

# **Family Handbook:**

## **St. Jude Academy**



**Watertown, Wisconsin**

### **Mission Statement**

The mission of St. Jude Academy is to provide a high school education rooted in the values of Catholic tradition in order to assist parents in forming the minds and wills of their children in accordance with Divine Law and the teachings of Jesus Christ.

## **Motto**

“Esse Quam Videri” - to be rather than to seem

- In the parable of the Pharisee and the Publican our Lord draws a deep contrast between those who have all appearances of righteousness, and those who are actually righteous in the eyes of God. At St. Jude we want our students to focus on their right relationship with God according to His teachings through the Catholic Church. We encourage students to have a strong and true dependence on God's love and mercy despite their personal and spiritual challenges or the opinions of others.

## **Philosophy**

### **Rooted in values of the Catholic tradition:**

We recognize that we are first meant to know, love and serve God, and through this knowledge of God to learn the truth of the world around us. We respect that God created each individual fearfully, wonderfully, and distinct from one another and this includes their connection to learning.

### **Education as a discipline**

- Excellence is not merely based on natural talent, but rather on determination to succeed through personal discipline of good habits and self-control.

### **Education as the science of relationships**

- We want our students to immerse themselves in their studies and use all of their senses to explore concepts and ideas and see them in practical applications. Students have minds that are capable of making their own connections to knowledge through experiences.
- We allow students to explore learning with self-directed, hands-on activities and collaborative study. Teachers allow students to use their individual strengths while encouraging them to gain a higher level of knowledge and independence through their own effort of will.

## **ABOUT US:**

School Colors: Green, black, and gold

## **LOCATION**

**Email Address:**

**Phone Number:**

School Procedures:

- Communications

- Safe Environment Training
- School Calendar
- Arrival and Dismissal
- Emergency Closing Information
- School Attendance
  - Attendance and Truancy
  - Illness during the School Day
  - Vacation
  - Absences
  - Tardiness
  - Homework
  - Make up work
  - Lost and found
  - Sending Money to School
- Visitors
- Cell phones/electronic devices
- Field Trips
- Assessment and Grading
- Retaking of Failed Classes
- Tutoring
- Conferences
- Taking the ACTs
- Taking the State Civic Exam
- School Records
- Student Records/Transfers

#### Curriculum and Instruction:

- Core Classes
- Electives
- School Mass
- 

#### Student Activities:

- Discipleship
- Student Council
- Clubs
- Athletics

#### School Lunch:

- Lunchroom expectations

#### Student Conduct:

- Playground Rules
- Public Displays of Affection (PDA)

- Discipline
- Anti-Harassment Policy
- Sexual Harassment Policy
- Drug/Alcohol/Weapon Policy
- Bullying/Cyber Bullying

#### Health and Safety

- Safety
- Health
- Emergency Information/Drills
- Accident/Injury
- Immunizations
- Head Lice
- Medications
  - Inhalers
  - Dispensing Medicine
  - Child Abuse/Neglect

#### School Policies

- School Admission Policy Regulations
- Locker Policy
- Birthdays
- Bikes
- Bus Transportation
- Custodial Rights
- Technology/Acceptable Use Policy
- Plagiarism
  - Penalties for Plagiarism
- Dress Code
- Tuition
  - Cost
  - Financial Assistance
  - Time and Talent
- Withdrawal
- Fundraising
- State and Federal Programs

#### Handbook Compliance Agreement Form

Dear Students and Families:

This handbook has been compiled for your guidance and convenience. It is the responsibility of the parents/guardians of the student(s) to read through the handbook and make themselves aware of its contents and applications. Please keep in mind that the policies and procedures contained within this handbook were designed for the safety, high quality education, and

convenience of all of our students, parents/ guardians, faculty and staff. Exceptions may be made to policy in special circumstances by the administration.

**St. Jude Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.**

#### **School Mass:**

Non- Catholic students are expected to participate respectfully in daily prayers and during Mass, except for receiving Holy Communion. Non-Catholic students should not present themselves for sacraments.

