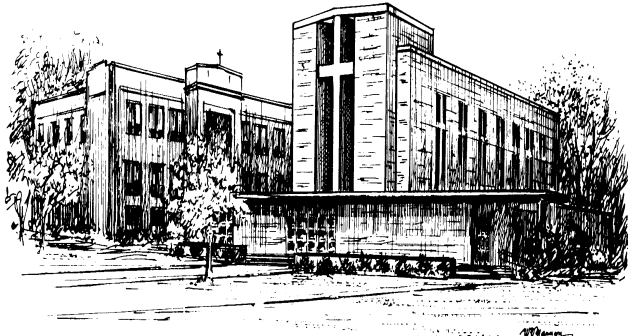


Saint Jude the Apostle School



Parent/Student Handbook

2010 - 2011

**800 Glenview Avenue
Wauwatosa, Wisconsin 53213**

Phone - 414-771-1520

Fax - 414-771-3748

www.yourclasspage.com

www.stjudewauwatosa.org

Table of Contents

Historical Perspective and Philosophy	1
Mission Statement	2
Saint Jude the Apostle School Goals	3
Administration	4
Admissions	
Registration	5
Pledge/Payment Policy	6
Market Day/Scrip	
Personnel Standards	
School Advisory Committee	7
Home and School Association	7
Discipline/Parent Communication Plan	8
Discipline/Communication Procedures for 3K – Grade 5	12
Discipline/Communication Procedures for Grades 6 – 8	13
Attendance/Tardiness	15
Class Size	
Daily Schedule	16
Kindergarten Schedule	17
Communications	18
Home and School Communications	
Messages During the School Day	
Posters and Publications	
Saint Jude School Directory	
Emergency Closings	19
Standardized Testing	19
Honor Roll	19
Student Assessment, Report Cards and Conferences	20
Student Retention	
Before/After School Policy	21
Lunch Hour Policy	21
Lunch Program	21
Lunchroom and Playground Supervision	21
Field Trips	22
Saint Jude School Playground Responsibilities	23
Curriculum	24 - 25
Extra Curricular Clubs/Organizations and Moderators	26
Guidelines for Student Computer Use and Internet Access	27
Educational Aides	28
Health Room	28
Lost and Found	28
Transportation	28
Health & Wellness	28
Pets in School	28
Athletic Policy & Eligibility and Procedures	29 - 31
School and Parish Activities	32
Service Hours	33 - 35
Crisis Intervention	36
Asbestos Hazard Emergency Response Act	36
Archdiocesan Regulations Regulating 1 Communications	36 - 37
Eighth Grade Recognition Awards	38
Men of Saint Jude Awards	39
Wauwatosa Public Health Department	39
Medical/Dental Appointments	39
Child Abuse Policies and Procedures	39
Administration of Prescribed Medications	40 - 41
Dress Code	42 - 46
Student Guidelines	47 - 48
Student Immunization Information	49
Calendar	50
School Supply List	51

SAINT JUDE THE APOSTLE SCHOOL...

RICH TRADITIONS, BRIGHT FUTURE

INTRODUCTION

This handbook has been compiled as a reference pertaining

to school policies and general information for

SAINT JUDE THE APOSTLE SCHOOL.

We hope you will refer to it and find the book

to be helpful and informative.

History of Saint Jude the Apostle School

Rich Traditions, Bright Future

Saint Jude the Apostle is known as the patron saint of “Hopeless Causes”. Devotions to him as the advocate of impossible causes are widespread throughout the Catholic Church. Often he is called Jude Thaddeus. Thaddeus means “brave”. The work of the Saint Jude the Apostle Parish founding families demonstrated this same bravery coupled with a vision for the future.

The eighty-one year history of Saint Jude the Apostle Parish is rich with tradition, yet always with a purpose and forethought for the future. Originating out of a need for Irish Catholic families to have a school facility for their children “without the danger of walking across railroad tracks”, permission for a new parish was granted on March 1, 1928. A site was chosen, financial pledges were acquired and future payment installments were scheduled. Articles of Incorporation were filed on March 21, 1928 for Saint Jude the Apostle Congregation. This venture seemed like a “hopeless cause” to everyone but the founding families who established it.

Now with the new Saint Jude Parish activity center and gymnasium, we as a parish community continue to share in that same bravery and commitment to future generations. The expansion and growth of our facilities serves as a testament to the zealous work of Saint Jude.



Philosophy of Saint Jude the Apostle School

In the Catholic tradition of education, Saint Jude the Apostle School, in partnership with parents and the parish community, aims at both academic excellence as well as the growth of the whole child. Our mission focuses on preparing our students for their high school experience and subsequent leadership in the community. While providing a secure environment and fostering a positive self-image, we respect each student’s God-given talents, needs and potential as Christian role models for the future.

Mission Statement of Saint Jude the Apostle School

Saint Jude the Apostle School, in support of our Parish Mission, will educate our students in an ever-changing society by our commitment to quality instruction in spirituality, academics, social behavior and responsibility, emotional strengths and independence, and physical interaction with others, based on Christian values in a Catholic school environment.

By ever-changing society we mean to recognize that technology is rapidly changing the methods of how we teach, e.g. formerly emphasizing "wealth of recall" to the current emphasis on "processing information and problem solving" and that students are brighter by virtue of exposure to this technology before entering 4K.

By spirituality we mean instructing our children to lead God-centered lives through leadership and example. Through studying the teachings of the Gospel and Christian doctrines, students learn to live life as Jesus did.

By academic we mean instruction to provide a strong foundation in reading, writing, mathematics, fine arts and related subjects, accomplished by challenging students at all levels. Our goal is for students to develop the ability to solve problems, make decisions and achieve a higher level of thinking.

By social we mean to instruct our students to interact effectively and properly and respect others and property, as well as cultural diversity.

By emotional we mean fostering self-esteem and self-perception in relation to others. We will strive to help our students develop independence to work on their own and gain strength to function properly within their peer groups.

By physical we mean to provide instruction in maintaining a lifetime fitness philosophy, good sportsmanship and skill development in a variety of individual pursuits and team sports.

The Christian leadership qualities of our patron saint, Saint Jude, coupled with our mission statement, encourage our students to grow in their faith, courage, vision, and commitment to "impossible causes".

SAINT JUDE THE APOSTLE SCHOOL AIMS TO HELP EVERY STUDENT MATURE BY:

- providing an understanding of Catholic doctrine, tradition, Scripture and liturgy.
 - demonstrating Christian values through prayer, liturgies, the sacraments and daily example.
 - evaluating religion curriculum periodically with regard to its relevance in the Church today.
 - creating an awareness of and responsibility to the social needs of people.
-
- providing an environment and climate for effective learning.
 - evaluating student needs through diagnostic testing, ongoing evaluations and observations.
 - encouraging good citizenship.
 - providing opportunities for aesthetic appreciation.
 - creating an awareness and respect for the care of all personal and school property.
 - providing a sequential program to develop basic motor skills, sportsmanship and good health habits.
 - offering students the opportunity to participate in inter- or intra-mural athletics.
-
- fostering personal and professional growth among teachers.
 - providing sequential curricula that meet individual needs.
 - fostering the growth of a positive self-concept by providing opportunities for success.
 - encouraging acceptance of self and others in both success and failure.
 - developing the skills for effective communication.
 - developing the skills of critical thinking and decision making.
 - fostering the skills of democratic group discussions, planning and problem solving.
 - fostering of school/parent mutual cooperation, trust and respect through open dialogue.
 - communicating with parents through Home and School meetings, conferences, open houses, weekly newsletters and the Parent/Student Handbook.

Administration

The pastor is the chief administrative officer of the parish and school. The principal is the immediate administrative officer of the school. Together with the educational administrative team, the pastor executes the policies of the local parish and policies and regulations of the Archdiocese. The direction and evaluation of the school program is delegated to the immediate administrator/principal with the pastor retaining the right of consultation.

Admission Policy Guidelines

1. Saint Jude the Apostle Parish has a commitment to maintain a parish elementary school for the benefit of parishioners and the community.
2. Children of all races and creeds are welcome to attend Saint Jude School, but preference in placement is to be shown to children of families who are active members of Saint Jude the Apostle Parish.
3. All children registered for kindergarten and first grade will be screened to determine readiness. After screening, appropriate personnel will conference with parents to discuss findings and determine eligibility for admissions. All new students will be on probation for the first year of school attendance. Three letters of recommendation may be requested as part of the application process.
4. Students seeking initial entry or reentry into grades two through eight must submit records and test scores for consideration. Students will be evaluated through testing, teacher judgment and eligibility. Returning students will be evaluated for eligibility in the following areas: 1) academic 2) behavioral and 3) social/emotional development.
5. As a general rule, students will not be accepted if they are more than one year below grade level in reading, math or language skills.
6. If and when it becomes necessary to limit enrollment at Saint Jude School, the following priorities will be enforced:
 - *(Note - #'s 1, 2, 3, 4, and 5 from above apply.)
 - a) Children of active parishioners who have siblings currently enrolled in the school.
 - b) Children of non-parishioners who have siblings currently enrolled in the school.
 - c) Children of active parishioners.
 - d) Children transferring from another Catholic school.
 - e) Others.

***NOTES:**

1. An active parishioner is defined as a registered parishioner who is a practicing Catholic, participates in the worshipping community and contributes to the Time, Talent, Treasure, and Stewardship Program of Saint Jude the Apostle Parish to the best of his/her ability.
2. Parents who are active members of Saint Jude Parish will be asked to pledge a parish contribution per child. All other parents whose children are accepted will pay the full tuition cost of each child's education.
3. Parents who have children enrolled in the school are required to participate in school activities.
4. The length of time a parent has been a registered parish member is a factor in determining admission priorities.
5. Once admitted, a student will be involved in a one-year probationary program. Provided academic and behavioral progress are satisfactory, students will be allowed to continue until graduation.

Registration

In February of each year, parishioners who plan to have their children attend Saint Jude School the next school year are asked to complete a family registration packet.

Parents who register students new to the school will also complete additional forms for each child, health records and permission to request transcripts. Children should be four years old by September 1st to enter 4K, five years old for 5K and six years old for grade one. Children entering 3K or kindergarten must possess independent bathroom and self-care skills.

Parents are required to make a financial commitment at the time of registration that will be applied toward school fees.

Parents will also sign a pledge of the projected Parish Time, Talent, Treasure, and Stewardship Program for the next fiscal year. This contribution supports the parish which, in turn, sponsors and maintains the school as well as other parish endeavors.

Commitment/Payment Policy Expectations

As stated in our Parish Mission Statement, Saint Jude Congregation is committed to providing a Catholic education by having a quality school and religious education program. It is not our intent to exclude anyone who wishes to pursue an education at Saint Jude; but by registering a child for school, each parent takes on a financial commitment which must be honored on a timely basis. The greater majority of parish school families are very faithful in honoring their financial commitments.

In fairness to the entire parish community, all school families are expected to meet their commitment. Any exception, as in the case of a true hardship, must be approved by the Financial Commitment Review Committee. Please contact the Business Manager if you need to make special arrangements.

Scrip

Scrip is a major fundraising vehicle selected by the Home and School Association to help support quality programs for our Saint Jude students. Scrip is an easy way to support our school by purchasing certificates that can be used at numerous stores and shops. Both programs provide a percentage of each sale to the Home and School Association. In addition, both programs provide a service to our community members making shopping easier and more convenient. **A percentage of the Scrip profits can be applied toward the School Fees/Book Bill. 75% of the profit you earn when purchasing Scrip by April 25, 2011 will be deducted from your 2010 – 2011 school fees.** Other family members and friends using Scrip can designate your child as the recipient of those profits. Their profits can be credited to your account. Supporting these programs demonstrates a financial commitment to helping Saint Jude students.

Personnel Standards

Saint Jude the Apostle School is staffed by qualified, experienced lay and religious teachers and personnel.

All personnel at Saint Jude the Apostle School have academic degrees appropriate for their particular assignments. In addition, they meet the religious education requirements set by the Archdiocese.

Teachers are on supervisory duty from 7:45 A.M. until 3:30 P.M.; school office hours are 7:30 a.m. - 4:00 p.m. If a parent needs a conference outside of these hours, this can be arranged by a phone call to the office.

Questions should normally be taken directly to the person or persons who can most readily provide the answers. If a question concerns a specific subject area, classroom procedures, etc., it should be taken directly to the specific teacher. If a teacher is unable to answer any concerns, it is recommended that the principal be consulted. The administration is always willing to be consulted or to answer questions for which they are responsible. The Home and School Association is a vehicle for communication between the home and school. The Parish Council will consider questions recommended to them by the Home and School Board. The School Advisory Board is another avenue for parent/school communication.

School Advisory Committee

The purpose of the School Advisory Committee is to advise and counsel the principal on matters relating to the general operation of the school. The School Advisory Committee will also assist the principal in the development of school policy, publicize educational programs and develop long-range planning for Saint Jude School. The School Advisory Committee has regularly scheduled meetings. Times and dates are established at the beginning of each school year. The meetings are open to all members of the parish. The School Advisory Committee welcomes and encourages parental input relating to ideas and suggestions pertaining to school policy, long-range planning, and publicity. Issues relating to the specific school personnel or curriculum are not discussed in this forum. These concerns must be addressed directly to the principal or pastor.

