs will be trimmed and evenly tapered. Hair should not touch the collar or eyebrows or fall below the ears. Facial hair is not permitted.

HEADBANDS/BOWS: Headbands/bows are permitted. Exotic styles or colors are not permitted. The principal will make the final determination on what is appropriate.

TAG DAY headbands/bows are permitted. 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 students who have paid for the “Tag.” Two days after the Tag Day, lists are 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 sent are home or transfer information is forwarded to another school.

Students must dress appropriately and modestly on Tag Days. Students wearing shirts bearing inappropriate, vulgar, or tawdry logos or images, wearing mini-skirts, 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 can be brought to school for the child to wear for the day. **Other reminders:** gym shorts *may not* be worn, girls must wear *Bermuda* length shorts (grades 5-8), pants must be waist-high (undergarments must not be visible), leggings may not be worn (grades 5-8) 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. All students are expected to dress modestly demonstrating through their words, deeds, and appearance a commitment to fostering our Christ-centered environment.

TAG DAYS/OUT OF UNIFORM GUIDLINES

Students may wear:

- | | |
|---|---|
| *jeans | *jogging suits |
| *tennis shoes | *jewelry |
| *skirts no shorter than three inches above the knee | *hoop earrings |
| *skorts | *large earrings |
| *sweatshirts | *dresses |
| *jeggings/yoga pants(pre-k through 4 th grade) | *slacks |
| | *crocs |
| | *golf shorts may be worn in the fall and spring |

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 a 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 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/issues.

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 the primary role models for the development of your child’s life—physically, mentally, spiritually, emotionally, and psychologically—are your right and duty. 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.

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.

Taking responsibility for grades a child has earned and being accountable for homework, long-term assignments, major tests, service projects, and all other assignments is essential. 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 become the best person he/she is capable of becoming.

PARENT AND FACULTY COMMUNICATIONS Communicating concerns about the children are imperative for parents and teachers. With advance notice, teachers will gladly conference with parents before or after school. Teachers can also be left voice messages or e-mails 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 e-mail Glenn.Benjamin@stjuderockville.org

If there is a concern/issue, the School's policy asks that parents discuss the problem(s), first, with the staff/teacher before going to that person's superior.

PARENT/GUARDIAN COOPERATION Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Jude Regional Catholic School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Jude Regional Catholic School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Jude Regional Catholic School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Jude Regional Catholic School.

SCHOOL SUPPORT PROGRAM OVERVIEW AND INFORMATION

As a way to involve our families in the day-to-day operations of the school as well as to save the school money where we can, St. Jude Regional Catholic School requires that all families complete 30 hours of volunteer/school support hours (15 hours for single-parent households) throughout the school year. Half of the required hours must be completed by December 31. Because of the critical need of support, this program is considered part of tuition, and report cards or school transcripts will be withheld if the obligation is not met. The program runs from July 1 through June 30, although the activities run at different times. The activity starting and ending dates are noted in the job descriptions below. All required hours are to be earned within this time frame. If you are a parent with a child in 8th grade, your required hours must be met prior to the last day of school. All parents are required to enter their own hours into the database prior to the end of the school year. If a family is unable to fulfill its obligation with service, a \$15 fee will be assessed for each hour not worked. Please note that Religious Education and Scouting are not included in the school support program.

Parents are urged to volunteer their own time in obtaining their required school support hours; however, relatives may assist by volunteering for school activities. Please note that St. Jude school students will not be allowed to work in the school support program to earn hours. Hours earned are based on the time spent in the activity only. *Travel time to and from the school for the activity does not count.* There are a few exceptions: field trips, shopping for supplies for the activity, or baking time for the activity. Additionally, hours may not be automatically donated from one family to another. If you would like to donate some of your earned hours to another family in need, please contact the school principal for prior approval. No one may sell, trade, or — in any fashion — give their school support hours to another family for money. No children are allowed to accompany a parent working at a school activity or function, unless otherwise noted in the job description.

All parents/volunteers must be Virtus certified by the Archdiocese of Washington. Please visit www.virtus.org and/or contact the Main Office to register for classes and to complete a background check.

If you have any problems, questions or are unsure of School Support Program activities you may contact the School Support Program coordinator (listed in the school directory), or contact the Main Office.

