

# **Saint Jude School**

**Educating hearts and minds in mercy, service, and academics**



## **Calendar / Handbook**

Monsignor Francis W. Beach, Pastor  
Sister Elizabeth Marley, RSM, Principal

323 W. Butler Avenue  
Chalfont, PA 18914  
Phone: 215-822-9225  
Fax: 215-822-0722  
[www.stjudeschool.com](http://www.stjudeschool.com)

## Table of Contents

### Page 1

- Forward
- Mission Statement
- Archdiocesan Admission Policy
- Admission Requirements
- Registration/Re-registration

### Page 2

- School Hours
- Daily Schedule
- Absences
- Lateness Reporting Procedure
- Leaving School During School Hours

### Page 3

- Appointments
- Vacations
- Transfer of students
- Arrival Procedures
- Bikers/Walkers

### Page 4

- Morning Car Drop Off – 8:15 - 8:30 am
- Bus Transportation – am and pm
- Dismissal Procedures
- School Cancellation/Emergency Closing
- Illness During School Hours

### Page 5

- Personal and School Property
- Cellular Telephones/Pagers/Handheld Electronic Games and E-Readers
- Lost and Found
- Assessments, Report Cards, Standardized Testing

### Page 6

- Dress Code

### Page 7

- Hair Styles/Grooming
- Jewelry
- Out of Uniform
- Code of Conduct
- Violent/Threatening/Harassing/ Inappropriate Conduct

### Page 8

- Harassment and Bullying
- Dismissal/ Expulsion

### Page 9

- False Alarms
- Student Self Discipline
- Health Services
- School Nurse
- Required Immunizations

### Page 10

- Required Health Examinations
- Medication Dispensing Policy
- Communicable Diseases

### Page 11

- Food Services
- School Volunteer Policy
- School to Home Communications
- Visitors and Conferences/Appointments
- Acceptable Use Policy for Technology

# SAINT JUDE CATHOLIC SCHOOL CALENDAR/HANDBOOK

## Forward

This Calendar/Handbook has been compiled for your convenience. Through it, you are made aware of the school's policies and procedures as well as many important dates. It is important that you adhere to these regulations and encourage your children to do the same. With your cooperation our school will run smoothly and our parent-teacher partnership will achieve its goal of educating the whole child.

## Mission Statement

Saint Jude Catholic School is a Christ-centered community that integrates strong Gospel values, the charism of mercy, and academic excellence. We strive to instill in our students a lifelong love of learning, a commitment to service, and the skills necessary to become fruitful members of the church and world.

## Archdiocesan Admission Policy

As part of the Archdiocese of Philadelphia, Saint Jude School admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to the students. The school does not discriminate in the administration of its educational policies, its admission policy or in any school-administered program. The school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit.

## Admission Requirements

Admission and continued enrollment is open to all registered members of Saint Jude Parish and to members of other parishes that do not have a parish school. For admission to the following classes, a student must meet these age requirements by September 15 of the year entering: Pre School – 3 years old; Pre K – 4 years old; Kindergarten - 5 years old; First Grade – 6 years old.

The student must also have a Baptismal Certificate (if baptized), State Birth Certificate, Documents of proof of Immunizations and the required Registration Fee.

## Registration/Re-registration

Dates for registration for Pre-School, Pre K, Kindergarten and other students new to Saint Jude Parish School will be published in the Church bulletin. Re-registration information is disseminated through the school communication envelope and the Church bulletin. There is a non-refundable fee due at the time of registration/re-registration. Following the registration/re-registration period, **every change of address, phone number, e-mail address, or family name must be reported to the principal or secretary as soon as possible. Up-to-date records are needed for daily communication and in case of an emergency.**

## School Hours

*Full Day Preschool Pre K, Kindergarten, First through Eighth Grade	8:30 am – 3:15 pm
Kindergarten or Pre K- am Class	8:30 am – 11:45 am
Two Day Preschool am Class	8:45 am – 11:15 am

\*Supervision of students in Full Day Programs/Grades begins at 8:15 am. Upon arrival, students report to their homerooms.

## Daily Schedule

8:35 am	Prayer Bell
8:40 am	Classes Begin
12:30 pm	Lunch
1:20 pm	Afternoon Classes Begin
3:05 pm	Classes End
3:10 pm	Prayer and Announcements
3:15 pm	Dismissal

## Absences

**In order to protect your child's safety, a call to the school office on the day of absence is required. Please call the school office (215-822-9225) between the hours of 7:00 – 9:00 am to report the absence.** A written note from the parent/guardian to the homeroom teacher stating the date/s and cause of absence is required on the day your child returns to school. If a child is absent more than three consecutive days, a physician's note is required. A child will be sent home if he/she has an elevated temperature or is vomiting. A Homework Policy Form, completed annually by the child's parent, stipulates how a child will receive his/her missed assignments.