Home and School Association

The Home and School Association is organized and operated exclusively for educational and spiritual purposes to foster the academic and spiritual quality of the education of students at Saint Jude School in the following ways:

- sponsor fund-raising events in order to supplement the ordinary school budget
- assist other associations and groups that benefit the students of the school
- sponsor events designed to inform parents of school programs and other programs or events of value to them as Christian parents.

Article 1 Home & School By-Laws

**ONE PARENT FROM EACH SCHOOL FAMILY (3K – Grade 8)
MUST VOLUNTEER FOR A 2 – 3 HOUR WINTERFEST SHIFT.**

Discipline/Parent Communication Plan Standards for Student Behavior

We believe that the primary obligation of developing respect, spirituality, and responsibility in our students rests with the home and parents. When students come to Saint Jude School, they broaden their involvement as members of the parish community. Faith community is at the heart of Catholic education, not a concept to be learned, but a reality to be lived. To create this positive learning atmosphere all Saint Jude students are expected to demonstrate increasing maturity as they develop in three important areas: Respect, Spirituality, and Responsibility.

These standards and rules represent the school's expectations of all students. Every effort will be made to enforce these rules in a fair and consistent manner. The school reserves the right to interpret and apply these rules.

Respect

Respect for self and others is central to becoming a full participating member of a community. A respectful person is one who believes in the dignity and worth of all individuals and who acts accordingly. All students have the right to learn and participate fully in a safe environment that maintains an atmosphere of mutual respect and courtesy. While involved in Saint Jude School's activities, whether at Saint Jude School or in other environments, we expect our students to:

- be respectful and attentive to others' needs.
- be mindful and sensitive in our attitudes towards others.
- play safely on the playground in designated areas.
- resolve mistakes made with others through talking about differences or problems and creating positive solutions.
- show common courtesies and good manners toward teachers, other adults and fellow students.

Spirituality

Our belief in Jesus has drawn us to this faith community. Our beliefs are expressed in our actions, in our participation in prayer and prayer services and at our Liturgy. A spiritual person is one who lives his/her faith and accepts and relates well with others. Out of respect for our own beliefs, we expect our students to:

- have a quiet and reverent attitude during prayer, prayer services and Liturgy.
- treat religious symbols in a respectful, reverent manner.
- recognize and affirm goodness in others.
- participate in special projects, e.g., service to the parish, school, and groups in need.

Responsibility

As students mature, they are expected to demonstrate increasing personal responsibility and self-control. A responsible person is one who confidently and competently responds to meeting personal, school, and community obligations while enjoying the personal satisfaction that comes from accomplishing tasks. To make school a positive learning experience that creates a harmonious community, we expect students to:

- complete school work on time (assignments and homework).
- follow directions with care and concern.
- have all materials needed for classes.
- handle with care school property, desks, playground equipment, books and all learning materials.
- participate in class, raising their hands to be called upon, completing assigned work in a neat and timely manner, and maintaining eye contact with the teachers or class members, whenever appropriate.

Respect For Others

Rules at Saint Jude School exist to protect the rights of all individuals in the community. The best rule to follow is to always treat individuals and property with reverence and respect. Any student who violates this basic "rule" in any way should expect to face consequences for that behavior.

In their efforts to learn to be respectful, spiritual, and responsible, students may make mistakes. Just as it is important to celebrate student's achievements towards becoming more respectful, spiritual and responsible, it is also important for students to learn when their behavior departs significantly from this path. Toward that end, there will be fair and just consequences at Saint Jude School for student's behaviors that interfere with the attainment of these goals. The faculty and staff in cooperation with the students and their parents are expected to promote the optimal development of every student. When a student's behavior deviates too far from the limits of acceptability, or his/her conduct is such that it endangers the property, health, or safety of others, action may be taken to restrict his/her privileges and rights of school attendance. This may be accomplished through:

- **Probation:** A conditional enrollment during a trial period. Responsibility of placing a student on probation rests with the principal.
- **In-School Suspension:** A temporary restriction of activities, privileges, and interaction with other students for a specified length of time. Responsibility for the stipulated conditions and length of in-house suspension resides with the principal.

- **Out-Of-School Suspension:** A temporary termination of enrollment until stipulated conditions are met. Responsibility for suspending a student resides with the principal. The parent/guardian of a suspended student will be given prompt notification of the suspension and the reasons for the action. Out-Of-School Suspension is the responsibility of the parent.
- **Expulsion:** A termination of enrollment permanently or of an extended period of time. Expulsion is exercised only through procedures designated by the Archdiocesan Department of Education Policies.

Actions taken to suspend or expel students shall be preceded by internal school procedures, supported by defensible records. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing five days before the hearing is to take place. The hearing committee should be the Grievance Committee. The student may be represented at the hearing by counsel. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents. The student or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the superintendent of schools in writing with rationale for appeal. The superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the superintendent will refer the issue back to the parish/school with a recommendation about which step of the procedure needs to be further processed.

Milwaukee Archdiocese Policy #5114

Offenses Subject to the Above Procedures for All Saint Jude Students

1. **Safety:** Since all individuals are entitled to work and study in conditions of safety, anyone whose actions threaten that safety will be liable for dismissal from Saint Jude School. Any action that endangers the safety of another person or their property is considered a serious offense.
2. **Vandalism and Damage:** Any damage to the school building or its contents and equipment, even through recklessness, carelessness, or accidental, will result in fines sufficient to cover the cost of replacement, including labor, and make the student liable for disciplinary action.
3. **Pranks:** Pranks on school premises or directed at members of the school community off the school premises will not be tolerated. Students engaging in such activity make themselves liable for disciplinary action. In the event a prank involved trespassing or property damage, the school reserves the right to report the incident to the police.

4. **Stealing:** Stealing of any kind will be dealt with most severely. Stealing another person's property or school equipment will make the student liable for dismissal from Saint Jude School. Items that are found should be immediately returned to the school office. Keeping something that is found is considered theft.

5. **Cheating:** Cheating in any form, including plagiarism or allowing one's work to be used, will be considered a serious offense. When a student is reported to the principal for cheating, the following steps will be taken: 1) the student will be sanctioned with a detention, 2) the student's parents will be notified, 3) the teacher will impose a severe grading sanction. Depending on the seriousness and repetitiveness of the behavior, students may be liable for suspension or possibly dismissal from Saint Jude School.

6. **Disrespect:** Any action of disrespect or defiance towards fellow students, faculty, staff members, or community visitors will be treated most seriously. In most cases of insubordination, students who talk back to faculty members, curse, ignore directives, or threaten faculty members may be issued a suspension(s) or possible dismissal from Saint Jude School. Repeated harassment, teasing, or other forms of disrespect of peers will be dealt with in a similar manner. Students who are witness to such behavior should report it to a faculty member. Students who are involved in fighting in any way will be immediately sent home for the remainder of the day and are subject to further disciplinary actions. Repeated violations make a student liable for dismissal from Saint Jude School.

7. **Drugs, Alcohol, Tobacco, and Weapons:** Saint Jude School is a drug-free environment for students. Because any involvement with tobacco, alcohol and controlled substances is harmful to a young person's physical, emotional, spiritual and intellectual development, Saint Jude School believes that all students should be drug-free. Use of substances by a student can display simply poor choice, or, in some cases a need for professional intervention. Saint Jude School encourages parents to report to the school any incidents involving drug, alcohol or tobacco use.

Possession and/or use of smoking materials, drugs, or weapons before coming to school, in the school building or on school grounds will result in parent notification, and will put the student at risk for disciplinary action. In addition, students may be required to participate in therapeutic activities ranging from educational seminars to formal professional treatment.

Students found to be in possession of weapons, including any "look-alike" instrument or weapon, at school or under the supervision of school authorities, are subject to disciplinary action at the discretion of the principal, including suspension and/or expulsion from school and/or legal action, in accordance with Wisconsin and federal laws. The student's parent(s) will be notified of such actions.

8. **Electronic Equipment:** Possession of any electronic or telecommunication device by a Saint Jude student is prohibited. Pupils found in possession of any such devices on any school or parish grounds or at school-sponsored functions are subject to confiscation of said devices. Devices may be returned directly to the parent at the discretion of the principal. The word devices as used in this section, includes, but is not limited to: radios, tape-players, disc players, electronic games, portable telephones, pagers, beepers, flashlights, laser pointers, and electronic equipment designated to operate or interfere with electronic equipment used in school. Students possessing such items may also receive disciplinary sanctions.

9. **Saint Jude School Cell Phone Policy:** Because of the convenience cell phones and other electronic communication devices provide for parents, and for safety and emergency reasons, Saint Jude School does not prohibit students from carrying cell phones to school. Cell phones, however, may never be on during class or disrupt a class at any time for any reason. Cell phones are to be kept in lockers or back packs.

The principal shall have the right to access any content, including text messages, photos, or address books on cell phones confiscated from students.

Any violation of these rules will result in temporary confiscation of the phone at which time a parent will be required to claim the phone for the student.

Archdiocesan Regulation 5145.2

Discipline/Communication Procedures for the Lower School (Grades 3K – Grade 5)

In order to foster an environment conducive to learning, students will be expected to comply with school rules at all times.

Teachers will handle routine discipline in the classroom. After sequential, appropriate classroom measures have been implemented and a student continues not to comply with classroom expectations, he/she will be issued a Student Incident Report that will be sent to the parents and to the principal. After each issuance of an Incident Report, the student, teacher and parents must cooperatively develop a written Corrective Action Plan to help rectify the behavior or academic situation. This plan needs to include specific steps of action and a time frame for reevaluation. Follow-up on the part of the student, parent and teacher is expected. If a student accumulates three Incident Reports, the student will be sent to the principal's office for further measures including those listed above.

If serious offenses occur, the Student Incident Report procedures will not be followed. Rather, Archdiocesan Policy #5114 will be followed in regard to probation, suspension, and expulsion.

Discipline/Communication Procedures For Middle School Students (Grades 6, 7, and 8)

Steps to Becoming Responsible Citizens for Middle School Students

The goal of the faculty and staff of Saint Jude School is to hold students responsible for their decisions and actions in an effort to help them grow in maturity. Consequences for actions that do not positively contribute to the goals of the school can range from a simple admonishment by an adult to dismissal from the school. Through an effective parent/school communication system, students will understand the consequences of their behavior and academic performance in the classroom. Parents will be given timely feedback for their child's performance at school. Saint Jude School will be looking for home support in addressing any violations of school standards.

Student Behavior and Daily Record Sheets

The parent copy of the triplicate Demerit Notification Form will be sent home by the issuing teacher. The form will indicate the infraction that occurred during the school day. Students are responsible for filling out the form. The issuing teacher will initial the form. In turn, parents will sign the notification form and discuss the infraction committed with the child. Students will return the signed copy to school the next day to the issuing teacher. If the signed demerit is not returned within two days, students will be issued an automatic morning detention. Written notification of this detention time and date will be sent from the school office. The office copy of this form will serve as a central recording system for monitoring student demerits. At any time during the school year, parents may contact the school office to verify their child's behavioral status.

This demerit system is to be implemented for daily routine classroom infractions. Parents should understand that demerits will be issued in a progressive manner. The administration recommends a progression of steps in correcting behavioral infractions. Typically, the teacher may begin the process with a verbal warning followed by an initial demerit. However, if unacceptable behaviors are repeated after these initial steps, teachers may elect to mark more than one demerit, move directly to a detention or issue an alternate consequence.

With the support of the pastor and parents, the teacher(s) involved and the school administration will directly address more serious or chronic offenses.

Detentions

Violations of school rules or standards are most frequently addressed with the student being given a demerit. Upon receiving the 5th demerit, students will serve a morning detention. Students who receive a detention must see the school principal or designated school office personnel on the day the student receives the detention to get the Parent

Notification Form. Parents will be given written notification of the detention indicating the date and time the detention will be served. Parents are to sign that form and students should return it to the classroom teacher the next morning by 8:00 AM. Typically, detentions will be served during the following school week from 7:00 AM - 7:50 AM, unless individual arrangements are determined at the discretion of the faculty and school administration. Students should arrive promptly at the school office prepared to work on an assigned task for the fifty-minute period. Students will either write a Corrective Action Plan or complete other teacher directed tasks. Missing a detention or being late may result in additional detentions or other school-determined discipline sanctions.

In-school Suspensions

In-school suspensions are for repetitive violations of school rules and standards. Having an in-school suspension may mean that the student incurred twenty demerits issued in one given semester or that the infraction was so substantial, requiring this formal consequence.

Homework

Teachers at Saint Jude School assign homework. The term may apply to an assignment to be completed during study time, in the classroom or at home. It may consist of written work, reading and/or study. Homework should result in assimilation of material covered in the day's class, proper preparation for the next day's class and foster independence in study habits. The amount of homework expected of the students depends on their needs. The Archdiocesan recommendation is: 30 minutes for the primary students, 60 minutes for intermediate students, and 90 minutes for middle school students. The homework expectation for Saint Jude middle school students is 120 minutes. If your child is *consistently* spending more than the minutes suggested, please contact your child's teacher for a conference. Homework assignments can be found online at www.yourclasspage.com. The school code is sjs7711520.