APPROVED SCHOOL SUPPORT PROGRAM ACTIVITIES

SCHOOL-BASED ACTIVITIES

ADMINISTRATION

Jobs include typing, computer work, errands, weekly copying, or any job as indicated by the school office for the school office only. *Contact: Ellen Donnelly, main office*

BABYSITTING

Babysitting is done for other families whose parents are working a specific activity at or for the school. This does not include babysitting for your own children if your spouse is working a specific activity at or for the school. When signing the log book for babysitting, include the family name for whom you babysat and the activity in which they participated or the hours will not be counted. This is an occasional activity. *Contact: TBA*

St. Francis Bingo: *Contact Donna Zezzo, 301-840-1407*

BOOK FAIR

The focus of our annual Book Fair is to promote reading by offering new, high-quality and award-winning paperback and hardback books to readers of all ages. The Book Fair is organized by the librarian and staffed by parent volunteers. All profits from the Book Fair benefit our school library. *Contact: Maureen Richter, Librarian*

BOXTOPS FOR EDUCATION

This program is offered by General Mills/Betty Crocker. For each boxtop submitted, a percentage will be donated to St. Jude School. All proceeds from this program will go toward the purchase of gym equipment for St. Jude School. *Contact: Main Office*

CARPOOL CONNECTION

St. Jude tries to assist you with the names of other families in your area who are looking for a car pool. *Contact: Main Office*

CHILDREN'S CARNIVAL

A Children's Carnival for children ages 2-7 is held in either March or April of every school year on a Saturday from 11am-1 pm. Volunteers are needed to help set up and clean up as well as with the many activities during the event. Volunteers are also needed to help bake and donate a finger-food dessert (brownies, cookies, cupcakes, rice crispy treats, etc). *Contact: Ms. Anna Cheng, Kindergarten teacher*

CLASSROOM ASSISTANTS

Volunteers are needed based on teachers' needs. If you are accompanying and assisting on a class field trip (scheduled and approved by the school), trip time is acceptable and will be counted toward required school support program hours. Aides are needed from September through June on school days only. *Contact: Your child's teacher*

COMPUTER LAB / TECHNOLOGY

Helping hands are needed to assist the K – 4 classes in the Computer Lab. No experience necessary. Other positions: IT, planning for future technology implementation, grant writing and infrastructure updates. *Contact: Rebecca Sella, Technology Coordinator*

DRAMA CLUB

Contact: Ms. Rebecca Sella, Technology Coordinator

HALL MONITORS

To ensure the safety of our students and maintain security for the school, volunteers are needed as Hall Monitors to patrol the hallways and classrooms of the school on a daily basis between the hours of 8:20 A.M. and 3:00 P.M. This is an extremely important job and should be taken very seriously. *Contact: Main Office*

FAMILY DIRECTORY

Contact: Main Office

FIELD DAY

Volunteers are needed to assist with the various sports activities during the two Field Days held in May, one for the Middle School (5-8) and one for K-4. Siblings welcome at teachers' approval only. Duties include arriving on time to scheduled event, having a basic understanding of station as per packet instruction, assisting students in performing activity required at each station, making sure group stays intact and on task, assisting coordinator with set up and break down of all stations, assisting coordinator as needed, and keeping children safe at all times. *Contact: Mr. Frank Miller, PE teacher*

GIVE YOUR WAY CAMPAIGN CHAIR/CO-CHAIR

Give Your Way is the annual fund campaign at St. Jude that runs from October - April. It is designed to encourage giving at the school, parish(es) and community level. The GYW Chair manages a master mailing list, coordinates the Fall mailing, marketing (school newsletter & periodic school-wide emails), tracks donations on Excel spreadsheet, organizes thank you letters, writes honor roll of donors, updates Website. Additionally, the chair is the HSA campaign liaison, attending HSA meetings to provide updates and encourage program participation. The chair works closely with the school principal regarding donation categories. *Contact: Main Office*

GROCERY RECEIPTS PROGRAM

Each year Giant, Harris Teeter, Safeway sponsor a school program for computer equipment. It is based on accumulated grocery receipts which are donated by the St. Jude parents. Volunteers are needed to highlight receipts, tabulate and batch the grocery store receipts. Training will be provided. This work may be done at home. *Contact: Karen Sanders*

GYM AIDE

Volunteers are needed to assist the gym teacher. Aides are needed at all grade levels. No siblings. *Contact: Mr. Frank Miller, PE teacher*

HOT LUNCH PROGRAM VOLUNTEERS

Volunteers are needed to work each Monday through Friday serving lunch to the students, from 11:15 a.m. to 1:30 p.m. Each volunteer is needed to help in setup, distribute lunches, cleanup etc.