#### **School Contact Information:**

Address:

Phone Number:

Email Address

### **School Procedures:**

#### **Parental Roles and Responsibilities:**

The St Jude Academy Family Handbook informs parents and guardians of the programs, regulations and policies of the school.

To make the school year a successful one for all, we ask parents for the following:

- Be familiar with the information in this handbook and other communications from St. Jude Academy (SJA).
- Meet financial obligations of tuition, book fees, club fees, and any other accounts that may apply.
- Arrive at school on time.
- Pick up from school on time.
- Notify the school office by phone or email by **8:30** if a child will be absent.
- If your child will be late to school, let us know your expected arrival time
- Meet admissions regulations.
- Comply with policies and regulations.

- Comply with goals and objectives of SJA as outlined in the Family Handbook.
- Support the religious and educational goals of the school.
- Treat teachers with respect and courtesy.
- Sign their child out and back in at the office if leaving during school hours.
- Attend weekend Mass with family.
- Share in the volunteer responsibilities of the school parent community as fairly as possible.

### **COMMUNICATION:**

- The faculty and staff at St. Jude Academy have established ways of communicating with the parents/guardians in order to increase the understanding of the school's missions, vision and core values, as well as general programs and goals.
- The Family Handbook is issued annually at the beginning of the school year.
- The SJA website [www.stjudeacademy.info](http://www.stjudeacademy.info) has current and interesting information.
- The [SJA Facebook page](#) will have highlights of our school events, but is not the main way to find out information.
- Friday Family Folder (yellow envelope) contains:
  - School Leader's newsletter
  - Classroom notes
  - Event calendar/information
  - Field trip permission slips
  - Any other pertinent information
- Report Cards are issued the following Thursday after the semester ends. Progress reports are sent home/emailed at the discretion of the classroom teacher.
- Parent-teacher conferences are held in the fall and spring and are mandatory. A parent/guardian may request a special conference at any time as the need arises.
- Email is available for communicating with all faculty and staff at SJA. A listing of [email addresses is found](#) in the back of the family handbook.
- Phone messages for teachers/staff may be left with the school secretary. Staff will make every effort to return phone calls in a timely manner.

### **CONCERNS/COMMUNICATION PROCEDURES:**

The best way to deal with concerns is to first approach the person with whom there is a problem. "Acting in charity toward our neighbor as Jesus would want us to act should be the goal of all in the Catholic School community."

1. If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
2. If you have met with the teacher and are not satisfied, then make an appointment with the [school leader](#). At that time, a meeting with the teacher, student, [school leader](#), and

parents/guardians may be called.

### **Safe Environment Training**

All employees and volunteers are required to comply with the Diocese of Madison Safe Environment Program, including taking the Protecting God's Children For Adults (Safe Environment) training prior to working or volunteering and to undergo and pass a background check. Those who are subsequently charged with or convicted of a disqualifying crime will be reported to the Diocese of Madison. Persons charged with crimes of sexual assault or child abuse will face restrictions on unsupervised access to school premises.

### **SCHOOL CALENDAR**

#### **ARRIVAL & DISMISSAL PROCEDURE:**

The goal of these procedures is to make arrival and dismissal time go smoothly, quickly, and safely for all of our students. Students should be dropped off and picked up in the playground parking lot of both campuses. Please be aware that there is no parking in the bus zone or playground parking lot during school hours.

#### **Daily Schedule:**

#### **EMERGENCY SCHOOL CLOSINGS:**

- St. Jude Academy follows closely the decision of the coinciding public school district and districts shared by our attending families regarding the closing of school.
  - This would include weather-related reasons or for district-wide closings due to illness or the like.
  - We will not be listed separately when closings are announced.
  - We can close school on our own for illness, etc.
- Where to find school closing information:
  - Email sent from school
  - Facebook post
  - Check our school voicemail
- If school is canceled for the entire day, all school related events, practices, meetings, etc. are also canceled.
- If school is closed early, we will use the information on your child's emergency sheet to determine how they will get home.