Homework refers to tasks that are considered appropriate to be assigned to students and should be completed in study hall or at home. The completion of work that students have neglected to do during school hours will add time to the expected normal homework assigned on a regular basis by the teacher.

Purposes of Homework

- Reinforce skills introduced in the classroom
- Achieve mastery of basic learning
- Provide independent in-depth study of chosen topics
- Provide opportunities for broad enrichment activities
- Promote organization and time management skills
- Demonstrate mastery of learning via a project report, essay or other assessment type.

Middle School Academic Guidelines and Expectations

Saint Jude the Apostle School has established expectations as they pertain to homework for Middle School students. The guidelines below provide for a consistent implementation of expectations:

Homework is expected to be completed as assigned with deadlines met as determined by the teacher. If homework is not submitted on time:

- One day late – a 20% deduction of the final earned grade will be taken.
- Two days late – a 50% deduction of the final earned grade will be taken.
- Three days late – the assignment will receive 0% credit, although the work is expected to be completed. Parents will be notified in writing with a demerit slip indicating an automatic morning detention. During the detention, the student will complete any missing work.

If a student misses an assignment due to illness, he/she will be given a mutually agreed upon extension. It is recommended that this extension amount to one day for each day absent. If there are unusual or extenuating circumstances, parents and students need to contact the teacher directly for individual consideration.

Attendance/Tardiness

Parents are required to call the school office by 8:15 AM each and every day that a child is absent. This includes all students 3K through Grade 8. Exceptions may only be a planned absence about which you will have notified the teacher and the school office in advance, or an illness that might require a specific number of days of absence. If a child is kept home after the lunch hour, a phone call is expected immediately.

Classes begin at 8:00 a.m. each day. Any child not in his/her place in the homeroom at that time is considered tardy. Teachers will require a tardy slip from any child not in class on time. These slips are to be obtained from the office prior to going to the homeroom. This applies to the noon hour as well. In addition, for the departmentalized middle school, students may be considered tardy on a class-by-class basis. Frequent and repetitive tardiness may result in administrative disciplinary action. Being on time and prepared for class is a sign of respect. Although we recognize extenuating circumstances may cause students to be late on an occasional basis, repeated disregard for punctuality may be viewed as a school infraction of conduct.

Wisconsin Statute s.118.16 requires schools to report habitual truancy to the District Attorney. As defined by the act, a "habitual truant" means a student who is absent from school without an acceptable excuse for either a) part or all of 5 or more days out of 10 consecutive days on which school is being held during a school semester or b) part or all of 10 or more days on which school is held during a school semester. Parents of children under age 18 might be subject to a fine or imprisonment for failing to cause a child to attend school regularly.

Class Size

The approximate number of students accepted in each class will be approximately 12 - 14 for 3K, 25 for 4K and 5K and at 27 for Grades 1 - 8. The school administration has the authority to exceed the limit by up to 10% (3 students per room) to provide for parishioners new to the area or to avoid having children from one family attend different elementary schools.

**Basic Daily Schedule
for 3K through Grade 8**

7:50 A.M. - FIRST BELL

8:00 - TARDY BELL

8:00 - 8:10 - HOMEROOM - PLEDGE - PRAYER

**Grades 1, 2, 3, 4, 5 - 10:00 to 10:15 - Morning Recess
3K, 4K, and 5K may have morning and afternoon recesses.
Times to be determined by their schedules.**

**Grade 6, 7, 8 - 11:15 to 11:35 - Lunch Time
Grade 6, 7, 8 - 11:35 to 11:50 - Recess Time**

**Grades 4K, 5K, and 2 - 11:45 - 12:05 - Lunch Time
Grades 4K, 5K, and 2 - 12:05 - 12:30 - Recess Time**

**Grades 1, 3, 4 and 5 - 12:15 - 12:35 - Lunch Time
Grades 1, 3, 4 and 5 - 12:35 - 1:00 - Recess Time**

3:05 - ANNOUNCEMENTS

3:15 - DISMISSAL BELL

(Students in 3K through Grade 5 will have an opportunity each morning for a snack.
Snack arrangements and times will vary slightly by grade.)

**3K AM Arrival time: 7:50 AM; Dismissal time: 11:00 AM
4K PM Arrival time: 12:15 PM; Dismissal time: 3:15 PM**

4K Full Day Arrival time: 7:50 AM; Dismissal time: 3:15 PM

5K AM Arrival time: 7:50 AM; Dismissal time: 11:00 AM

5K Full Day Arrival time: 7:50 AM; Dismissal time: 3:15 PM

**On half-days 3K and 5K AM students are dismissed at 11:30 AM
as per arrangements with the classroom teacher.**

Kindergarten Schedules for 2010 - 2011

3K AM Student Schedule

Week of August 30th - September 3rd	Staggered Start Individual arrangements made with the classroom teacher. Assigned appointment times will be mailed in July.
Week of September 7th	Regular classes begin. On Early Release days (11:30 dismissal) parents need to make individual arrangements with the classroom teacher to have their child dismissed at either 11:00 or 11:30.

4K PM Student Schedule (12:15 - 3:15 PM)

On Early Release Days, students enrolled in the afternoon sessions do not have class.

5K AM Student Schedule (7:50 - 11:00 AM)

On Early Release Days (11:30 dismissal), parents need to make individual arrangements with the classroom teacher to have their child dismissed at 11:00 or 11:30 AM.

4K Full-Day Student Schedule

Week of August 30th - September 3rd Staggered Start	Students with last names beginning with A - M attend school Monday, August 30th, and Wednesday, September 1st, from 7:50 - 11:30 AM. Students with last names beginning with N - Z attend school Tuesday, August 31st, and Thursday, September 2nd, from 7:50 - 11:30 AM. All students attend Friday, September 3rd, from 7:50 - 11:30
Week of September 7 th	Regular classes begin; 7:50 AM - 3:15 PM

5K Full-Day Student Schedule

The 5K Full-day students follow the same schedule as students in grades 1 - 8.
August 30th - The first bell rings at 7:50. School starts at 8:00. Early dismissal is at 11:30 AM.
August 31st, September, 1st, and 2nd - Full days of School. First bell rings at 7:50. School starts at 8:00.
Dismissal at 3:15 PM.
September 3rd - The first bell rings at 7:50. School starts at 8:00. Early dismissal is at 11:30 AM.
September 7th - regular schedule for all.

Home/School Communications

Communication between home and school is vital to the success of our dealings with students. Our "open lines" include the following:

1. A weekly School Newsletter sent home with the youngest or only child in a family every Wednesday.
2. Parent/Teacher Conferences formally held twice yearly.
3. Individual Teacher Conferences arranged on a needs basis. Administrative input may be requested.
4. Level or Grade Specific Parent Meetings.
5. Coordination Day held before the student school year formally begins.
6. All-School Open House.
7. Home and School General Meetings for all parents held throughout the year.
8. Families should use *yourclasspage.com* as a source to find important school and classroom information. Handbooks, school newsletters, forms, calendars, lunch order forms and classroom information can all be found at this web site. The school code is sjs7711520.
9. The AlertNow notification service allows us to send telephone and/or e-mail messages to you providing important information about school events or emergencies. AlertNow will be used to notify families of school delays or cancellations due to inclement weather, as well as remind everyone about various events, such as report card distribution, open house, field trips and more. (School closing due to inclement weather will still be posted on local television stations.)

Messages during the School Day

Messages, lunches, gym clothes, treats, etc. should be brought to the school office during class time so as not to disturb class activities. Students will be called to the school office to retrieve such items. Please do not go directly to a classroom for any reason without first signing in and/or obtaining a pass from the office.

Please do not attempt to distribute meeting reminders, requests for donations toward gifts or parties for teachers/students, or plan parties without approval of the administration. Invitations to parties may only be distributed in school if they go to all boys, all girls, or all students in a classroom.

Please see that your child has phone money, bus money, milk money, Friday treat money, etc. While such help is always available to every child when necessary, we encourage parents to help develop self-responsibility.

General school announcements are made at the end of the school day. If you have something to add to these, please call or send a note.

Posters and Publications

As a private school, Saint Jude reserves the right to approve all written material intended for public circulation. All posters or announcement sheets must be approved by the administration prior to distribution or posting on the school property.

Saint Jude School Directory

The Saint Jude School Directory listings are provided as a community service to the Saint Jude School families. It is not to be used for any form of business solicitation or promotion, nor should pages be reproduced for those reasons. All whose information is included in the directory expect this information to be used for the purposes for which it was intended.

Emergency Closings

Listen to local television or radio stations for announcements regarding school closings. Please do not call the parish rectory. The information will be posted on local television stations and communicated through the AlertNow Notification Service.

1. If Milwaukee Public Schools **or** Wauwatosa Public Schools are closed, Saint Jude School is closed.
2. If Milwaukee Archdiocesan Schools are closed, Saint Jude School is closed.
3. Saint Jude School administration reserves the right to close school for reasons such as plumbing, electrical, failure of the heating system, extreme weather conditions, etc.

Standardized Testing

Standardized tests are given each year as prescribed by the Archdiocese. Parents are notified of these tests prior to their presentation and are given results when we receive them. Grades 3, 5, and 7 are given the complete achievement and intelligence tests. Grade 8 will take the Milwaukee Archdiocese recommended standardized test. Additional testing may be administered to students in other grades based upon the recommendations of the Milwaukee Archdiocese and/or the needs of the school.

Honor Roll

Sixth, seventh, and eighth grade students are eligible to be placed on the quarterly academic achievement Honor Roll. All students who achieve a 3.3 – 3.69 grade point average (GPA) will be listed on the Honor Roll. Students who achieve a 3.7 or better GPA will be placed on the Principal's Honor Roll. Saint Jude School is proud of our students' academic accomplishments and will recognize these students at an all-school Mass at the end of each quarter. In the Middle School, art, music, physical education, and computer class grades will be prorated based on the time spent per week in class.

Student Assessment, Report Cards, and Conferences

The progress of each student is of central concern to the principal and the staff. Student progress will be viewed comprehensively, taking into consideration all aspects of the child's growth--age, mental ability, personal and social needs, physical development, spiritual growth and faith development, academic achievement, and environmental factors which influence all of these dimensions. Student progress will be evaluated continuously through a variety of procedures, instruments, and observations, at all times taking into account the individual differences of students.

Official student evaluation reports are given quarterly. The actual report card form is grade-specific and has been developed for age-appropriateness. Explanations of the assessment process and the letter/effort grades are detailed on the form itself.

Informal evaluations may be given to parents at intermittent intervals at the discretion of the teacher and/or parent. A conference with parents of each student will be held twice yearly - one being mandatory and the other being by teacher, student, or parent request. Communication between parents and teachers throughout the school year is encouraged.

Student Retention

Saint Jude School allows for flexibility of instruction within grades. Retention of a student will be handled in a judicious manner after considering grade standards as well as many additional factors affecting retention. When retention appears likely, parents are contacted several times during the school year relative to Rules 5123(b) of Archdiocese of Milwaukee Policies and Regulations.

Final decisions on retention will rest with the Saint Jude administrators. If retention of a student is being considered, the following procedural steps will be followed:

A. Procedural Step 1 - As early in the school year as possible, teachers will discuss learning difficulties exhibited by students with the school principal and parents and develop an appropriate remedial action plan. The plan should include a time frame for reevaluation.

B. Procedural Step 2 – As retention indicators become increasingly apparent, teachers and parents, with input from the school principal, should discuss the option of retention for the following school year. Alternative support options for the remainder of the school year and the summer should be explored. Conferences with parents should include the reason for the recommendations in addition to samples of the student's work, test scores, etc. Conference objectives should aim toward a mutual decision between the parents and the school.

C. Procedural Step 3 - An end-of-the-school-year conference will be held with parents, principal, and teacher(s) to inform parents of the school's final decision.

Archdiocese of Milwaukee Policy and Regulation 5123 (b)

Before/After School Policy

Students should arrive at school no earlier than 7:45 a.m. unless the school has been notified of necessity for earlier arrival.

The dismissal bell rings at 3:15 p.m. Students are to leave promptly unless requested or required to remain by a teacher or engaged in a supervised activity.

The school does not provide after-school supervision prior to athletic or extra-curricular events. Parents are expected to either supervise or arrange adequate supervision for their children.

Lunch Hour Policy

Only students who have specific, written permission from a parent may go home for lunch. Area restaurants and stores are off limits unless a child is accompanied by a parent or another responsible adult.

Convenience Lunch Program

Convenience Lunches will be offered Monday through Friday from approximately the week of Labor Day until Memorial Day. You will receive a mailing of the order form during the summer months. In addition, forms will be sent with the School Newsletter on a monthly basis. Order forms are also available in the school office. When filling out the order form for your children, please be sure to fill out a separate order form for each child.