## Lateness Reporting Procedure

Students arriving between 8:35 and 10:30 am will be marked late. If arriving after 8:35 am, a student reports to the office accompanied by a parent/guardian who signs the child in with the date and time of arrival and the reason for lateness. Chronic lateness will result in administrative review and a parent conference.

## Leaving School during School Hours

Parents/guardians must notify the homeroom teacher if the child needs to leave the school during school hours. A child who leaves school before dismissal must be signed out at the Main Office. Students leaving for the day before 10:30 am are marked with a full day's absence. Students leaving after 10:30 am but before 2:00 pm are charged with a pm absence. For security reasons, a child must be picked up and signed out at the Main Office. Upon return, the parent must accompany the child to the Main Office and sign in the time of return. Parents/guardians are not permitted to go directly to the child's classroom.

## Appointments

Parents/guardians are urged to arrange doctor and dental appointments for their children on school holidays or after school hours. When it is necessary for a child to be excused from school before the regular dismissal time, a note from the parent/guardian must be given to the child's homeroom teacher in the morning. A child leaving school early must be picked up by the parent/guardian or an authorized person representing the parent/guardian. The parent/guardian or authorized person must sign the child out from school in a book located in the Main Office. For the safety of the children, no child will ever be released early from school to meet a parent outside.

## Vacations

Although the choice to take a family vacation while school is in session is ultimately left to parental discretion, these vacations are strongly discouraged. Children who are absent because of family vacations miss valuable classroom instruction which cannot be replaced.

The policy regarding vacations is as follows:

1. A note stating the reason and the travel dates must be sent to the Principal's Office at least one week prior to the vacation.
2. Advance assignments will not be given to any student prior to the vacation.

3. Work which the student has missed will be gathered during his/her absence and will be given to the student when he/she returns to school.
4. All make-up work will be due within a reasonable amount of time to be determined by the individual teacher.
5. Students will be given ample notification by the teacher as to dates to make-up any quizzes or tests missed during the vacation period.

### **Transfer of Students**

If a student is transferring to another school, parents are requested to arrange a meeting with the principal to obtain the official transfer form and also to sign a permission form for release of records. Records are not forwarded to another school unless this form has been signed by a parent. School records will be forwarded to the child's new school upon request from that school.

### **Arrival Procedures**

When the students arrive at Saint Jude they are to proceed immediately to their classrooms. No students should arrive earlier than 8:15 am, unless pre-arrangements have been made. Teachers will be in their classrooms to provide supervision at 8:15 am.

### **Bikers/Walkers**

Bikers/walkers enter the school grounds via the path from Rte 202. The children will enter the school using the top main doors and go directly to their classrooms. Children riding a bicycle must wear a helmet. It is recommended that each bicycle be secured with a lock. Saint Jude does not take responsibility for any bikes that are stolen or damaged on school property.

### **Morning Car Drop Off – 8:15 – 8:30 am**

**The speed limit for the school grounds is 5 mph.** Cars enter Saint Jude grounds via the entrance driveway, turn right at first driveway, follow the circular drive and stop to let students out of the car close to the sidewalk. Students should be prepared to exit the car on the passenger side and have all of their belongings with them. Students enter school via the top main doors of the original building and report directly to their homerooms.

Parents wishing to assist their children with items to be carried into school do not use the drop off driving area but must proceed to the parking lot, park your car, and walk with your child to the main entrance of the new addition. Parents entering the building must first report to the Main Office and sign in; upon leaving, parents sign out. Thank you for your full cooperation with our safety measures.

### **Bus Transportation – am and pm**

Bus transportation is provided for students according to the regulations of the school district in which students reside. Parents sign a bus registration form at the time of registration at Saint Jude School and will receive bus service based upon eligibility as determined by the local district. Students who ride the bus are required to adhere to the safety and behavioral expectations of the school district. Students who are uncooperative lose their privilege of riding the bus; parents must then assume responsibility for the student's transportation to and from school. Buses will both drop off and pick up students in the circular driveway at the main entrance of the school. Students should arrive between 8:15 and 8:30 am. Dismissal begins at 3:15 pm; buses depart by 3:40 pm.