### **SCHOOL ATTENDANCE:**

#### **ATTENDANCE AND TRUANCY:**

- Compulsory Attendance Age: Under the Wisconsin state law, all students between 6 and 18 years of age must attend school full time until the end of the

term, semester, or trimester in which they become 18 years of age.

- Habitual Truant: a pupil who is absent from school without an acceptable excuse for part or all of five or more days of which school is being held.

### **ILLNESS:**

- Sick children should not be in school
- Fever, excessive coughing, severe runny noses, vomiting, diarrhea-any symptom that indicates easy transmission to other people are clear signs a child should not be in school.
- During the day, should a student become ill, they will be sent home if they are vomiting or their temperature is 100 degrees Fahrenheit or higher.
- The school will first attempt to reach the first emergency contact. If that person cannot be reached we will continue to try contacting the next emergency contacts listed on the student list.
- Students may return to school after they are fever free and symptom free for 24 hours without medication.
- The school needs your help at home to keep our kids and staff healthy at school.

### **VACATIONS:**

- It is the school's responsibility to provide students an opportunity to learn.
- Schools can only provide that opportunity if students are actually in attendance.
- Please keep in mind that time missed from school can never be made up.
- For the sake of your child's education, please try to schedule vacations and appointments outside of school time so your child will not miss class.

### **PROCEDURE WHEN STUDENTS ARE ABSENT/LEAVING SCHOOL EARLY:**

- When students are absent from school, parents/guardians must email or call the campus to excuse the absence before **8:30 AM**. Parents/guardians may call the previous evening and leave a message.
- If a teacher reports a student as absent from their class, and the office has not yet been notified, the office will attempt to call home or work to determine the student's whereabouts.
- No student will be allowed to leave the school building with non-family members without written consent from parents/guardians.
- No student will be released to walk to an appointment without written consent from his or her parent/guardian.
- Parents/Guardians should report to the office when they come to pick-up or drop-off a student.
- **Students may choose to leave campus before the end of the school day, with written consent from a parent/guardian, if their last period of the day is a study hall, or to participate in work study, apprenticeships or independent study programs.**

### **TARDINESS:**

- Being on time to school and into the classroom is essential.
- Students not in the classroom when attendance is taken at **8:30 am** are



considered tardy.

- If tardiness becomes consistent, the homeroom teacher will communicate with parents to create a plan for punctuality.
- If tardiness continues, a notice will be sent home or contact will be made via a phone call.
- If a student is tardy ten times in a trimester, the homeroom teacher and administration may decide to meet with parents to discuss ways to correct the problem.

### **HOMEWORK:**

At St. Jude Academy we respect the value of family time. We strive to create opportunities for students to complete most or all of their homework during the school day. However if a student does not make good use of their work time, it may be necessary for work to be completed at home. If a student chooses to participate in an Independent Study program then it may be necessary to complete certain work at home or off school grounds, according to the nature of their chosen program.

### **MAKE-UP WORK:**

When a student is absent from school the following guidelines will be followed for collecting their homework:

- The faculty and staff of SJA feel that students who are home sick should not have to worry about getting their homework done. When the student returns to school, suitable arrangements will be made for completing missed work.
- A student will have two days of makeup time for each day absent.
- Parents or guardians who feel that their child is too ill to come to school, but can still do their homework should call the school office before 9:00 AM and request that their child's homework be collected. Work will be made available as soon as reasonably possible and may be available after lunch for a parent to pick-up. Work may also be sent home with a sibling.
- When a student is absent due to a family vacation, it is extremely difficult to anticipate what homework will be assigned.
  - Students who are absent will have their work organized for them to receive upon their return.
  - The student will make arrangements with each teacher regarding the due dates of the work.
  - NO ASSIGNMENTS WILL BE GIVEN IN ANTICIPATION OF A VACATION!