Proceeds from the Friday treats will go directly toward the eighth grade class trip(s).

Lunchroom and Playground Supervision

Noon hour playground supervision is a responsibility and a requirement for all school parents with students in the all-day 4K program through grade 8. Your cooperation in scheduling and following through on your commitment is essential to the safety and welfare of your children. If proper supervision is not available, students may need to spend that noon recess time in the classrooms. If you know in advance that you are unable to make your scheduled date, please make arrangements for a substitute. Merely notifying the office is not enough as an adequate number of supervisors is necessary to provide proper supervision. In addition to the parent volunteers, Saint Jude School employs daily noon hour supervisors to coordinate all volunteers and staff.

Parents will have an opportunity to sign up for the dates of their choice during the summer months. Please follow the directions given by the Home and School Playground Chairpersons. Parents should check their schedules closely when signing up for their supervision dates. No one under the age of twenty-one may be a substitute; however, competent, trustworthy adults may be used as a replacement for your commitment.

1. To help ensure the safety of our students, the school administration shall determine an adequate number of playground supervisors necessary for duty.
2. Parents are required to sign up for **three days** of duty during the months of December, January, and February.

OR

3. Parents are required to sign up for **four days** of duty during the months of August, September, October, November, March, April, May and June.
4. A paid substitute list is available. **If you are unable to fulfill your playground supervisory duty, you can either switch days with another parent, find a replacement, or call and directly pay one of the substitutes \$20.00.**

Fees will be assessed if playground duty responsibilities are not fulfilled. If one playground duty is missed, the assessment is \$50. If a second day of playground supervisory duty is missed, the fee is \$75, for a total of \$125. If a third day is missed, the assessment is \$100, for a total of \$225. The fee will be billed shortly after the missed date. If not paid by the end of the school year, the fine will be doubled and added to the following year's school fees. In addition, the parish reserves the right to withhold report cards until such time as assessments are paid or payment arrangements have been established.

SAINT JUDE SCHOOL PLAYGROUND RESPONSIBILITIES

Playground supervision is a responsibility and a requirement for all school parents with students in the all-day 4K program through grade 8. Your cooperation in scheduling and following through on your commitment is essential to the safety and welfare of your children. If proper supervision is not available, students may need to spend that noon recess time in the classrooms. If you know in advance that you are unable to make your scheduled date, please make arrangements for a substitute. Merely notifying the office is not enough as an adequate number of supervisors are necessary to provide proper supervision.

ARRIVAL TIME

- Please report to the cafeteria by 11:15 A.M. and sign in on the Playground Calendar Schedule in the kitchen. Supervisors are expected to remain on the school grounds until 1:00 P.M.
- Following sign-in, please report to the supervisors. They will provide direction as to the outside location you will patrol.
- During the required supervision time, parent supervisors should limit their personal conversations and focus on the responsibility of student supervision.

STUDENT BEHAVIOR

There are two basic and important rules on the playground:

Safety First:

- No tackling
- No carrying, horseback rides, etc.
- No rough play or piling on others
- No snowball throwing
- Use playground equipment appropriately
- No running up and down the slide
- Adults supervise retrieval of balls from areas outside the designated playing area.

Respect Others and Property:

- No hitting
- No spitting
- No foul language
- No teasing
- No excluding others from games

As we cannot possibly cover every rule governing responsible, respectful behavior, we rely upon the fair judgment of supervising individuals. Before your scheduled day of duty, please refer to the Parent/Student Handbook code of conduct.

INJURIES

- Minor Injuries: Supervisors should send injured students to the Health Room (there is an outside entrance) with a student patrol or responsible student.
- Serious Injuries: Supervisors should remain with injured student (please do not move student) and send a patrol or another person for the Health Room Supervisor or office personnel. You should remain on the playground at all times. (All head injuries must be reported to the Health Room.)

Field Trips

When chaperoning for a field trip, parents must realize that their primary responsibility is the supervision of the children assigned to their care. Volunteer chaperones must be at least 21 years of age.

If any children are transported in private cars, the parent driver must sign the Volunteer Driver Information Sheet (Form 6153.b – Archdiocese of Milwaukee).

Curriculum

The organization plan for instruction is based upon the knowledge that each person is a unique human being. Our teachers are committed to helping develop the whole child. We understand that each student progresses through various stages of growth and development. As a staff, we support and direct instruction in academic areas as well as in spiritual, social and emotional development. The qualified staff develops the content of the curriculum areas focusing on the Wisconsin state standards, Archdiocesan recommendations and the needs of our community.

Saint Jude School's plan allows for the necessary flexibility in grouping, progressive sequencing of learning, equal availability of resources, varied curricular experiences and effective evaluation.

Textbooks for various subject areas are evaluated on a regular basis, with new texts being introduced only after a thorough study of available materials. Textbooks are chosen from the listing of programs recommended by the Archdiocese.

Computer Classes

All students, 4K through Grade 8, receive computer instruction each week. This is a sequential program beginning with basic awareness and keyboard usage in kindergarten and progressing through computer language and programming in the upper grades. The computer lab is equipped with computers with CD ROM and electronic reference materials. In addition to the computer lab, computers are also available in all classrooms and the school library. In addition to computer availability in the lab, Saint Jude School also has a mobile Mac Lab which can be transported to a classroom for integrated technology usage.

Music Classes

All students, 4K through Grade 8, attend one or two classes of music instruction per week. The music curriculum is strongly based on student participation. Students are encouraged to sing and are given many opportunities to perform for others. The overall aim of music performance of the students is to achieve self-growth, appreciation and enjoyment by providing music education that will serve the whole person.

Spanish Classes

Students in Grades 6 through 8 meet four times per week for Spanish classes. Instruction begins at the most basic level of learning vocabulary and common phrases, as well as the cultural and historical aspects of Spanish-speaking people. As students advance through the grades, the program develops listening, grammar and writing skills. Students in second through fifth grade receive one-half hour of formal Spanish instruction per week. Students in kindergarten through grade 2 periodically have classes as the school schedule allows.

Physical Education Classes

All students in the all-day 4K program through grade 5 have two classes of physical education per week. Other kindergarten students have physical education classes once per week. Grades 6 through 8 have physical education once per week. The physical education curriculum is one that promotes lifetime physical fitness and recreational interests. Students are given opportunities to discover and participate in activities which balance individual and collaborative growth.

Art Classes

Art classes in grades 3 – 8 are taught by an art teacher who focuses on creativity and skill-based techniques. Students in grade 2 will have art instruction from the art teacher during the first semester. Students in grade 1 will have art instruction from the art teacher during the second semester. The Saint Jude art curriculum focuses on the Wisconsin State Standards for Art and Archdiocesan recommendations.

In addition, students in Grades 4K through grade 8 may have art instruction as part of an integrated art program within the regular classroom. For all students, the art program teaches elements and principles of art in a variety of media and techniques. Creativity and problem solving should be encouraged and fostered. Perceiving, appreciating, judging, knowing and art making are overall aims of the program.

Religious Education Program

The religious education program is designed to educate students in Catholic doctrine, inculcate Christian values and help provide an environment to foster these values. The teaching of religion is included in the regular school day. Christian doctrine and its applications to daily life, modern challenges, and needs comprise our central theme.

All students must attend religion classes and participate in all church services and liturgies.

Formal preparation for the Sacrament of Reconciliation and the First Eucharist is in the second grade. The Sacrament of Reconciliation is received prior to First Eucharist.

Library

Saint Jude School has a well-equipped library. Use of the library is extremely important in today's education endeavors. Students are expected to care for materials, to return them on time and to observe directives given by teachers and the librarian. Fees must be paid for damaged or lost materials. Parents are asked not to repair damaged books, but simply to return them to school.

Extra Curricular Clubs/Organizations and Moderators

Grades 1 and 2

After-school Art Program (theme-based art lessons) Group meets approximately once per week for 45 minutes.

Girl Scouts or Cub Scouts – Parent Guided Programs

Grade 3

After-school Art Program (theme-based art lessons) Group meets approximately once per week for 45 minutes.

Girl Scouts or Cub Scouts – Parent Guided Programs

Lego, Chess, Bowling and Book Clubs may be offered.

The Student Choir is open to Grade 3 students.

Grade 4

After-school Art Program (theme-based art lessons) Group meets approximately once per week for 45 minutes.

Girl Scouts or Cub Scouts – Parent Guided Programs

Student Choir open to Grade 4 students

Battle of the Books Team Participation

Brown Bag Lunch Career Program- Guest Speakers

Lego, Chess, Bowling and Book Clubs may be offered.

Grade 5

Environmental Club, Spanish Club, Book Club and Chess Club may be offered to Grade 5 students.

Athletics: Basketball, Volleyball and Track teams open to Grade 5 students.

Brown Bag Lunch Career Program – Guest Speakers

Student Choir open to Grade 5 students

Altar Server Program Training in Grade 5

After-school Art Program (theme-based art lessons) Group meets approximately once per week for 45 minutes.

Girl Scouts or Cub Scouts – Parent Guided Programs

Grades 6, 7 and 8

Stock Market Club

Environmental Club, Spanish Club, Forensics Club, Chess Club and Book Club may be offered to Middle School students.

Student Council open to Middle School students.

Math Club open to 7th and 8th grade students and invited 6th grade students.

Athletics: Basketball, Volleyball and Track teams open to Middle School students.

After-school Art Program (theme-based art lessons) Group meets approximately once per week for 45 minutes.

Girl Scouts or Cub Scouts – Parent Guided Programs

Student Choir open to students in Grades 6 through 8.

Battle of the Books Team participation for Grade 6 only.

Piano lessons are available during the school day for students in grades 1 – 8 or by invitation. Parents must sign up and assume the financial responsibility for these lessons.

Students are encouraged to try out for roles or participate behind the scenes in the annual school play.

In addition to these established clubs and organized events, Saint Jude School is committed to participating in a variety of competitions in the areas of academics, the arts, music, drama and theology.

Guidelines for Student Computer Use and Internet Access

Students, as members of the Saint Jude School community, have the right and responsibility to use school technology for educational purposes. When available, students may use the available technology to complete homework and educational research. At designated times, the Michael Heck Computer Lab is open to students to complete homework and educational research.

Students' rights and responsibilities while using school technology:

1. Students are expected to respect the privacy of other users.
2. All communication and information accessible via the internet is private property and should be used appropriately.
3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the internet.
4. No use of the internet shall serve to disrupt the use of the network by others.
5. Hardware or software shall not be destroyed, modified or abused.
6. Software piracy, vandalism, or malicious use of the computers to develop programs that harass other users or infiltrate a computer, computing system, network and/or damage the software components of a computer, computing system, or network is prohibited.
7. Students may not use the computer or the internet for any illegal purpose.
8. Students may not use inappropriate, profane, obscene or aggressive language.
9. Students may not violate the rules of common sense or etiquette.
10. Students may not change computer files that do not belong to them.
11. Students may not send or receive copyrighted material over the internet without permission.
12. Students are not allowed to use school computers to access any social networking sites, such as Facebook or MySpace
13. Only authorized persons may install hardware and software on any Saint Jude School computer or network.

Student abuse or misuse of school technology will result in one or more of the following penalties and will be assessed at the discretion of the school administration:

1. Students will face suspension or revocation of computing and other technological privileges.
2. Students will be required to make full restitution for resources consumed.
3. Students will face other legal action including action to recover damages.
4. Students will face referral to law enforcement authorities.

Educational Aides

Adults who assist the professional activities render invaluable service to the educational program at Saint Jude School. With the assistance of aides, teachers can give more individual attention to the needs of students. Any adult interested in serving as a teacher-aide may call the school office. Virtus Training is required for all routinely scheduled volunteers who work directly with the students.

Health Room

The health room is staffed daily from approximately 9:00 a.m. until 1:30 PM. All health information and required records must be made current on an annual basis. Students with on-going medical conditions should be fully aware of their health care management needs. These students should be aware of the administration of personal inhalers, Epipens, and other immediate care medications. Donations of bandages, cotton, gauze and other such items are greatly appreciated.

Lost and Found

Please teach your children to be conscientious in caring for their clothing, books, and other personal possessions. Please label everything brought to school. Unidentified "lost" items are accumulated near the school office. Unclaimed items will be taken to the Thrift Shop at the end of each month.

Transportation

Students can either walk, ride their bikes or be driven by car to Saint Jude School. Bike racks are available on the grounds for student use. To ensure the safety of our students, students/parents are advised to follow the directions of the crossing guards and the school patrols. Traffic patterns should be adhered to on a daily basis.

Health and Wellness

The primary goal of health and wellness education is to influence students' behaviors by enhancing their knowledge and skills, and to help them make healthy eating and physical activity choices. Through the health, science and physical education curricula, students will have opportunities to learn to make positive lifestyle choices regarding nutrition and physical activity. As parents are the primary educators of their children, we respect the nutritional and exercise choices they make for their children.

Pets in the School

For health and safety reasons, family/household pets are not allowed in the school building. This does not include classroom animals. The school administrator, for special educational events such as Saint Francis Blessing of the Animals, Child of the Week celebrations, High Interest Day/Career Day, or "Care for Critters" may grant exceptions.