LIBRARY ASSISTANTS

Volunteers are needed to assist the librarian in daily activities. Includes shelving books, checking out books, storytelling. No siblings. *Contact: Maureen Richter, Librarian*

LUNCHTIME PLAYGROUND MONITORS

Volunteers are needed from 11:30 a.m. to 1 p.m. Monday through Friday to monitor classrooms during lunch period, and to monitor all playground/parking lot areas and adjoining fields during recess. The monitors' job includes overseeing and disciplining children, and diverting vehicles and strangers from areas where children are playing. Lunchtime Playground Monitors have the option of receiving a stipend of \$15.00 per day after they have fulfilled their 40 hours. The stipend is paid once a month, and the monitor must work at least twice a week to qualify. *Contact: Otis Sangster*

MILK PROGRAM COORDINATOR

A volunteer is needed to coordinate our Milk Program. Over the summer months, the coordinator will need to contact the chosen dairy for prices and delivery days; write a letter to parents giving price, choice of flavors, and date to have monies paid before school starts (this should be done twice a year as the milk prices change); tally orders; deposit checks; mark those receiving milk on class lists and make copies for teachers, office, and yourself; make hall list for the milk counters showing the number of milks sent to each class room; make monthly calendar to place on the refrigerator to show the daily consumption (this count is very important as you need it to do the monthly report); collect this calendar along with milk order sheets (in office) from dairy each month so you can fill out the monthly report and call in your report to MD State Dept. of Education; and pay Milk Company monthly. Additionally, you will need the daily absentee number each month (obtained from Cathrine Cruz) for your annual report from the State, which is due after the milk delivery is finished in June; and clean milk crates weekly and refrigerator as needed, usually 5 times a year. *Contact: Main Office*

OUTDOOR EDUCATION CHAPERONE (open to 6th grade parents only; 25 hours if staying overnight)

6th grade students go overnight to Accokeek, Maryland, to learn about nature and the importance of working on a farm. Students stay at a lodge that has two separate bunkrooms. Parents are needed to drive students both ways and to chaperone the trip. *Contact: Main Office*

PLAYGROUND MONITORS (early morning)

Volunteers needed as morning monitors from 7:50 am to 8:20 am, Monday through Friday, on the blacktop overseeing student activities, ensuring safety, and diverting traffic. In case of bad weather, parents will monitor the school hallways. Siblings welcome. *Contact: Otis Sangster*

REPAIR WORK

Volunteers may be needed to do repair work in the school as requested or deemed necessary by the Principal. *Contact: Main Office*

SCHOOL ADVISORY BOARD

The purpose of the School Advisory Board (referred to as the Board or Advisory Board) is to provide advice and assistance to the school's administrative team (Pastor and Principal) in the governance of the school. *Contact: Main Office*

SUPPORT HOUR LOG ADMINISTRATOR

Contact: Main Office

TUTORING

Contact: Main Office

8TH GRADE FUNCTIONS

There are many 8th grade traditions that require an abundance of volunteers. Look for more details as each event draws nearer. Activities include, but are not limited to, the annual 8th grade students vs teachers/parents basketball game; 8th grade dance, and many fundraisers to help keep the cost of 8th grade events to a minimum.

Contact: Main Office

HOME AND SCHOOL ASSOCIATION (HSA) ACTIVITIES

The Home School Association is the organization that serves the parents of the school and is the fundraising arm of the school. There are many opportunities to earn school support hours through the many HSA-sponsored events each school year. Watch the **Bulldog Briefs** newsletter for more details or contact any member of the HSA board. Additionally, hours can be obtained by attending HSA meetings as scheduled or serving on the HSA board (elections are held each spring for the two vacant positions). All parents are considered members of the HSA and are encouraged to attend the meetings. This is where your voice can be heard about OUR school. *Contact: Sandra Cortez, HSA president*

CATHOLIC SCHOOLS WEEK

This event is usually held at the end of January/beginning of February each year. At this time we celebrate Catholic education. Volunteers are needed to assist with the many activities held during the week, such as community service projects, lunch for the teachers, open house for the community, and much more.