## **Dismissal Procedures**

### **Walkers/Bike Riders**

Students who walk or ride a bike home from school will be called to leave first and will be walked to Rte. 202 by a school faculty/staff member. Students are required to abide by all traffic and safety rules.

### **Afternoon Car Pick up – 3:15 pm**

**The speed limit for the school grounds is 5 mph.** Cars enter Saint Jude grounds via the entrance driveway and proceed directly past the school building to the large parking area. After parking, parents walk to the playground area to meet their children who are led to this area by school faculty/staff members. Students are directed to wait with the school staff until their parents have met them in the playground area. Please be prompt.

### **Bus Transportation – 3:15 – 3:30 pm**

Students who have been assigned to ride the bus will be called to board the bus after the car line has left the building. Only students who are assigned to the bus are permitted to ride for insurance purposes. Requests for change of bus are only granted in case of emergency and within the school district in which the student resides; requests for social events, parties, sporting activities, etc. will not be granted.

### **Dismissal with No Bus Transportation**

Parents are requested to follow the directions for “Afternoon Car Pick Up” as stated above. Parents must park and walk to the playground area to meet their children. Students are directed to remain with their homeroom teacher until the parent arrives to pick them up. Your promptness and cooperation are appreciated.

### **School Cancellation/Emergency Closing**

Saint Jude School follows the direction of Central Bucks School District in regard to weather related cancellations or early closings. Information will be posted on the school website, [www.stjudeschool.com](http://www.stjudeschool.com). An automated emergency phone system is utilized to inform parents of emergency situations. This system is dependent upon accurate and updated family information; therefore, changes in any of the following phone numbers must be reported immediately to the school office: home, work, cell, and emergency alternative numbers. Your cooperation is appreciated.

### **Illness during School Hours**

If a student becomes ill during the school day, with a parent or a designated adult must come to the school office for the student. An emergency card, completed annually by the student’s parent, is kept on file in the Health Room listing the names and phone numbers of persons to be notified in case of illness or injury. Please notify the office of any changes in persons or numbers immediately.

### **Medications**

Medicine for chronic illness must be labeled and accompanied by specific directions and permission from a physician for dispensing it. Medicines needed on a daily basis are kept in the Health Room. Students are not permitted to have medications with them in school, neither prescription nor over-the-counter medicine. Please notify the school Nurse if any medications need to be dispensed.

### **Personal and School Property**

Students are responsible for the care of textbooks, Library books, and all school materials given to them. Student are required to keep textbooks covered, carry them in a school bag and return Library books on time and in good condition. Students are also expected to care for their own personal belongings such as clothing, lunch and school bags and all other items. **Students must have their names on all personal belongings** and items used in school, encouraging students to become responsible and accountable for material things. Students are also responsible for the proper use of desks, hallways, lavatories, and schoolyard. Students responsible for defacing or destroying property will be held liable for the restoration of all damages.

### **Cellular Telephones/Pagers/Handheld Electronic Games**

Cell phones, handheld electronic games, I Pods and other items that in the view of the administration and faculty may be disruptive or distracting to the learning environment, are not permitted in school. At a parent's request, a student may bring a cell phone kept in a school bag or backpack for emergency or after school activities only. In this case, students are not permitted to use the cell phone for any reason during school hours. Saint Jude is not responsible for the loss or theft of any of the above mentioned items.

### **Lost and Found**

Labeling all personal items reduces the risk of losing them and facilitates the return of items to their owners. Lost items are taken to the office and stored for a time in the Lost and Found Box located at the stairway leading to the cafeteria. Unlabeled items not claimed within three weeks are given to the needy.

### **Test, Report Cards, and Progress Reports**

Tests grades are posted online for each student and are accessed by parents through the MyStudentProgress (MSP) portal. Students in Grades 3 through 7 in the Archdiocese of Philadelphia take a standardized test annually to measure achievement and to indicate their potential. Test results are shared with parents. Archdiocesan report cards are issued three times a year to students in Grades K through 8. Report card grading takes into account teacher judgment, pupil participation, objective tests, class work, and homework, including First in Math and Accelerated Reader assignments. Parent/teacher conferences are scheduled on the Tuesday evening (4:30 to 7:30 pm) and the Wednesday morning (8:30 to 11:30 am) before the Thanksgiving Holiday. At the subsequent trimesters, conferences are held at the request of the teachers and/or parents.