Archdiocesan Policy 5140.3

Athletic Policy

It is the sole and primary purpose of the Saint Jude Athletic Association to be an extension of the Christian education students receive from Saint Jude Parish. It is our firm belief that an extra-curricular sports program for the boys and girls of Saint Jude can be highly beneficial if properly structured. To this end, girls' and boys' sports are treated in an equal manner with respect to expense, time and energies. The primary goals of the athletic program are:

- to foster a sense of Christian sportsmanship among the students.
- to provide education in the fundamentals of the respective sports.
- to provide an enjoyable pastime for the students.

The students at Saint Jude the Apostle School who participate in athletic programs must understand and accept the responsibility that goes along with their participation. That responsibility states that their academic studies are their primary sole concern at this school, and demand their maximum effort. Other activities are only secondary in nature. This philosophy must be acknowledged and enforced by the parents to insure the best possible education for each child.

Students are expected to follow all school rules and standards of conduct for sporting events either at Saint Jude School or at another location. No gum chewing, eating food, drinking soda, etc. is allowed in the Saint Jude gym area. Students and parents are expected to be punctual in arrival and departure times from practices. Students should arrive for practices no earlier than five minutes before the scheduled time. Students and parents should use the northwest door when entering and exiting from the gym for basketball and/or volleyball practices. **Players are not allowed in unsupervised areas outside the gym area.**

Eligibility and Procedures

The following guidelines will be implemented:

1. Only students in good academic standing in school may participate in practices and games.
2. Academics - Students must maintain a least a 1.7 grade point average at the end of each grading period. Even though the student meets these minimum requirements, he/she could still be suspended from the team for a given period of time. At each grading period and the mid-grading period, the principal will review the student athlete's grades and effort. The athletic director will complete the academic review for parish students not enrolled in the day school. Missing assignments, poor academic work and/or test scores will be reviewed in determining eligibility. At times, depending upon the review, a student may still be suspended for a specific period and be prohibited from participating in practice

- or games even though he/she has met the minimum academic eligibility requirements. On the other hand, with academic improvement and significant effort noted, an athlete may also regain eligibility status at the mid-grading period or anytime throughout the sport season.
3. Behavior – If a student receives an in-school suspension, the athlete may not participate in any extra-curricular activity, including sports, the day of the suspension unless principal approval is received.
 4. Behavior - If a student demonstrates a pattern of disrespect for school standards as noted on the Demerit Record or incurs a serious violation offense, the principal, with recommendations from the teacher(s) involved, will determine eligibility.
 5. Students, parents and coaches will be notified in writing about any changes in eligibility status.
 6. Student athletes are required to have updated health forms signed and filed in the school office at the beginning of the sport season. A valid physical examination record must be on file before practice begins.
 7. All athletes must be protected with their personal insurance. Saint Jude is not liable for any injuries that an athlete may sustain while participating in a Saint Jude School sponsored sport.
 8. An athlete is responsible for all equipment and/or uniforms issued to him/her. Stealing and vandalizing athletic equipment or school property will be subject to disciplinary action by the school administration.
 9. A student disqualified from a sporting event for flagrant or unsportsmanlike conduct, is suspended from further participation in practices or games for no less than one competitive event.
 10. Since we cannot address every possible situation, Saint Jude School reserves the right to review circumstances of individual cases and determine eligibility status.

Athletic Programs

Students in grades 5, 6, 7, and 8 will have an opportunity to compete with teams from other schools in the following sport areas:

Boys – Basketball, Track, or Volleyball

Girls – Basketball, Track, or Volleyball

At this time, Saint Jude School offers these three sports for boys and girls. However, if students and parents express an interest and qualified coaches come forward, the possibility of soccer and/or softball teams could be established in the future. Adequate funding and facilities would need to be available. Those interested should contact the school principal and the athletic director.

A student may not take part in a practice or a game if he/she has been absent from school during the day of the event.

Saint Jude School follows the Archdiocesan regulations regarding grade level participation in sports. The following regulation #6145-2(b) of the Archdiocese of Milwaukee Policies and Regulations for Athletes:

“A student-athlete may participate with a non-archdiocesan team in the same sport during the season provided that the student’s priority and commitment is with the parish/school team, and the student maintains the eligibility requirements established by the school administration and published locally.”

Athletic regulations are prepared by the Archdiocese office and must be complied with by all parishes belonging to the Milwaukee Archdiocese. Among other items, failure to comply with these regulations may result in the loss of liability coverage under the Archdiocesan insurance. A full copy of the Archdiocesan Athletic Policy Manual can be found under the FORMS PAGE of www.yourclasspage.com. Please see file #19.

Practice and game schedules will be provided by the individual coaches. Any additional rules of conduct by the individual coaches should be shared with the Athletic Director.

With the opening of the new activity center and gymnasium, additional rules, regulations and requirements may be established by the Athletic Board for the 2010 – 2011 school year. This information will be shared with the school and parish community at large.

School and Parish Activities

Parish service groups offer activities closely involved with the student's training in religion and participation in parish activities: 1) Altar Servers; 2) Youth Choir; 3) Safety Patrols; 4) Scouting Programs; 5) Student Council; and 6) Student Initiated Fund Raising.

Training for altar servers begins in the fifth grade. Students are given regular service assignments for weekend Masses. Encouragement on the part of parents for servers to keep their assignments is deeply appreciated. Once the student joins the server program, a note from a parent is required to withdraw. Additional duties and responsibilities will be explained during the server training sessions.

Students in grades 3 through 8 have the opportunity to belong to the Saint Jude Youth Choir. Participation includes a one-hour weekly rehearsal and attending scheduled concerts and events. Rehearsal times and dates will be announced at the beginning of the school year. Students participating in the Youth Choir understand and accept the time commitment to be an active, contributing member of this choir. No one is turned away from choir except for lack of cooperation and interest. Once students decide to join the choir, a note from a parent is required to withdraw.

Saint Jude School Safety Patrol members help with traffic control and look after the safety of our children before and after school. Typically, sixth grade students perform these duties under the direction and supervision of a staff member for two quarters of the school year.

Students in the Middle School are encouraged to participate in the leadership of the Saint Jude Student Council. After a Middle School election, a Student Council Board, under the direction of teacher moderator(s), plans and implements civic and social activities throughout the school year. Initiatives are determined on a yearly basis depending on the ever-changing needs of the school and community. All initiatives require school administration approval.

Each year the eighth grade class conducts various fundraisers to help finance school sponsored class trips. In addition, these funds help finance a farewell gift to the school given around graduation time. Fund raising programs are under the supervision of a teacher or parish adult member.

A Scouting Program is offered to girls and boys in grades K5 through Grade 8. Information is distributed through the school regarding participation and scheduled events. The Scouting Programs are dependent upon parent leadership.

Saint Jude the Apostle Service Hours

Performing service for others is an important way for our children to grow. Service to others can be a rich learning experience. Parents are asked to foster and encourage this spiritual experience. In the true spirit of Christian giving, our entire student body will be encouraged to participate in service-oriented projects. To promote a true commitment to community service, several of our grades will coordinate special projects. For the year 2010 – 2011, Grade 2 will coordinate *Coats for Kids Project or Sweaters for Mr. Rogers*; Grade 3 will continue as *Pen Pals* with the San Camillo residents; Grade 4 will conduct a *Used Book Drive*; and Grade 5 will organize the *Second Harvest Food Drive*. In addition to these all-school activities, Middle School students in Grades 6, 7, and 8 are required to perform specific service hours.

The service hours for Middle School students may be completed as community hours and/or church/school service hours. Each grade level has an appointed Service Hour Monitor. The Service Hour Monitor completes the paperwork and records service hours completed by students. Service Hour Forms are available in the school office. Students turn in completed service hour sheets to the appropriate mailbox located in the school office. The person in this role works in partnership with the students, parents, and the school to foster a sequential, developmental approach toward building service-minded Christians.

To increase the incentive to complete service hours, students who complete the service hour requirements will receive a half grade higher on their fourth quarter religion grade. Conversely, students who do not complete the service hour requirements will receive a half grade lower on their fourth quarter religion grade. For example, a student who completes the requirements will improve his/her grade from a letter grade of “B” to a “B+”. Vice versa also applies, if a student does not complete the requirements, his/her fourth quarter grade will be lowered from a letter grade of “B” to a “B-”.

The requirements for grades 6, 7, and 8 are as follows:

Grade 6

*School Patrol Duty: Each sixth grade student shall perform the duties of either a morning arrival or afternoon dismissal patrol for **two quarters of the school year**. The patrol monitor will assign the quarters and the shift times to be served.

*During one school class period, sixth grade students, under the direction of the religion teacher, will prepare sandwiches for an area meal program.

*Each sixth grade student shall volunteer for a minimum 2-hour shift at Winterfest.

*In addition to the patrol duties, Winterfest and sandwich making, students shall complete 2 hours of parish/ school/ community service.

Grade 7

*Each seventh grade student shall volunteer for a minimum of 3 hours at the Saint Jude Thrift Shop. Students with last names beginning with the letters A through I shall complete these hours during the First Quarter. Students with last names beginning with letters J through M shall complete these hours during the Second Quarter. Students with the last names beginning with the letters N through S shall complete these hours during the Third Quarter. Students with the last names beginning with the letters T through Z shall complete these hours during the Fourth Quarter. Students wishing to complete their service hour requirement before the school year begins should contact the Thrift Shop during the summer months and make arrangements with the scheduler.

These are additional hourly requirements not included in the required hours stated above:

*Twice each year, seventh grade students are expected to assist with the fall/spring yard clean-up and the gym clean-up.

*Each seventh grade student shall volunteer for a minimum 2-hour shift at Winterfest.

*During one school class period, the seventh grade students, under the direction of the religion teacher, will prepare sandwiches for an area meal program. This service session will be much appreciated by designated organizations.

In addition to the 3-hour Thrift Shop requirement, the fall/spring yard and gym clean-up requirements, the 2-hour Winterfest requirement, and the meal preparation activity, students shall complete 3 hours of additional parish/school/community service outside of school time.

Grade 8

*Once each quarter during the school day, under the supervision of the religion teacher, each eighth grade student shall be involved in a minimum of 4 sessions of tutoring at our school. These in-house tutoring sessions will be with various lower grade students.

*During one school class period during the first semester, the eighth grade students, under the direction of the religion teacher, will prepare sandwiches for an area meal program. This service session will be much appreciated by designated organizations.

*Each eighth grade student shall volunteer for a minimum 2-hour shift at Winterfest.

In addition to the service requirements listed above, students will complete 8 hours of additional parish/school/community service. As we are looking for a variety of service experiences, weekend liturgy serving in any capacity may count for a maximum of two hours.

The students will be monitored each quarter to check progress. Parents will receive a copy of this report with the quarterly report cards. To be given full credit reflective in the fourth quarter religion grade, students must submit service hour forms by **Wednesday, May 11, 2011**. Verification signature forms are available in the school office. When the students perform service hours, they need to have these forms signed by the supervisor, monitor of the volunteer hours or parent. These signed forms should be returned to the Service Hours Mailbox located in the school office to ensure credit is recorded. Students and parents are encouraged to retain a copy for their own personal records. It is important that each child accomplish his/her service hour goals in a timely manner. Service hour status is available for student or parental review with the Service Hour Monitor any time during the school year. If time management is an issue for your family, students are encouraged to meet these service hour requirements during the summer months prior to the start of the school year.

Saint Jude School is committed to meaningful all-school service projects throughout the school year. With the support of the school faculty, the Religious Education Director, the School Liturgy Committee, the Student Council and concerned parents and students, Saint Jude School continually strives to meet the needs of our parish and community.

Parents are responsible for the safety and welfare of their child when selecting the appropriate community service project. Ideas and suggestions are available. However, it is recommended that your child participate in projects where the parents are most familiar. At times, adult supervision may be necessary to ensure proper safety.

Students are asked to choose a variety of service projects throughout their Middle School years at Saint Jude the Apostle School. In religion class, students will keep a portfolio of service that they have donated/committed in various categories during each year. It is recommended that over the three years, students perform many kinds of service, some suggestions would include, but are not limited to:

School

- Assisting with clean-up in the school
- Market Day student helpers
- Girl Scout programs and service
- Boy Scout programs and service
- Athletic concessions and clean-up
(beyond hours required)
- After-school tutoring of Saint Jude students

Parish

- Weekend altar servers
- Serving at Sunday Hospitality
- Serving for funerals or weddings
- Singing in the choir
- Being a cantor or reader for Sunday liturgies
- Assisting with grounds clean-up
- Thrift Shop
- Ushering

Community

- Raking or shoveling for a neighbor without pay
- Baby-sitting for a friend or neighbor without pay
- Volunteering and/or visiting patients at a nursing home
- Working at places like Saint Ben's, Saint Vincent de Paul, etc.
- Offering to help an elderly neighbor.