Contact: Sandra Cortez, HSA president

FAMILY BINGO

Volunteers are needed to plan and run Family Bingo Nights a few times each school year.

Contact Sandra Cortez, HSA president

FUNDRAISING

Volunteers are needed to help with the many fundraising efforts led by the HSA each school year.

Contact: Main Office

GALA COMMITTEE CHAIR

St. Jude School has a silent auction/dinner every other year (even-numbered year). If you are interested in chairing the event, please contact the principal. Volunteers are needed in many capacities prior to the event, including serving on the committee, soliciting ad sales, soliciting donations, etc. Volunteers are needed the day before and the day of the event to set-up, decorate, and clean-up. Volunteers are also needed to check-in and check-out attendees. *Contact: Kim Lora*

GIFT WRAP FUNDRAISER PROGRAM

This program takes place at the beginning of the school year and is one of the biggest fundraisers.

Volunteers are needed to assist totaling, unpacking and distributing orders. *Contact: Main Office*

HOSPITALITY COMMITTEE

Volunteers are needed for assistance with the preparations of various school functions (i.e., food/drinks, decorations, etc). *Contact: Kristy Mashburn*

NEW PARENT SPONSORS

Sponsors for new families entering the school are essential. Volunteers will be responsible for assisting new families to acclimate themselves to the policies, procedures, activities and events of the school. Sponsors must attend New Parents Night in August. *Contact: Kristy Mashburn*

ROOM PARENTS

Room Parents assist teachers with projects, parties, or any teacher-approved activity. Room Parents are assigned at the beginning of the school year and will need the assistance of other parents for baking, telephoning, setup, cleanup, etc. Room Parents also help with Catholic Schools Week activities. *Contact: Kristy Mashburn*

USED UNIFORM STORE

Volunteers are needed to sort, tag, fold and/or hang donated uniform items. In addition, we need volunteers to "man" the store during busy times (start of school, change of uniform in Spring) and during the regular monthly open hours. *Contact: Tricia Young*

GENERAL INFORMATION

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.

REGISTRATION FEE IS \$50.00 per family (NON-REFUNDABLE)

Make all checks payable to St. Jude Extended Day Care

Full Time Tuition

Morning Day Care (7:00 A.M – 8:10 A.M)	1 Student	\$ 40.00
2 or more student	\$ 35.00/student	
(per week)		

After School Care (3:00 P.M – 6:00 P.M)	1 Student	\$ 80.00
2 or more student	\$ 70.00/student	
(per week)		

Part Time Tuition

After School Care (two days per week)	Per Student	\$ 40.00
(per week)		

A.M/P.M Drop Off	Per Student	\$10.00/hour
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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, 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 P.E. uniforms, etc. 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 until the end of the school year. If these items are not claimed by the end of the year, they will be donated to charity.

LUNCH PROGRAM Students are to bring their lunches to school each day. A Hot Lunch Program is offered five (5) 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://www.stjude-rockville.org>.

SOCIAL MEDIA

Nationwide websites, blogs, and social media platforms are known targets for predators on the internet and have been a hot bed for cyber-bullying. We strongly urge parents to inspect your children's computers or electronic devices for any inappropriate activity. If inappropriate activities create disruptions to the school community, appropriate action (i.e., detentions, suspension, legal proceedings) will be taken. Please note that colleges, employers and military recruiters have little patience for students with discipline and/or criminal records. We urge our students to clean up their social media accounts and we urge our parents to monitor their children's computer/electronic device activity.

ACADEMIC SUPPORT POLICY

All students in grades PreK-4 may receive remedial support in any/all academic areas based on referrals from parents, teachers or the resource department. Decisions made in regards to which students would benefit from resource support will be based on classroom assessments, performance reviews, student observation and prior participation in small groups or 1:1 instruction. Parents of students grades PreK-4 who receive resource support may be encouraged to pursue formal private or MCPS testing if the student's needs are significant and expected progress is not being made through our resource efforts. Ms. Murphy will support all parents through the referral process should it be deemed appropriate for a student.