### **Homework**

Homework is an important aspect of the learning process that supplements and reinforces class work and develops skills. Parents can help their child greatly by arranging a definite supervised homework study period. Homework is the student's responsibility and it must be completed with emphasis on accuracy and neatness. Each student is required to write down the homework in an assignment book. Parents will be notified if homework is not completed on a consistent basis. Teachers in K through 8 Grades also post the daily home assignments on their grade level web page. The following times are suggested for homework, both written and study assignments:

Grade 1 and 2:	30 minutes	Grade 3 and 4:	60 minutes
Grade 5 and 6:	90 minutes	Grade 7 and 8:	120 minutes

## Dress Code

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about himself/herself, he/she acts and works accordingly. Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the Principal.

Students in grades 1 through 8 wear a uniform every day. Uniforms are to be worn in a presentable manner and kept in good condition. Preschool, Pre-Kindergarteners and Kindergarteners wear the Saint Jude gym uniform pants, white golf shirt with school logo, and sneakers daily. School uniforms are purchased from:

**Flynn & O'Hara Uniforms: Springhouse Plaza, 901 North Bethlehem Pike, Springhouse, PA 19477      1.800.527.4689**

**Girls: Grades 1 through 4 (Cold weather/ Nov. - Apr.)**

Jumper    Plaid with Saint Jude School logo  
Blouse    White with Peter Pan collar/or White golf shirt with  
            School logo and banded waist  
Sweater   Navy blue cardigan with school logo  
Socks     Navy blue knee socks or tights  
Shoes     Tan Bucks with scuff proof sole

**Girls: Grades 5 through 8 (Cold weather/Nov. - Apr.)**

Skirt      Plaid Saint Jude kilt  
Blouse    White golf shirt with school logo and banded waist  
            Sweater – Navy blue crewneck with school logo  
Socks     Navy blue knee socks or tights  
Shoes     Tan Bucks with scuff proof sole

\*Saint Jude gym pants may be worn under uniform in cold weather.

**Girls: Grades 1 through 4 (Warm weather/Sept., Oct., May, June)**

Navy blue dress shorts, white golf shirt with school logo  
and banded waist, crew socks and sneakers.

**Girls: Grade 5 through 8 (Warm weather/Sept., Oct., May, June)**

Navy blue dress shorts, white golf shirt with school logo  
and banded waist, crew socks and sneakers  
OR  
Plaid school kilt, white golf shirt with school logo and banded  
waist, crew socks, and sneakers

**Boys: Grades 1 through 8 (Cold weather/ Nov. - Apr.)**

Pants    Navy blue dress pants  
Shirt    White golf shirt with school logo and banded waist  
SJS Pullover sweater or vest  
Shoes – Tan Bucks with scuff proof sole

**Boys: Grades 1 through 8 (Warm weather/Sept., Oct., May, June)**

Pants - Navy blue dress shorts  
Shirt- White golf shirt with school logo and banded waist  
            crew socks and sneakers

**Gym Uniform: (Cold weather/ Nov. – Apr.)**

Grey St. Jude T-Shirt sold at School  
Navy blue school sweat pants  
Navy blue school sweatshirt with school logo  
crew/ankle socks, sneakers

**Gym Uniform: (Warm weather (Sept., Oct., May, June)**

Grey St. Jude T-Shirt sold at School  
Navy blue mesh shorts with school logo  
crew/ankle socks, sneakers

### **Hair Styles/Grooming**

Student's hair is to be neat and clean, and groomed conservatively. No extreme styles (i.e. tails, hair sculpting), bleaching or coloring, Students are expected to come to school in a state of cleanliness. Girls may not wear make-up or colored nail polish. Boys' hair should be no **longer than collar length**. Please limit grooming extremes to non-school months.

### **Jewelry**

Girls may wear small pierced earrings (one earring only in each ear). Boys are not permitted to wear earrings. Bracelets: both, ankle and wrist, pins and buttons are not part of the school uniform. This includes all rope, yarn and beaded neck, wrist and ankle bands. A religious medal or cross on a chain is permitted.

### **Out of Uniform**

If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child's teacher who will forward it to the principal.

### **Code of Conduct**

Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed and respectful Christian. Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for self, classmates, teachers, and any adults standing in place of a teacher (teacher aides, lunch and recess aides, bus drivers), thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with the school policies and regulations must accept the consequences. The discipline code applies to students and parents/guardians both in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

### **Violent/Threatening/Harassing and Inappropriate Conduct**

It is the intent of the School to provide an educational environment free from all forms of improper threats, intimidations, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the School. Unacceptable conduct – either by a student or a parent/guardian – includes, but is not limited to, the following:

- Disrespectful behavior of any kind toward or about any staff member, student, volunteer, or parent
- Insubordination
- Fighting: aggressive verbal or physical behaviors
- Bomb scares or triggering other false alarms
- Lying, cheating and/or plagiarism
- Use or possession of drugs, drug paraphernalia, or alcohol
- Smoking
- Stealing
- Intimidation of any kind; harassment or threats of any kind
- Possession of any weapon or item that poses a danger to others

(These categories do not cover every possible situation. The school will determine what behavior is inappropriate.)