Crisis Intervention

Saint Jude School maintains a crisis intervention plan that establishes clear, consistent and coordinated procedures to maximize the safety of student, faculty and staff. The crisis intervention plan will be executed in the event of such crises as natural disaster (e.g. flood, fire) or any other threatening situation. The plan is reviewed annually, or as needed by faculty, staff and students and is in accordance with the Wauwatosa Police/Fire Departments and Saint Jude Parish and School personnel.

School Visitors: Visitors to the school are to sign in at the school office upon entering the school building.

The school is following the local requirements for the safety of the Saint Jude Community.

1. Fire Drills: The Wauwatosa Fire Department establishes the fire code to be met by the school. Fire drills will be conducted periodically throughout the school year.
2. Tornado Drills: During the season when tornados are most prevalent, students and teachers are instructed to follow emergency procedures as kept on file in the school office and in each homeroom.
3. Intruder Drills: Throughout the year students and teachers are instructed to follow directives which relate to unwelcome intruders on our campus. These directives are under the direction of the Wauwatosa Police Department.

Asbestos Hazard Emergency Response Act

Saint Jude School is obliged to comply with the Asbestos Hazard Emergency Response Act (AHERA), which was signed into law on October 12, 1986 and took effect on December 14, 1987. This law requires all local education agencies to inspect all of their buildings for asbestos and to write a management plan for each school identifying how the asbestos will be dealt with. The inspection/management plan for Saint Jude School is located in the Rectory. Along with this plan is an additional book with information pertaining to all asbestos work completed in the school after the initial inspection. This information is available for anyone to review during normal school hours.

If additional information is needed, the school's designated person to contact is Lynn Musolf at 258-8821.

Archdiocesan Regulations Regarding Communications

Community Relations

To maintain harmony within the Christian Community there is a local process by which complaints concerning school or religious education personnel can be handled promptly and sincerely. If assistance is needed, a request may be made to the Director/Superintendent of Schools, Child and Youth Ministries.

Participation by the Parents

The spiritual and human growth of the parish-parent and Catholic high school-parent community is vital to the spiritual and human growth of the child-youth community.

Therefore, programs for the on-going education of parents whose children are involved in child/youth programs are budgeted items in all parishes and Catholic high schools. When appropriate, the larger parish community is included in these programs.

Archdiocese of Milwaukee Policy and Regulation #1230

Release of Student Information

Educational administrators must approve announcements, posters, bulletins and other communications that may be sponsored by an outside organization, but directed to their educational community. Each parish/school has a policy(s) regarding the release of names and addresses according to current legislation.

Archdiocese of Milwaukee Policy and Regulation #1112

Student Records: Confidentiality

The school has the responsibility to keep educational records for each student that will reflect the inter-relationships of the physical, emotional, social, and intellectual aspects of the student's development.

The student, his/her parents, and professional personnel have a right to know the recorded information. Schools follow State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility.

Cumulative records are maintained for each student in the school. Upon the student's entrance into the school, school records are started and the student's history throughout the school system is recorded upon it.

An adult student and/or parents of minor students may have full access to and the right to challenge the accuracy of data collected. No one but school personnel, adult students and parents of minors may have access to student data without a subpoena or written permission of the parents.

Information about students is used judiciously and should always contribute to their welfare. All reports, tests, and evaluation, upon the request of an adult student or parents of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult student or parent/guardian shall upon request, be provided with a copy of the records.

After the student has graduated or terminated his/her education the cumulative record will be maintained for 65 years. Thereafter the records will be offered to the parish for the archives.

Archdiocesan Policy and Regulation #5125

Eighth Grade Recognition Awards

Eighth grade students are eligible to be honored with the following awards upon graduation from Saint Jude School:

Outstanding 8th Grade Leadership Award: To earn the Outstanding Leadership Award, students must exhibit a consistent pattern of school or parish leadership, express respect for others, demonstrate a positive attitude toward learning, participate at a high level during class, exhibit a willingness to share knowledge by helping others, consistently cooperate with the school staff, and maintain high academic achievement. Award recipients must have maintained a 3.3 grade point average or above for the first three quarters of 8th grade. Those being considered for the Outstanding Leadership Award should have been active members and leaders throughout the school, in their classes, and in various clubs or organizations during the Middle School years. Applicants for this award should provide a resume which indicates examples of leadership, not just involvement, over the years. Those interested in applying for this award should procure an application from the school office. Students need to file resumes and apply for this award by May 4, 2011. In addition, middle school teachers may make recommendations to the school administration for recipients of this award.

Saint Jude School Service Award: Willingness to give of one's self is an attribute we greatly appreciate at Saint Jude School. Students with positive attitudes who consistently go the "extra mile" for faculty, staff and fellow students are the likely recipients. Students need to file resumes and apply for this award by May 4, 2011. The middle school teachers make recommendations to the school administration for recipients of this award.

Presidential Award for Educational Excellence: This award is presented to students who have scored in the 85th percentile or above in the Reading or Math Total Battery of the 7th grade IOWA test or other Milwaukee Archdiocese recommended standardized test and who have a 3.5 grade point average or above for the 6th, 7th and first semester of the 8th grade.

Women of Saint Jude Christian Leadership Award: The Women of Saint Jude offer two monetary Christian Leadership Awards to deserving eighth grade students. Award money may be used toward high school tuition, Christian leadership camp, service projects or a Christian charity.

The Dr. Peter Danner Scholarship Award: The Dr. Peter Danner Scholarship Award has been established in memory of Dr. Danner, the founder of the Men of Saint Jude Awards Night. Each year one scholarship will be awarded for \$500. The money will be applied to the school commitment for the recipient for the upcoming school year. Academic achievement, community involvement of the student and family, and financial need are the criteria which will be used in determining the winner of this scholarship. Scholarship application forms will be distributed in April.

A variety of student awards may be given throughout the school year. The qualifications for receiving these awards are defined by the respective sponsors. Rules and regulations of each competition are defined by the sponsoring organization. Examples of such awards include the Rotary Club Awards, Journal/Sentinel Awards, Marian Awards and the Knights of Columbus Awards.

All Middle School awards, including the 8th Grade Recognition Awards, will be presented at the Men of Saint Jude Awards Night which will be held Tuesday, May 24th, 2011. Graduation diplomas will be presented at the evening Eighth Grade Graduation Prayer Service scheduled for 6:15 p.m. on Friday, June 3, 2011. Dinner and dancing for the graduate and his/her parents will follow this evening service.

Men of Saint Jude Awards

Students in grades 6, 7, and 8 who have maintained placement on the Honor Roll and/or Principal's Honor Roll for the first, second and third quarters of their respective grades are eligible to receive the Men of Saint Jude Award. In addition students who have placed in district, state or national level academic competitions will receive recognition awards from this organization.

Wauwatosa Public Health Department

A public health nurse is assigned to visit Saint Jude School to:

- confer with parents, teachers, and students as needed.
- maintain health and immunization records for each student.
- plan and supervise such programs as vision, audio and scoliosis screens.
- supervise and plan required Red Cross training of the parent-volunteers who staff the health room during school lunch periods.

Medical/ Dental Appointments

While we appreciate the difficulty at times, parents are asked to make every effort to schedule these outside of class time. Also, vacations should be scheduled with school vacation periods.

Child Abuse Policies and Procedures

Any school administrator, teacher, or related professional who has reasonable cause to suspect child neglect or who has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will reoccur, will report the case immediately by telephone or personal visit to the local County Child Welfare Agency, the Office of the County Sheriff or the City Police Department.

Administration of Prescribed Medications to Students during School

No over-the-counter or prescribed medications of any kind including cough drops, aspirin, or acetaminophen products such as Tylenol may be taken during the school day without written permission from the parent or legal guardian.

The guidelines necessary for your child to be administered a medication:

- Physician Order for Medication Administration Form: This form must be filled out by the prescribing physician and returned to the school office.
- Medication Consent Form: This form must be filled out by the parent or legal guardian and returned to the school office.

Both of these forms are available in the school office and must be on file in the office prior to the administration of any medication.

The medication must be sent to the school office with the following information printed on the container:

- child's full name
- name of the drug and dosage
- time to be given
- physician's name and phone number

Only limited quantities of any medication are to be kept at school.

Medication will be taken by the child at the designated time, administered by the school nurse, or by the other individual who has been identified to do so. A student must be instructed that it is his/her responsibility, if appropriate, not school personnel, to get the necessary medication at the designated time.

The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician. Further written instructions must be received from the physician if the drug is to be discontinued or if there are any changes in the dosage or time the drug is to be administered.

In order for your child to take non-prescription drugs in school, please follow these guidelines:

- for cough drops, send a note with the child who will give the note to the teacher. Child may self-administer. Please discuss appropriate times and procedures. No child should take a cough drop before going out to recess.
- for aspirin or acetaminophen products (e.g. Tylenol), cough syrup, etc. send written authorization to the office along with the medication that the child is to take. Be sure that all are properly labeled with child's name and directions. School office personnel will administer.

Schools recognize the importance and necessity of students being allowed to carry asthma inhalers. Students in grades K- 8 may self-administer certain emergency prescription medications, such as inhalers and diabetic medications/injections, while at school only under the supervision of school staff. An elementary student who has specific medical needs such as the need to carry an inhaler on his/her person, will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher (refer to form in school office). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler or any other self-administered medical procedure.

All medications distributed at school will be kept in a locked cubicle, drawer, or other safe place. All completed forms and medication information will be kept in the school office.

Medications such as acetaminophen or ibuprofen (e.g. Tylenol or Advil) are not administered from the office on a routine basis.

DRESS CODE FOR THE 2010 – 2011 SCHOOL YEAR

Saint Jude the Apostle School, as a private Catholic school, reserves the right to determine and insist upon a norm of appearance for its students. Students are expected at all times, to express their adherence to the academic ideals in their attire, grooming, and personal demeanor. All grooming should reflect a positive self-image and pride in personal appearance. Sloppy clothing and inadequate grooming are not appropriate. The purpose of the uniform code is to promote a positive professional image, to reduce competition amongst students and to provide an economical means of dressing students for school. Students are to dress in a manner that indicates they understand the difference between being dressed for a day at school and dressed for a recreational/social activity outside of school time.

In general, Saint Jude School relies upon the good judgment and cooperation of both their students and parents in the implementation of these norms. Parental supervision is required to ensure their children's compliance with the uniform dress code. Parents should see that their children are in complete uniform before they leave for school. Parents should monitor the changes in uniform guidelines throughout the school year.

These guidelines do not cover every possible situation, but do apply on all school days including Field Trips, Spirit Days, “Dress Up” or “Dress Down” situations. Questionable attire or appearance will be referred to the school administration. The school administration reserves the right to decide upon the appropriateness of the appearance. Inappropriate appearance may result in disciplinary action, a school detention or, in severe cases, the student could be sent home. Students sent home would need to make up for the lost time involved. Continued violations may necessitate a parent conference and further disciplinary action.

Children not in uniform for a valid reason must present a written excuse from the parent to the teacher. This note, in turn, will be forwarded to the school office.

For your convenience:

New uniforms may be purchased at The Uniform Place located at 811 North 68th Street (414-258-7888). In addition to the Uniform Place on 68th Street, we now have another uniform provider, **Land's End**. Saint Jude School is now a “Preferred School” through Land's End and as such will receive 3% of net sales of the **Land's End School Uniform** products only. You must mention or include our preferred school number when placing your order. Our **Preferred School Number is 900133059**.

Used uniforms may be purchased from the Saint Jude Thrift Shop or directly from older Saint Jude students. Some used uniforms are available for purchase at school on Coordination Night.

As students grow and change in size, parents are expected to replace uniforms to ensure proper fit and length. In addition, worn or frayed uniforms need to be replaced to guarantee proper personal attire.

Our Saint Jude School Uniform Code will be enforced as follows:

Shirts – Plain white, navy blue or red knit collared shirts, tailored blouses/shirts or turtlenecks. Plain white, short-sleeved T-shirts may be worn underneath shirts. T-shirts with writing, logos, or designs that show through are not allowed. At all times, shirts for boys must be tucked in. Girls wearing the uniform skirt need to tuck in their shirt or have it folded to be at waist length. When wearing pants or shorts, girls need to have their shirts tucked in. T-shirts may not show at the sleeves or at the hemline of shirts.

Pants – Plain navy or black dress slacks for grades 4K through grade 7. As part of an eighth grade privilege, students in grade 8 may also wear khaki pants. **No cargo-style** pants or pants with additional pockets, studs, or labeling are allowed. When choosing to shop elsewhere, please refer to the selected styles sold at The Uniform Place. Students in grades 2 through 8 should wear a plain blue, black, or brown belt. Belts must be worn with pants that have belt loops. (Belt loops may not be cut off.) Girls may wear pants in place of skirts or jumpers from November 1 through March 31. All uniform clothes must be appropriately hemmed. **All pants worn should be in the style sold at The Uniform Place and designated for Saint Jude School.** In addition to the traditional straight leg style, we have expanded our pant selection to include slightly flared legs for the girls. Only pants in this exact style will be permitted. No studs, low riders and excessive flares are permissible. As this is a new option, we ask for full parental cooperation. This choice selection will be reviewed on an annual basis based upon student conformity. **If there is non-compliance with the selection of pants, we may require the purchase of specific style numbers at assigned stores.**

Socks – For health and hygiene reasons, socks must be worn. The colors for the girls should be either red, navy or white. Girls may choose to wear red, navy or white tights or knee-highs. Limited monograms, logos, and initialing by manufacturers are allowed. No colored striped, extensive writing or advertising permitted. Boys may wear white or black socks. They should be no higher than the ankle.