All students in grades 5-8 in need of resource support whether by means of small groups and/or 1:1 instruction, extended time for tests, read-to for tests, or any other accommodations **MUST** have current documentation in place warranting said supports. Examples of sufficient documentation include: a current (within the past 3 years) evaluation/assessment conducted privately or through MCPS identifying a learning (or any other) disability, attention deficit disorder, or any other health impairment or circumstance which impedes the student's academic performance and/or ability to navigate the classroom and curriculum without appropriate supports.

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 returned to 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. As a reminder to parents, the following is 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 the 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. 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/vomiting-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.), the parent is responsible 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.)

“Potty Policy” (Grades Pre-K – Grade 8)

St. Jude Regional Catholic School is staffed as a Preschool through Grade 8 facility under the Archdiocese of Washington and the state of Maryland. Toward this end, the following “Potty Policy” has been created.

Children entering St. Jude Regional Catholic School must be able to use the restrooms independently. Children should not be in pull-ups. They should be wearing traditional underwear.

Soiled* clothing will not be changed by a member of the staff, including the nurses’ staff at St. Jude Regional Catholic School.

If a child soils him/herself, the school nurse will notify the child’s parents to come to the school to change the child unless the child is able to clean him/herself and change clothes. If the child is able to change him/herself, the nurse will still call the parent to notify him/her of the incident.

Should there be a second soil, the principal will ask the parent(s) if the child has a medical condition that St. Jude Regional Catholic School is currently unaware of. If the parent responds “yes,” a form will be sent home from the principal for the child’s physician to complete. This completed form will be kept on file in the Health Room and in the child’s school record housed in the Main Office.

Three soils will result in a child’s removal from school for a period of two weeks.

If upon the child’s return to St. Jude Regional Catholic School, he/she should have an additional soil, he/she will not be permitted to return to St. Jude Regional Catholic School effective immediately.

*Soil is defined as urine and/or feces

SAFETY (See maps on pages 46-48) Parents are urged to respect the safety regulations regarding student transportation and bicycles. St. Jude Catholic School's policy requires drivers not to park or pick up students on Mercury Drive or Walbridge Street. Mercury Drive is an exit only in the morning and 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 Main Office and wear a Visitor's Pass.

LAST BUT NOT LEAST.....

CONDUCT OUTSIDE THE SCHOOL Our students are **St Jude Regional Catholic School 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.