## **Harassment and/or Bullying**

Any threatening, harassing, or violent acts by children or parents would constitute ground for immediate dismissal of the child. In the case of children, we will investigate all such incidents promptly and confidentially. A student under investigation will be suspended from school until the investigation is completed. Any acts involving a weapon will be reported to the police. Threats of violence and/or acts of violence either through technology or personal confrontation may also be reported to the local police. The student if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

Serious infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at school-sponsored functions. Examples of serious infractions include the following:

- Truancy – unexcused absences
- Violent behavior – any fighting or behavior that causes physical injury
- Blatant disrespect for authority – to any adult in the building
- Possession and/or use of drugs, narcotics, tobacco or alcoholic beverages on campus or on a bus
- Irreverence
- Vandalism – destruction or defacing of parish or school property
- Profane/obscene language or gestures or engaging in immoral conduct
- Possession of any item which may present a danger to others in school or out
- Cutting class / leaving campus without permission from a school authority

## **Suspensions**

Procedures for student suspensions:

- Infractions is of a serious nature, as determined by the School.
- Parent/guardian of the student will be informed in writing of the suspension as soon as practicable.
- Suspensions will be implemented [in-School or out of School], at the discretion of the Principal.
- Following suspension, parents/guardians will be interviewed by the appropriate school official. Students removed from the School community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- Where possible, a student will be referred to a counselor or a teacher for counseling.
- Signed agreement of parents and a written report of the suspension will be filed in the student's record.
- Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records will be made available only to authorized school personnel and parents.

## **Dismissal**

- After two (2) formal suspensions, a student may be dismissed.
- Students who are dismissed may apply for re-admission after one full year. The School will determine whether re-admittance is appropriate.
- In certain instances the infraction may warrant immediate dismissal. The School reserves the right to dismiss any student at any time where the School considers the conduct of the student or parent/guardian to be inconsistent with School policy, the good of the School community or Catholic teachings.
- Parents/Guardians of the student will be informed in writing of the dismissal as soon as practicable.

### **False Alarms**

The family of the student/child responsible for a false fire alarm will be fined \$300. The child will also be subject to suspension and ten (10) community service hours. The township charges the school \$300 each time a false alarm is activated.

### **Student Self-Discipline**

Students are encouraged to develop a positive sense of self-discipline in order to provide a safe environment conducive to learning. Respect, cooperation, self-control and responsibility are the character traits upon which our students are guided into developing their own self-discipline. As a general rule, the classroom teacher manages the discipline issues of the class and enlists the help of the administrator in cases involving repeated and serious behavior. Students who choose to disregard school regulations will receive a behavior infraction form. Individuals who persist in problematic choices will receive a detention notice. Individuals may also receive an immediate detention dependent upon the seriousness of the infraction. Copies of all behavior forms can be found on the school website.

### **Health Services**

Medical/ Emergency Cards are distributed annually at the start of the year, one per student. It is imperative that we have correct home, work, cell, and emergency numbers should you need to be contacted during the school day. *Please notify the office with any changes throughout the school year.*

Please be sure to notify the school nurse in writing with any medical concerns pertaining to your child. If your child is hospitalized, has surgery, sustains fractures, is put on medication, or develops any other illness during the school year, please notify the health office so that the health record can be properly updated.

### **School Nurse**

A Certified School Nurse is provided by Central Bucks School District one day per week. Among other services, the Certified School Nurse maintains student health records, performs state-required health screenings (height/weight, vision, hearing, scoliosis) administers doctor prescribed medications, performs nursing procedures, responds to school illnesses and injuries, provides health counseling and referral, conducts health-related classroom instruction, and serves as a parent and classroom consultant in health-related matters. Saint Jude provides a parish employed nurse to staff the health room the remainder of the weekdays.

### **Required Immunizations**

The following immunizations must be completed the first five days of school. Medical or religious exemptions to this requirement can be explained by the school nurse.