### **Lost and Found:**

- Located near the school office in a bin
- May also be on a table in the main hallway if the bin gets too full
- Any items remaining at the end of the school year will be donated to St. Vincent DePaul

### **Sending Money to School:**

- Parents are asked to use prudent discretion If money is sent to school
- Placing money in an envelope with the student's name and grade is highly advised
- Also write the purpose for the money
- Please make note if the payment is for more than one child
- St Jude Academy is not responsible for lost or stolen money

#### **Visitors:**

- Parents/guardians are encouraged to visit school often.
- When you do visit, you will sign in at the office and receive a visitor badge.
- If messages, lunches, books, etc. need to be delivered to your child, please leave them at the office and a staff member will bring it to your child.

#### **Student Cell Phones and Devices:**

- If a student has a device at school, it must be powered off.
- On a rare occasion, a teacher may ask a student to use their device for a classroom project.
- Students should keep their device in their locker when not using it for classroom purposes.
- Students and parents must use the school office phone to communicate during the school day unless they have permission otherwise.
- The school is not responsible for any lost or stolen phones or electronic devices.

#### **Field Trips:**

Field trips are intended as a means of curriculum enrichment in which students are expected to participate. They are carefully selected and planned by the teachers.

- Students need written permission in order to participate in each trip outside the school grounds that involve transportation.
- One permission slip is sent home at the beginning of the year to cover all excursions within walking distance of the school during the school year
- Details (cost, time, materials, etc.) will be provided with enough time for final plans to be arranged and confirmed.
- **Chaperones may not bring other children along on trips unless approval from the school leader is provided prior to the event**
- Adequate supervision on trips will be provided.
- Teachers may limit the number of chaperones on some trips depending on available tickets and/or mode of transportation.
- All chaperones must meet diocesan requirements and VIRTUS training for those who work with any children in our parishes and schools in any or all of the following capacities.
- Parents may drive personal vehicles for a field trip if arranged ahead of time.
- All drivers of private vehicles must have proper age appropriate car seats, current registration and proof of insurance completed on a form in the school office.
- Families that may have financial difficulty with the cost of an individual trip should contact the school leader as soon as possible after receiving information.
- No child will be denied a field trip due to parents' inability to pay.

### **ASSESSMENT and GRADING:**

- Assessment: Students will receive formal assessment at the end of each quarter. This allows students who are struggling to receive tutoring or assistance the 2nd half of the semester, and increase the ability to receive a passing grade by the end of the semester. Graduating credits are pro-rated by the semester. Grades are based on classroom performance, homework, projects, quizzes and tests. Teachers will provide guidelines for grading to students and families.

#### **Grading System:**

- The coding system for each grade represents an outward sign of sensitivity to children's development at the given age levels.
- In addition to report cards and conferences, parents are notified by an email, note or phone call if a student is struggling.
- Honor Roll and High Honor Roll are calculated in all grades.
  - Honor Roll is 3.4 to 3.7999
  - High Honor Roll is 3.8 and above

GRADING SYSTEM		
Percent	Letter Grade	GPA
100	A+	4.3
99-93	A	4.0
92	A-	3.7
91	B+	3.3
90-84	B	3.0
83	B-	2.7
82	C+	2.3
81-74	C	2.0
73	C-	1.7
72	D+	1.3
71-67	D	1
66	D-	0.7

65	F	0
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### **RETAKEING OF FAILED CLASSES**

- Students are notified of pass or fail of each class at the end of the semester by means of their report card. If a student fails a semester of a class, they will be required to retake that semester in order to gain credit for the class.
- Administration may require repetition of a failed state required class or may offer an alternative class as is possible or available.

### **TUTORING:**

- Tutoring may be recommended for students who are consistently scoring a C- or below grade in any core subject.

### **CONFERENCES:**

- Parent/Teacher conferences are held in the late fall and early spring for students.

### **ACT Testing:**

- Wisconsin high school students in grade 11 will take the ACT which includes Reading, Math, English, Science,(and sometimes Writing.) The ACT is an in-person assessment that districts may administer on paper or online. Accommodations and EL supports are available in both testing formats. Scores from the administration of the ACT with writing (if taken with ACT Standard Time or ACT-approved accommodations) can be used by students for a variety of purposes including college admission, scholarships, course placement, and NCAA eligibility.
- We will work with our state and local district to create an opportunity for all students in 11th grade to take the ACT while following state guidelines. Location will be announced by the end of the first quarter.