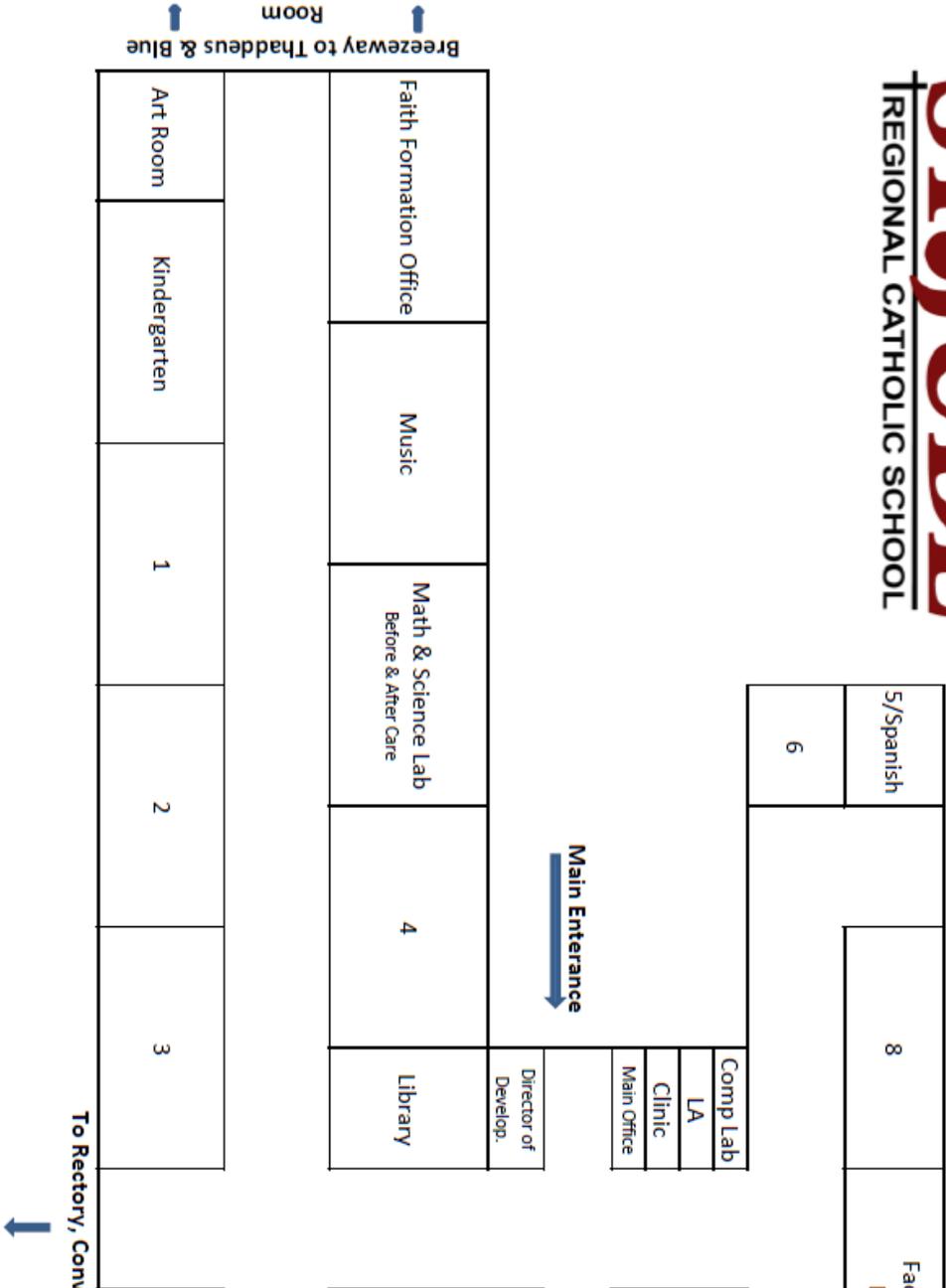
In Jesus' name, I pray. Amen

St. Jude Regional Catholic School Song

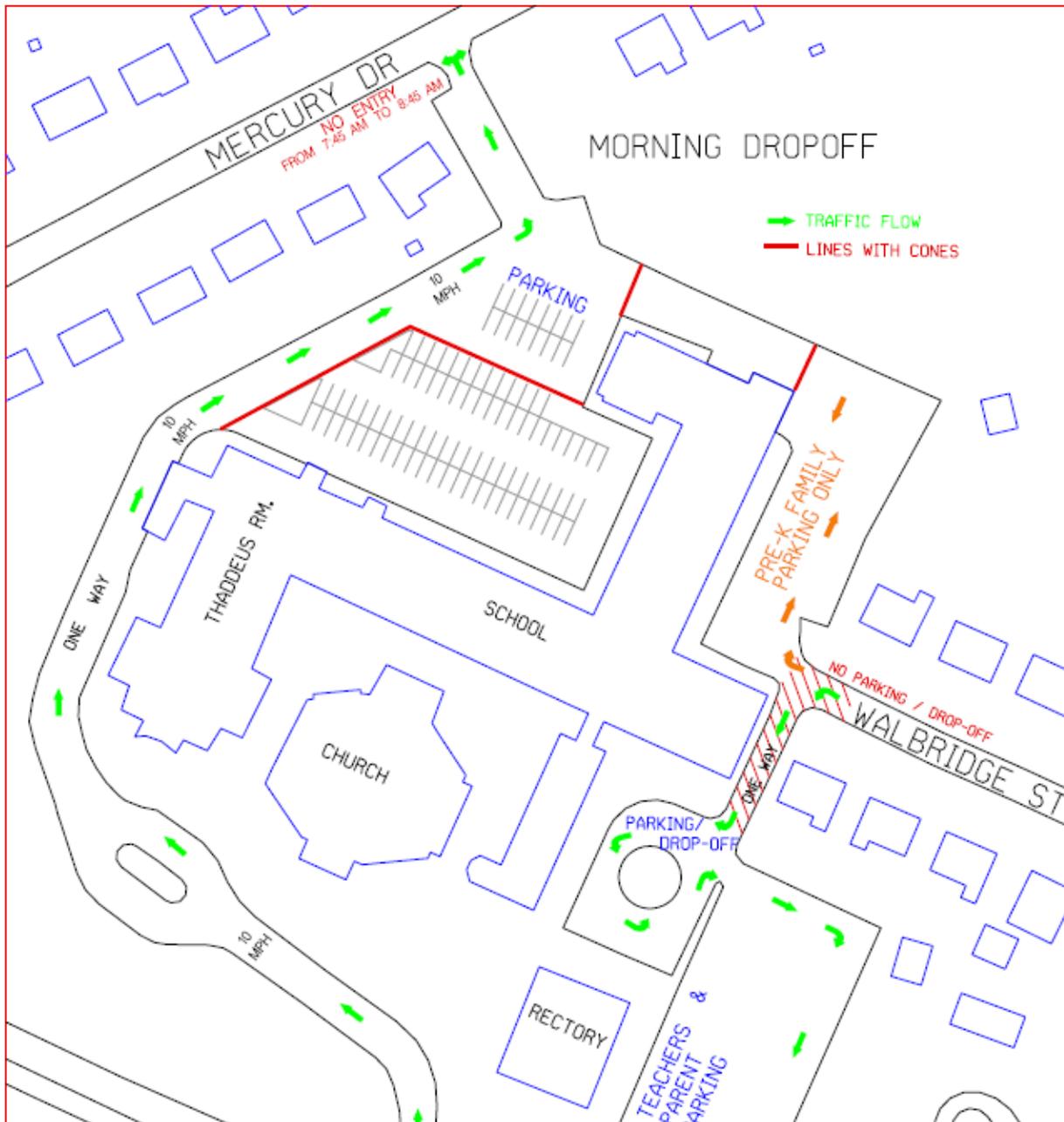
With our hearts so loyal,
Ever true, to St. Jude School.