#### **Children IN ALL GRADES need the following:**

- 4 doses of diphtheria, tetanus, acellular pertussis (DTaP)  
(1 dose on or after the 4th birthday)
- 4 doses of polio (IPV) (1 dose on or after the 4th birthday)
- 2 doses of measles, mumps, rubella (MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease

#### **Children ENTERING 7th grade need the following:**

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

## Required Health Examinations

Pennsylvania mandates the following health examination as indicated:

<b>Physical</b>	School entry and grade 6
<b>Dental</b>	School entry and grades 3 and 7

Parents are required to have physical and dental examinations completed by their family physician or dentist and submitted prior to October 15 of the year that they are due. Forms will be sent home in the spring of the year they are due.

The Certified School nurse will perform the following screenings during the school year:

<b>Hearing</b>	School entry, grades 1, 2, 3, and 7
<b>Vision</b>	All grades
<b>Height/Weight &amp; BMI</b>	All grades
<b>Scoliosis</b>	Grades 6 and 7

## Medication Dispensing Policy

All medications, whether prescription or over-the-counter, (inhalers, eye drops, allergy medication, etc.) must be kept in the health office. **All medications must be sent to school in the original pharmacy container and must be accompanied by a pink Medication Dispensing Form signed by both the physician and the parent.** With parent permission indicated on the Medical/Emergency Card, Tylenol and Ibuprofen may be administered according to the manufacturer's suggested dosage. All other medications **must** be accompanied with a **physician signed** medication dispensing form.

## Communicable Diseases

**It is imperative that the health office be notified if your child contracts a communicable disease.** Children are excluded from school for the following common diseases:

**Chicken Pox:** Excluded until at least six (6) days after the last outbreak of "pox".

**Conjunctivitis ("Pink Eye"):** Excluded until prescribed treatment has been given for 24 hours. Eyes must be clear and free of drainage.

**Strep Throat:** Excluded until 24 hours after treatment has begun

**Impetigo:** Excluded until judged non-infective by the child's physician or school nurse.

**Head Lice:** Excluded until treated with a medicated shampoo and **hair is nit free.**

**Students may also be excluded from school based on the following criteria: Fever (100 degrees or higher), students may not return to school until fever free for 24 hours; diarrhea or vomiting during the previous 24 hours; rash with a fever, other conditions deemed appropriate after assessment by the certified school nurse.**

### Food Services

All children in grades K through 8 are required to remain at school for lunch. Children may bring their own lunch or purchase a lunch at school. Saint Jude welcomes Aramark to provide quality hot and cold lunches for our students. Along with the daily luncheon specials, the students may purchase a variety of nutritious sandwiches, pizza, fruits, salads, soups, ice cream and beverages. For our convenience, a monthly menu is published highlighting the specials.

### School Volunteer Policy

Volunteers are required to comply with the Archdiocesan policy which mandates that all school volunteers submit the following clearances prior to the occasion of serving as a volunteer:

1. PA State Police Criminal Background Check
2. PA Child Abuse History Clearance
3. Disclosure Statement for Volunteers (available at school or rectory)
4. A certificate stating your attendance of “Protecting God’s Children Program” and “Safe Environment” offered by the Archdiocese of Philadelphia for all volunteers who work with children.

All five clearances must be on file and kept updated for all school volunteers.

### School to Home Communications

Weekly messages are posted via e-mail every Friday from the Principal informing families of important events, accomplishments and activities involving the students, faculty, staff and parish. Forms to be completed and returned to school will be referenced in the weekly e-mail and posted on the website as much as possible. In an effort to conserve paper, money, and the environment, we strive to communicate in a paperless method. News blasts may also be sent during the week if needed. A monthly envelope will be sent home with necessary handouts only.

### Visitors and Conferences/Appointments

A sign-in sheet is posted in the school’s main office requesting all visitors sign in and state the purpose of their visit. **Visitors may not approach classroom teachers or students without the knowledge and permission of the school administration.** When visit is complete, all visitors must sign out on the same sheet.

Administration and faculty are always willing to meet with parents/guardians concerning the progress of your child. **Please call the office or contact the individual in writing to set up an appointment.** The administrator or teacher will return your call to set up a convenient meeting time.

### Responsible Use Policy for Technology / Catholic Schools of the Archdiocese of Philadelphia

The Responsible Use Policy for Technology for all schools of the Archdiocese of Philadelphia is adopted by all students, parents, faculty, and staff at St. Jude School. A copy of the RUP is available on the school website. After reading the RUP, students and parents sign a contract agreeing to follow the guidelines of the *Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*. The contract is kept on file in the school office.