Jumpers – Girls in 4K through Grade 5 will wear jumpers in the Saint Jude red/navy/white plaid. Dependent upon the weather, plain navy or black slacks or leggings may be worn under the jumper as needed. All uniform clothes must be appropriately hemmed and replaced as needed. During the second semester, fifth grade girls who have outgrown their jumpers may wear pants until the end of the school year rather than invest in a new jumper for this brief timeframe. In addition, shorts may be worn according to the warm-weather policy.

Skirts – Girls in Grades 6 through 8 will wear skirts or skorts of an appropriate length in the Saint Jude red/navy/white plaid. Girls are not allowed to roll up their skirts at the waist to shorten the length. Dependent upon the weather, plain navy or black slacks or leggings may be worn under the skirt as needed. All uniform clothes must be appropriately hemmed and replaced as needed. During the second semester, eighth grade girls who have outgrown their skirts may wear pants until the end of the school year rather than invest in a new skirt for this brief timeframe. In addition, shorts may be worn according to the warm-weather policy.

Sweaters – Plain white, red or navy sweaters, pullovers, cardigan sweaters or sweater vests in the style sold at The Uniform Place may be worn at any time. Fleece, zippered vests or zippered sweaters are not to be worn in class. Sweaters with designs, stripes, or logos are not acceptable.

Sweatshirts – Red, navy or gray, hooded, Saint Jude sweatshirts are the only sweatshirts allowed. These sweatshirts are sold at school through the Home and School Association. Samples are available on Coordination Day. Sweatshirts that are not Saint Jude sweatshirts are not allowed.

Shoes – Preferred colors for dress or tennis/running shoes are black, brown, navy, gray or white. However, the school administration will accept most popular colors and styles, excluding high tops. For safety reasons, shoes must be tied at all times. No sandals, open-toed, open-heeled or open-sided shoes or shoes with wheels are allowed on routine days, Spirit Days or other occasion dress days unless specific permission has been given by the school administration. Our students have daily recess and weekly physical education classes that require an adequate shoe for indoor/outdoor recreational activities.

Jewelry – The only jewelry permitted includes one simple pair of pierced stud earrings in the ear lobe. For safety reasons, no dangling or hoop earrings allowed. Boys may not wear earrings. For both boys and girls, a fine chain with a cross or religious medal and a simple watch are encouraged. Heavy chains, multiple bracelets or multiple rings are not allowed. Please discourage excessive jewelry or bulky items, as they can be a distraction in the classroom setting. Boys and girls are not permitted to wear make-up or nail polish. No visible tattoos are allowed for boys or girls.

Hair – All students are expected to be clean and neat in personal appearance. Hairstyles are to be neatly combed and groomed. Hair is to be kept clean. Only the student's own natural hair color is acceptable. Noticeably dyed, highlighted, bleached, streaked, tipped or hair art are not allowed. Boys must maintain hair length above the collar and with most of the ear exposed. If hair is to be worn over the forehead, it is to be cut above the eyebrow.

Warm Weather Uniform – Optional during the entire months of August, September, October, May and June for Boys and Girls:

Shorts - Navy blue/black walking shorts may be worn in place of the above-described uniform or students may choose to wear the regular uniform. Eighth graders may also elect to wear khaki shorts. **Cargo-style shorts are not allowed. All school shorts need to be in the style of those sold at The Uniform Place designated for Saint Jude School. All shorts should be an appropriate length for school wear-approximately one to two inches above the knee, not to exceed one inch below the knee.** As children can significantly grow during the winter months, this range is important for parents to note and monitor. Since some latitude in short length has been given in this area, it is important to abide by these standards. Capris are also allowed for girls during the warm weather uniform times. Capris must be PLAIN blue or black, and 8th grade girls may wear khaki capris. As always, students may choose to wear the regular uniform.

Layered apparel, such as short sleeve over long sleeve, is not allowed.

The official school uniform colors are red, white, and navy. The red clothing should not be crimson or off red in nature. To provide uniformity, the red in our St. Jude sweatshirt is the red that should be used for shirts and any other clothing articles worn in red.

Dress Code for School on Non-Uniform Days:**Birthday Privilege Out Of Uniform Day:**

For special recognition, students may elect to dress up or dress casual on their birthday or on the school day closest to their actual birthday date. Students who have summer birthdays, may elect to dress out of uniform either on their half-birthday or another mutually agreed upon date with the homeroom teacher.

Appropriate school clothing for Dress-Down Days:

Comfortable casual, weather appropriate clothes in good condition are acceptable. This includes jeans, shorts, cargo pants/shorts, and T-shirts. For safety purposes, students need to wear tennis shoes or dress shoes as previously described. Pants or shorts should not be excessively wide-legged or sagging. Shorts must be consistent with the length of the uniform shorts and may be worn during the months of May, June, September, and October.

Appropriate school clothing for Dress-Up Days:

Proper clothing following the above guidelines should be adhered to on Dress-Up Days. Appropriate “church type” clothing should be worn. These days are not for jeans and T-shirts. These are days to display self-respect and pride in our general appearance. The full support of the parents is needed.

The following clothing is not acceptable for school on any Non-Uniform Days:

No sagging, cut-off, frayed, or torn clothing allowed. Halters, tube tops, spaghetti straps, bare midriffs, short-shorts, low cut pants or shorts, see-through clothing, offensive messages on clothing, and any other clothing deemed unacceptable for school or study are not permitted.

The following clothing is acceptable for Eighth Grade Graduation:

A conservative dress code is the standard for the Saint Jude graduation. Boys are expected to wear dress shirts, ties, slacks, and dress shoes. A sport coat or suit coat is optional. Dresses for girls should be modest and appropriate for an eighth grade graduation. Dress flats or heels may be worn. Students should be able to comfortably walk and participate in the graduation events.

Spirit Days:

To reinforce our Saint Jude School Spirit, approximately once a month, students may wear Saint Jude Spirit Gear T-shirts or Spirit Gear sweatshirts with casual pants, jeans or wind pants. In warm weather months, shorts must be consistent with the length of those sold at The Uniform Place or Land's End. A schedule of "Spirit Days" with specific dress for the day will be distributed at the beginning of each school year. Additional days may need to be announced throughout the year via the Wednesday Parent Newsletter.

Saint Jude Spirit Wear may be purchased through the school office. Adult and children's sizes are available. Samples will be available on Coordination Day. We are the Saint Jude Bobcats!! Let's celebrate our education by displaying our mascot.

Scout Uniforms:

On the day the student has a scout meeting or event, the scout uniform may be worn to school.

Physical Education Clothing:**Grades 4K through Grade 4**

Girls should wear shorts or slacks under their uniform.

In order to preserve the life of the gym floor, a separate pair of gym shoes is highly recommended for all students.

Grades 5 through 8

Students wear the required gym uniform sold on Coordination Day. Replacement uniforms are available for purchase at the school office throughout the school year. Please label all clothing with a permanent marker.

In order to preserve the life of the gym floor, a separate pair of gym shoes is highly recommended for all students.

For the Middle School Students:

Dress Code violations will be addressed in the Discipline Policy of the Parent/Student Handbook.

SAINT JUDE THE APOSTLE SCHOOL

STUDENT GUIDELINES FOR 2010 - 2011

Saint Jude students are in the process of becoming responsible Christian adults. These, along with the directives given in the Parent Handbook, are guidelines which, if followed, will help students to attain their goals and make their years at Saint Jude School run smoothly and successfully.

ACADEMICS - SAINT JUDE STUDENTS SHALL:

- . be on time for school/classes.
- . be prepared for classes.
- . pay attention in class.
- . not leave class without permission.
- . use time well.
- . complete work on time.
- . use books, tools and equipment carefully and appropriately.
- . use library facilities with respect.
- . not touch anything on any desk but his/her own without permission.
- . maintain quiet in halls when changing classes.
- . be prepared for book and locker inspection.

FOLLOW THE INSTRUCTIONS OF ANYONE IN A POSITION OF AUTHORITY.

IN GYM AREA - SAINT JUDE STUDENTS SHALL:

- . understand that gym suits are mandatory for Grades 5 - 8 Physical Education Classes.
- . wear only athletic-type shoes on the gym floor.
- . not eat or drink anything in gym, locker room, or hallways.
- . observe bleacher rules; no stomping or jumping.
- . get permission to use equipment/return to the proper storage area.

FOLLOW THE INSTRUCTIONS OF ANYONE IN A POSITION OF AUTHORITY.

LUNCH HOUR IN CAFETERIA OR CLASSROOM - SAINT JUDE STUDENTS SHALL:

- . talk in a conversational tone of voice.
- . eat only in designated areas.
- . not throw food.
- . clean up on and under your table and chair space after eating.
- . deposit trash and recyclables in containers provided; place unwanted food on stage.
- . not take food or candy to playground.
- . leave quietly to go to the playground area
- . do not litter in halls or on stairs

FOLLOW THE INSTRUCTIONS OF ANYONE IN A POSITION OF AUTHORITY.

DURING OUTSIDE RECESSES - SAINT JUDE STUDENTS SHALL:

- . be involved in a recreational, social or school work related activity.
- . remain within playground boundaries and not move from one playground area to another.
- . not play on the church porch.
- . stay away from shrubbery, gardens, alcove and bike racks.
- . not play on the east side of the church.
- . not climb on any roof. Equipment on a roof or in the creek will be retrieved by an adult supervisor.
- . use playground equipment appropriately.
- . not throw snowballs.

FOLLOW THE INSTRUCTIONS OF ANYONE IN A POSITION OF AUTHORITY.

GENERAL BEHAVIOR - SAINT JUDE STUDENTS SHALL:

- . show courtesy and respect to all others by appropriate language and avoiding inappropriate gestures or physical contact.
- . respect all property, keep hands, feet, books and other objects to himself/herself.
- . expect to pay for or replace any property deliberately or carelessly damaged.
- . maintain a quiet, orderly atmosphere in the building without running, pushing or shoving.
- . not go to lockers at unauthorized times.
- . bring money for necessary purchases only. Do not carry large sums of money to school.
- . stay on the school grounds unless the student has specific permission from the office to leave.
- . sign in and sign out in the school office when arriving/leaving during the school day for any reason.
- . not arrive at school prior to 7:45 AM unless office has been informed of the necessity to do so.
- . No supervision is available prior to 7:45 AM or after 3:20 PM unless in a school sponsored activity. Administration does not accept responsibility for students who do not comply with these hours.

- . be conscientious in bringing communications from parents to school and from school to parents.
- . present notes from parents to administration and to teachers affected, prior to any planned absence.
- . dress within the dress code.
- . only ride bikes on the playground from 7:45AM to 3:30PM.
- . park and lock bikes on racks provided. The school is not responsible for loss or damage. Fire laws prohibit bikes inside the building.
- . not bring skateboards, radios or any electronic equipment to school.
- . not carry or chew gum anywhere on grounds or in buildings. Eating is allowed only in the assigned areas.
- . not "Expect" to use office phone except in cases of emergency. Carry money with you to pay for calls.
- . ask for help if needed.
- . If cell phones are brought to school, they must be turned off during the school day. Any phone calls that need to be made during the school day should be made in the school office. Phones that ring during the day will be sent to the school office and parents are required to pick them up.

FOLLOW THE INSTRUCTIONS OF ANYONE IN A POSITION OF AUTHORITY.

STUDENT IMMUNIZATION LAW

AGE/GRADE REQUIREMENTS FOR THE 2010 – 2011 SCHOOL YEAR

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschooler children. For that schedule, contact your doctor or local health department.

Immunization requirements for students in Grades K4 and Grade 8 for the 2010 – 2011 school year are:

Age/Grade	Number of Doses					
Pre K (2 years through 4 years)	4 DTP/DTaP/DT ²	3 Polio	3 HepB	1MMR ⁵	1 Var ⁶	
Grades K through 2	4 DTP/DTaP/DT/Td ¹	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶	
Grades 3 through 5	4 DTP/DTaP/DT/Td ²	4 Polio ⁴	3 Hep B	2MMR ⁵	1 Var ⁶	
Grades 6 through 8	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 HepB	2MMR ⁵	2Var ⁶

DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable.)

DTP/DTaP/DT/Td vaccine for students entering Pre K and Grades 1 through 12: Four doses are required. However if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable.)

Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.

Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable.)

The first dose of MMR vaccine must have been received on or after the first birthday. (Note: a dose 4 days or less before the 1st birthday is also acceptable.)

Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

Please be sure that all children are up to date on required immunizations. The above schedule details those immunizations required by Wisconsin state law. Please visit your doctor or the health department during the summer months to update each child's medical profile.

Students who take routine or daily medications need to have individual medication forms completed by his/her physician. These forms are available in the school office at the parent's request.