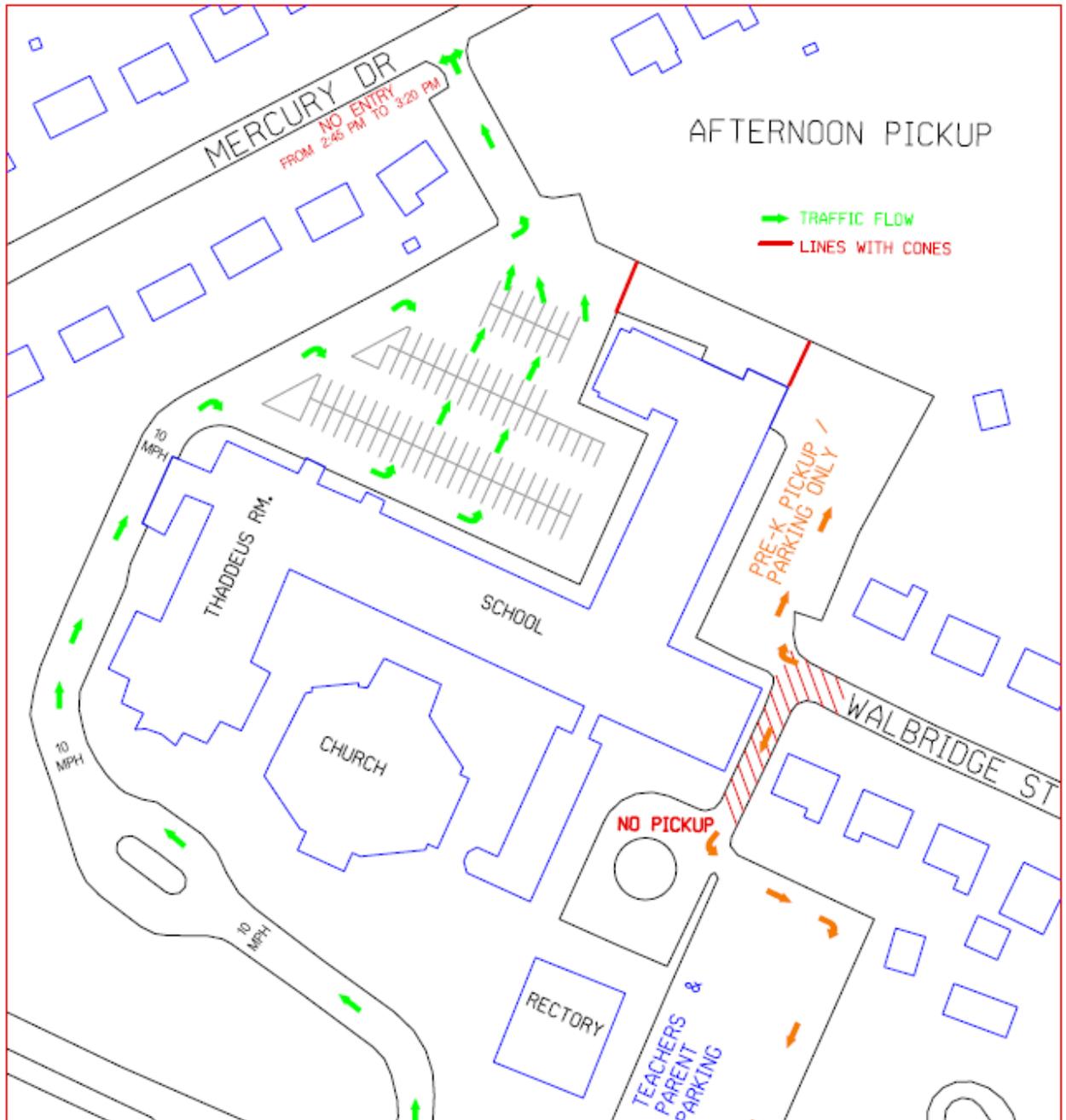
We will try our best in every way,
 Obey each rule.
 And as the years go by,
 Many things we'll learn.
 But forming Christ-like souls,
 Is our main concern.