### **State Civic Exam:**

- "Wisconsin statute requires that any students graduating from a Wisconsin high school (starting with the class of 2017) "takes a civics test comprised of 100 questions that are identical to the 100 questions that may be asked of an individual during the process of applying for U.S. citizenship by the United States Citizenship and Immigration Services and the pupil correctly answers at least 65 of those questions" (Wis. Stat. sec. 118.33(1m)(a)1, Section 3266R).
- The taking and/or passing of the state Civics Graduation Requirement is not included in DPI data collection, as it is not a state assessment. It is the school's responsibility to track student's progress towards a graduation requirement. If you have questions about a specific student, please contact your local district.

**SCHOOL RECORDS:**

Parents/guardians may ask to review the contents of records or data on their child(ren). In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. Please make an appointment with the school leader in advance.

Records/data is defined by any or all of the following:

- Identity information
- Academic work completed (including grades and standardized test scores)
- Attendance data
- Health data
- Family background information
- Teacher ratings and/or information
- Verified reports of serious or recurrent behavior patterns

**STUDENT RECORD TRANSFERS:**

- Parents requesting records/transcripts/recommendations must make a five school day request to the school office.
- This enables the school to prepare necessary information and settle accounts.
- Parents must sign a transfer of records request at either the old school or the new in order for records to be sent on to the new school.
- By law, no student records need be forwarded to another school until Business Office accounts have been settled.

**SACRAMENTAL PREPARATION:**

- Sacramental Preparation for appropriate sacraments should be completed at the student's home parish.
- St. Jude Academy can provide records of completion of Religious Education within the school as required prior to and in conjunction with the year in which a sacrament is due to be received, as is required by the Diocese of Madison.

**CURRICULUM AND INSTRUCTION:**

The curriculum at St. Jude Academy follows the guidelines of the State of Wisconsin while keeping in mind our commitment to a Catholic identity.

**CORE CLASSES:**

- Religion
- English Language Arts
- Mathematics
- Social Studies

- Science

### **ELECTIVES:**

As a private school we strive to create interesting and appropriate options for our elective offerings, which may change from year to year. Elective credits vary but are typically .5 credit per school year, because we meet for 2 class periods per week. Each year we will consistently strive to provide opportunities in these areas of study:

- Physical Education (1.5 credits required for graduation)
- Art
- Music
- Foreign Language
- Health (.5 credit required for graduation)
- Independent Study initiatives

### **PART TIME ENROLLMENT**

Part-time enrollment is available. See COURSE CREDIT FOR PART TIME STUDENTS In the “SCHOOL ADMISSIONS” section.

### **SCHOOL MASS:**

- Mass: Students attend Mass on Wednesdays or Thursdays, and on Holy Days of Obligation. Students may sit with their parents when parents come to Mass.

- Non- Catholic students are expected to participate respectfully in daily prayers and during Mass, except for receiving Holy Communion.

## **STUDENT ACTIVITIES:**

### **DISCIPLESHIP:**

At St Jude Academy we foster a culture of discipleship for all of our students, and will strive to create opportunities for students to participate in public and private service to their community as a way to strengthen their faith. These services should serve dual purposes by serving not only the needs of the body but also of the spirit.

### **STUDENT COUNCIL:**

Students from each grade may nominate a peer for student council. Students then vote to appoint the President and Vice-president for the student council. Student council votes on spirit days, discipleship opportunities, and enrichment opportunities for the entire school. All items and events are subject to approval by the school leader.

## **AFTER SCHOOL CLUBS: TBD**

## **ATHLETICS: TBD**

### **SCHOOL LUNCH**

● Students must bring a bag lunch to school. If your student needs a snack please also send a snack along with them. No hot lunch will be provided. A microwave is available for students to warm food. Please also send a water bottle with them each day.