Students in grades five through eight wishing to participate in parish-sponsored sports will need a current Physical Examination form completed by the family physician. Physicals are good for two years. The expiration dates of those physicals appear on the Student/Medical/Emergency Information form. Completed physical forms must be turned into the school on or before Coordination Day. In addition to the Physical Exam form, each student participating in parish-sponsored sports are required to have a Sports Medical Information form and a Risk Acknowledgement/Consent form on file. These should be turned in with the registration packet.

2010 – 2011 School Year Calendar Highlights

August 26 th	Coordination Night from 4:00 -7:00
August 30 th	First Day of School; Early Dismissal at 11:30 AM
September 3 rd	Early Dismissal at 11:30 - Labor Day Weekend
September 6 th	Labor Day
September 24 th	Early Dismissal at 11:30 AM
October 2 nd	Saint Jude Gala
October 14 th – 15 th	Teachers' Convention – No School
October 29 th	Halloween Parade in Morning; Early Dismissal at 11:30 AM
November 5 th	No School for 8 th Grade – High School Testing
November 11 th	Early Dismissal at 11:30 AM; Conferences from 4:00 – 8:00 PM
November 12 th	No School for Students; Conferences from 8:00 AM – Noon
November 18 th	Open House for Prospective New Families
November 24 th	Early Dismissal at 11:30 AM
November 25 th – 26 th	Thanksgiving Vacation
December 23 rd – January 4 th	Christmas Vacation
January 5 th	Classes Resume
January 21 st	Early Dismissal at 11:30 AM
January 30 th	Winterfest
January 31 st	Winterfest Free Day – No School
February 24 th	Early Dismissal at 11:30 AM
February 25 th	No School – Archdiocesan Inservice
March 7 th – 18 th	IOWA Tests of Basic Skills
March 18 th	Early Dismissal at 11:30 AM
March 21 st	Open House for Prospective New Families
April 21 st – May 1 st	Easter Vacation
May 2 nd	Classes Resume
May 24 th	Men of Saint Jude Awards Night
May 26 th	High Interest Day; No 3K Classes
May 27 th	No School – Memorial Day Weekend
May 30 th	Memorial Day – No School
June 1 st	5K Graduation
June 2 nd	8 th Grade All-school Liturgy and 7 th Grade Call to Leadership Mass
June 3 rd	End-of-Year Prayer Service in Gym at 8:15; Dismissal for Summer Vacation at 9:15 AM 8 th Grade Graduation at 6:15 PM

**These are the highlight dates for the upcoming year.
A more detailed calendar will be sent home each month.
Please check these other calendars for any changes or additions.**

School Supply List for Grades 1- 8

School Supply List for 2010 – 2011

3K and 4K ½ Day List

The kindergarten teachers are asking that the following supplies be brought in by the 3K and 4K half-day classes.

However, since the kindergarten rooms don't have enough storage, the 4K half-day students will be asked to bring their supplies sometime in January. You'll be reminded!
3K FAMILIES, PLEASE FEEL FREE TO BRING THE SUPPLIES ON COORDINATION DAY.

- 1 box of Kleenex
- 1 roll of paper towels
- 1 package of baby wipes
- 2 packages of stickers (no words, please)
- 1 package of napkins
- 1 backpack **large** enough for a pocket folder
- 4K half-day students should bring a bag of dried beans/peas
- 3K students should bring a box of Ziploc bags

Check
this
out.



Grade 1

- Case, Pencil, Cloth, Soft Pouch w/Zipper (3) (Not Plastic)
- Crayons, Crayola, 24 ct
- Dry Erase Marker, Expo 2, Fine Tip (3)
- Eraser, Whiteboard
- Flash Cards, Addition 0-18
- Flash Cards, Subtraction -18
- Folder, Pocket, Laminated (2)
- Glue Stick, Elmer's, Large, White Only (5)
- Glue, 4 oz., Elmer's, Large, White Only (2)
- Index Cards, 3 x 5, Unruled, White, 100 ct (2)
- Markers, Crayola, Broad, Classic Colors, Washable, Set
- Stickers, Postage Size, 2 pkg
- Additional Items Needed:
- Book Bag or Backpack, Large Box Kleenex, Roll Paper Towels, Clorox Wipes, LAST NAMES A-M, Quart Size Plastic Bags, N-Z, Gallon Size Plastic Bags, FOR ART ROOM - LAST NAMES A-L, Extra roll of paper towels, M-Z, Extra box of Kleenex

Grade 2

- Case, Pencil, Soft Pouch w/Zipper (2)
- Crayons, Crayola, 24 ct
- Eraser, Large Pink
- Flash Cards, Addition 0-18
- Flash Cards, Subtraction 0-18
- Folder, Pocket (4) (blue, green, red, yellow)
- Glue Stick, Elmer's, Large
- Glue, 7 5/8 oz., Elmer's (2)
- Index Cards, 3x5, Ruled, White, 100 ct.
- Markers, Crayola, Broad, Washable 8 ct.
- Notebook, Spiral, 70 pg., Wide
- Pencil, #2, Sharpened (6) (not HB 2)
- Pencil, Red (2)
- Pencils, Colored, Crayola, 8 ct. Long
- Ruler, 12", Standard & Metric
- Stickers, 1 pkg
- Additional Items Needed:
- Book Bag or Backpack; 2 Large Boxes of Kleenex; Paper Towels; Empty Pringles Can, 5/4 oz.; LAST NAMES A-K, Quart size plastic bags; L-Z, Clorox wipes; ROOM 207, Box of antiseptic wipes, ROOM 208, Box of hand wipes

Notebook Set, Grade 6 - 8

- Notebook, Spiral, 70 pg. (College (9)
- (black, blue, 2 green, light blue, purple, 2 red, yellow)

4K Full-day Students

- Large backpack (no wheels please)
- One two-bottom pocket folder (laminated type with a fun picture of your choice)
- 5 x 8 inch plastic school box (No zippers please)
- Old oversized t-shirt. This will be our painting shirt. Mom or dad's old t-shirt works great. (No buttons please)
- 2 packages of stickers, 1 sponge
- 2 packages of 80-count or larger baby wipes
- 100-count package or more of drinking straws
- Paper plates: Last name begins with A-J, 1 pkg. of small size plates
- Paper plates: Last name begins with K-Z, 1 pkg. of large size plates (Plates are for paint projects. No plastic please.)
- Ziploc Easy Zipper or Hefty One Zip Bags: Last Name A-J, Quart-size storage bag - 1 box; Last Name K-Z, Gallon-size storage bag - 1 box
- 1 roll of paper towels
- 1 large bag of cotton balls
- 1 or 2 large boxes of Kleenex

Grade 3

- Crayons, Crayola, 24 ct
- Dry Erase Marker
- Eraser, Large Pink (4)
- Flash Cards, Division & Multiplication
- Flash Cards, US States & Capitals
- Folder, Pocket (4) (blue, green, red, yellow)
- Glue, 7 5/8 oz., Elmer's, White
- Highlighter
- Index Cards, 4 x 6 100 ct. (4)
- Markers, Crayola, Classic, Broad, Washable, 8 ct.
- Markers, Crayola, Classic, Fine, Washable, 8 ct.
- Notebook, Composition, Black Marble, 100 pg (2)
- Notes, Post-It, 3x3
- Paper, Looseleaf, Wide, 200 ct. (2)
- Pen, Red, Ballpoint (6)
- Pencil, #2, Sharpened (15)
- Pencils, Colored, Crayola, Long, 12 ct.
- Ruler, 12", Standard and Metric
- School Box, 3x5, Hard Plastic
- Scissors, Fiskars, 6"
- Sharpie, Black, Ultra Fine Point
- Sketch Book, 9 x 12, 30-50 pages
- Stickers, Seasonal, Pkg
- Watercolors, 8 ct.

Additional items needed:

- Book Bag or Backpack, 3 Boxes of Kleenex, Roll of paper towels, Pkg. Clorox wipes, Old sock for eraser, Box of ziplock bags as follows: LAST NAMES A-G, Sandwich size H - N, Quart size, O - Z, Gallon size.

Grade 4

- Binder, 1", 3-Ring
- Calculator, Basic
- Case, Pencil, Soft Pouch, Zippered
- Crayons, Crayola, 32 ct. (2)
- Dry Erase Marker, 5 pk
- Eraser, Large Pink (2)
- Folder, Accordion, 13 Pocket
- Folder, Pocket, Plastic, Blue
- Glue Stick, Elmer's, 77 oz.
- Glue, White, 4 oz., Elmer's
- Markers, Crayola, Broad, Washable, 8 ct.
- Markers, Crayola, Fine, Washable, 8 ct.
- Notebook, Spiral, 70 pg. Wide (5)
- Notebook, Composition, Black, Wide, 100 ct.
- Notes, Post-It style, 3 x 3, 100 ct.
- Paper, Looseleaf, Wide, 200 ct. (2)
- Pen, Red, Ballpoint (3)
- Pencil, #2, Sharpened (12)
- Pencils, Colored, Crayola, 24 ct. Long
- Ruler, 12", Standard & Metric, Clear Plastic (2)
- Scissors, Fiskars, 6"
- Shoe Box, Plastic, 6 qt.
- Sketch Book, 9 x 12, 30 - 50 pgs.
- Watercolors, Crayola, 8 ct.

Additional items needed: Backpack; 3 Large boxes of Kleenex; Clorox wipes; Box of gallon ziplock bags; 2 rolls of paper towels

5K Students

- Backpack, large enough for a 2-pocket folder
- 1 package of paper towels
- 1 box of Kleenex
- 1 package of stickers
- Refill package of baby wipes
- 2-pocket folder

If your last name begins with A - L, you'll need to bring 1 package of small plain white paper plates
 1 bag of cotton balls
 If your last name begins with M - Z, you'll need to bring 1 box of Ziploc bags.

Grade 5

- Binder, 1", Heavy Duty, Black (2)
- Case, Pencil, Soft Pouch
- Crayons, Crayola, 24 ct
- Folder, Pocket (5)
- Glue Stick, Elmer's, 21 oz.
- Glue Stick, Elmer's, 77 oz (2)
- Glue-All, Elmer's, 4 oz. (3)
- Index Cards, 3 x 5, Ruled, 100 ct. (2)
- Markers, Crayola, Broad, Washable 8 ct
- Markers, Crayola, Fine, Washable 8 ct
- Notebook, Spiral, 70 pg. Wide (2)
- Paper, Looseleaf, Wide, 200 ct.
- Pen, Erasable, Black (2)
- Pen, Red, Ballpoint (2)
- Pencil, #2, Sharpened (4)
- Pencils, Colored, Crayola, 12 ct. Long
- Ruler, 12", Standard & Metric
- Scissors, Fiskars, 6"
- Sketch Book, 9 x 12, 30-50 pgs.
- Watercolors, Artista (by Crayola), 8ct

Additional items needed:

- 3 Large Boxes of Kleenex; Bleach Wipes or box of ziplock bags; Backpack

Grades 6-7-8

- Binder, 1", Heavy Duty, Insertable White; Gr 6-(1), Gr 7-8 (2)
- Calculator, TI-30XA, Scientific
- Case, Pencil, Soft Pouch
- Compass
- Dictionary, Webster's II, New Riverside
- Divider Tabs, 16 ct (Gr 6)
- Eraser, Pencil/Pen
- Flash Drive, 1 GB (2)
- Folder, Accordion, 13 Pocket
- Glue Stick, Elmer's, 77 oz. (3)
- Glue, 4 oz., Elmer's, White
- Highlighter (5)
- Index Cards, 3 x 5, Ruled, 100 ct.
- Index Cards, 3 x 5, Wirebound, 50 ct. (Gr 6)
- Markers, Crayola, Broad, Washable 8 ct. (Gr 6 & 8 - 1, Gr 7-2)
- Markers, Crayola, Fine, Washable 8 ct. (Gr 6 & 8 - 1, Gr 7 - 2)
- Notebook, Spiral, 70 pg. College (9)
- (black, blue, 2 green, light blue, purple, 2 red, yellow)
- Paper, Graph, 1/2"
- Paper, Looseleaf, College, 200 ct. (2)
- Pen, Black, Ballpoint (12)
- Pen, Blue, Ballpoint (12)
- Pen, Red, Ballpoint (6)
- Pencil, #2, Sharpened (12)
- Pencil, Colored, Crayola, 12 ct Long (Gr 6 & 7 - 1, Gr 8 - 2)
- Protractor, 6" clear
- Ruler, 12", Standard & Metric
- Scissors, Fiskars, 7"
- Sharpie, Black, Extra Fine (Gr 6)
- Sharpie, Black, Fine (Gr 6, 7, 8)
- Sketch Book, 9 x 12, 30 - 50 pgs. (Gr 6)
- Thesaurus, Roger's II
- Watercolors, Prang or Crayola, 8 ct. (Gr 8)

Additional items needed:

- 3 Large Boxes of Kleenex; Backpack; Box Clorox Wipes; Roll of paper towels; University of Chicago Spanish Dictionary; GRADE 7-8, Sketch Book 9 x 12 - 30-50 pages (only if new one is needed)