Through the years we'll study, work, and play.
 And soon we'll find,
 That the years spent here were fruitful ones,
 With God in mind.
 We'll kneel and say a prayer,
 Asking him to bless,
 Each and every day at Dear St. Jude's,
 With happiness!



Not to scale





GIRLS GRADES K-4



Drop Waist Jumper
maroon & grey plaid



white

Short or Long Sleeve
Peter Pan Collar Blouse



maroon

¼ Zip Fleece Jacket
with embroidered logo



ash

Gym T-Shirt
with silkscreen



maroon

Micromesh Nylon Gym
Shorts with silkscreen



ash

Heavyweight Sweatshirt
with silkscreen



ash

Heavyweight Sweatpants
with silkscreen

GIRLS GRADES 5-8



steel grey

Wrap Around Kilt



white

maroon

Short Sleeve Knit Shirt
with embroidered logo



steel grey

Twill Walking Shorts



maroon

1/4 Zip Fleece Jacket
with embroidered logo



ash

Gym T-Shirt
with silkscreen



maroon

Micromesh Nylon Gym
Shorts with silkscreen



ash

Heavyweight Sweatshirt
with silkscreen



ash

Heavyweight Sweatpants
with silkscreen



BOYS GRADES K-4



steel grey
Twill Pants



white *maroon* *white*
Short or Long Sleeve Knit Shirt
with embroidered logo



steel grey



maroon
1/4 Zip Fleece Jacket
with embroidered logo



ash
Gym T-Shirt
with silkscreen



maroon
Micromesh Nylon Gym
Shorts with silkscreen



ash
Heavyweight Sweatshirt
with silkscreen



ash
Heavyweight Sweatpants
with silkscreen

BOYS GRADES 5-8



steel grey
Twill Pants



white
Short or Long Sleeve
Buttondown
Collar Shirt
WINTER UNIFORM



maroon & grey plaid
Boy's Tie
WINTER UNIFORM



white
Long Sleeve Knit Shirt
with embroidered logo
WINTER UNIFORM



white maroon
Short Sleeve Knit Shirt
with embroidered logo
SPRING/FALL UNIFORM



steel grey
Twill Walking Shorts
SPRING/FALL UNIFORM



ash
Gym T-Shirt
with silkscreen



maroon
Micromesh Nylon Gym
Shorts with silkscreen



ash
Heavyweight Sweatshirt
with silkscreen



ash
Heavyweight Sweatpants
with silkscreen



maroon
1/4 Zip Fleece Jacket
with embroidered logo