### **LUNCHROOM EXPECTATIONS:**

- All students are expected to behave in a polite and orderly fashion using inside voices.
- Failure to do so may result in the loss of recess time, silent lunch, or being sent to the office to eat.
- To demonstrate good nutrition, we do not allow soda or delivered fast food during lunch.

### **STUDENT CONDUCT**

### **PLAYGROUND RULES:**

- Staff members and/or parent volunteers will be supervising the students on the playground at all times.
- All students must listen to the recess supervisor.
- Bike racks are off limits to students unless they are parking or locking their bikes at the beginning or end of the school day.
- All students must remain on the playground until the bell rings.
- No one may go inside the school without permission from the playground supervisor.
- We ask that all students respect one another. Should disagreements occur, go directly to the supervisor and alert them of the circumstances.
- No tackle games will be allowed.
- Should a ball be accidentally thrown or kicked off the school property, notify the supervisor.
- If a student is injured during play, he or she must report immediately to the adult on duty, who will assess the injury, and if necessary, have the student go to the school office.
- Students will go outside every day, weather permitting.

### **WINTER PLAYGROUND RULES:**

- If the temperature or wind chill is below 0 degrees, students will stay inside for recess.

- Students must have appropriate clothing in winter.
  - This includes a jacket/coat, hats and mittens.
  - If playing in the snow, students must have boots and snow pants as well.
- No throwing or kicking of snow, ice or snowballs at any time.
- Stay off of snow piles.
- Playground supervisors will determine if the snow piles and playground equipment are too icy for safe play and may restrict play to the blacktop.
- Students will be informed of additional guidelines by their homeroom teachers, the playground supervisor, or school administrators if policies beyond this handbook are necessary.

### **DISCIPLINE:**

- In accordance with our school's mission, and core values, all students are expected to cooperate with the spirit, policies, and procedures of the school.
- Students must conduct themselves at school in such a way that their actions never endanger the health or safety of others.
- They are expected to treat everyone in school with respect and courtesy – not saying or doing something to intentionally harm anyone else in word or deed, nor should they behave in such a way as to disrupt the teaching/learning environment for anyone else.
- Property and goods must be used appropriately to prevent unusual damage or destruction. Cheating, lying, and stealing would be violations of acceptable behavior.
- Students are expected to...
  - respect the authority of all adults
  - respect each other in actions and words
  - respect school and personal property
  - respect the space and privacy of others
  - adhere to school, unit and classroom policies
- Students will adhere to all policies below, including:
  - Lunch and playground expectations
  - Dress code
  - Alcohol, drug and tobacco prohibitions
  - Responsible use of technology
- In addition, students are responsible for keeping desks, lockers, and gym lockers neat and clean.

### **PROCEDURES FOR DISCIPLINARY ACTION: DIOCESAN POLICY 5120**

The following procedures for disciplinary action will be used when a student is unable or unwilling to cooperate with the school staff:

1. Teacher/Supervisor will discuss the difficulty with the student. The homeroom teacher will be notified of the discussion and the outcome.
2. If problems persist, the teacher works out a plan with the student. The school leader is informed and the parents are notified. Depending on the incident, the school leader



may have a discussion with the student.

3. If problems continue, the parents will be requested to come into school for a conference during which the student is given a written plan and a warning of pending probation.

4. The next time a similar problem arises with the child, there is a meeting with teacher(s), school leader and parents. The student receives formal probation notice for a given time with written requirements. Parent and child signatures are affixed.

5. Continuation of the objectionable behavior will result in a suspension from school for one to two days. Parent or emergency (contact) person will be required to come for the child immediately.

6. If the problem continues, the student will meet with the school leader, parent(s), and **School chaplain**. There will be a three day suspension with a warning of expulsion. **Notification will be sent to the diocese of pending expulsion.**

7. The final step for a student would be expulsion or a parent could choose to enroll the child elsewhere.

Expulsion is permanent and is imposed only for serious offenses. While suspension/expulsion is usually imposed as a result of student conduct or action, in limited cases it may be imposed as a consequence of the behavior or actions of the student's parent/guardian which seriously disrupts the school or its educational personnel. **Whenever a student is expelled, the Diocesan Schools Office and the school district in which the student resides is to be notified of the expulsion.**

### **DETENTION:**

A detention is issued at the teacher's and school leader's discretion. Most detentions will be served during a lunch recess or immediately after school. A detention will be issued to any student for the following reasons:

- Distracting others by their voice, hands, or body
- Not respecting the rights of others
- Not treating others with dignity and respect
- Not following the directions of the school personnel
- Not seeking peaceful resolutions to conflicts
- Dress code violations
- Public Displays of Affection (PDA)
- Disrespect of Catholic practices
- Profane, obscene, or blasphemous language, ethnic or racial slurs, hateful gestures

### **SUSPENSION:**

A suspension is serious and used in cases of extreme misconduct. Serious discipline problems which may cause immediate suspension or hearing before the school leader including but not limited to:

- Sexual harassment

- Possession or use of weapons, firearms, illicit drugs, alcohol, or controlled substances
- Setting false fire alarm
- Personal assault
- Vandalism
- Bomb threat
- Criminal activity
- Leaving school premises without permission
- Other behavior that seriously endangers the safety of self and others

The student will be removed from the classroom for one to three days. During the suspension, the student will be required to work on assignments given by their respective teacher(s), and will have no contact with other students. The length of suspension and whether the suspension will be served in or out of school will be at the discretion of the school leader.

### **SUSPENSION OR IMMEDIATE EXPULSION**

- exchanging lewd photographs or electronic images
- Lewd conduct including sexually demeaning conduct
- Possession or intentional viewing of pornography, including on electronic devices
- Off-school violations of criminal law
- Sacrilege

### **ANTI-HARASSMENT POLICY**

It is the policy of SJA to prohibit any harassment of students, including harassment based on their sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability. This policy is intended to protect the students whether they actually belong to or are perceived as belonging to one or more of the above-protected categories by those engaged in harassment.

St. Jude Academy, in accordance with Wisconsin Statutes 813.125 (1) and 947.013, define harassment as:

- Striking, shoving, kicking or otherwise subjecting another person to physical contact or attempting/threatening to do the same.
- Engaging in a course of study or repeatedly committing acts which harass/intimidate another person and serve no legitimate purpose.

Students are encouraged to report incidents of harassment to any responsible adult at SJA with whom they have confidence to trust.

### **SEXUAL HARASSMENT DIOCESAN POLICY**

Saint Jude Academy will follow the regulations that accompany the 2003 policy:

"A Safe Environment for All Regarding Abuse of Minors, Sexual Misconduct and Sexual Harassment" and the VIRTUS program.

### **DRUGS/ALCOHOL AND WEAPON POLICY**

Any student of SJA shall not on the school/parish premises, or any event sanctioned

by SJA, use, possess, or be under the influence of tobacco or vaping in any form, drink any kind of alcoholic beverage (exceptions are made for sacramental purposes), use any mood altering drug or drugs other than those prescribed by a doctor, or possess, make, sell or transport any explosive device or weapon (as defined in Section, 921 of Title 18, USC)

- Student violations of this policy, whether on St. Jude Academy grounds or at St. Jude Academy sponsored activities, will result in disciplinary action, which may include suspension and/or expulsion.
- If violations of this policy are committed by our students while on another school's grounds or during another school's activity and such violations are reported by an administrator from another school or parish to a St. Jude Academy administrator, these disciplinary actions may also be enforced.

### **DRUGS/ALCOHOL AND WEAPON POLICY**

Any student of SJA shall not on the school/parish premises, or any event sanctioned by SJA, use, possess, or be under the influence of tobacco or vaping in any form, drink any kind of alcoholic beverage (exceptions are made for sacramental purposes), use any mood altering drug or drugs other than those prescribed by a doctor, or possess, make, sell or transport any explosive device or weapon (as defined in Section, 921 of Title 18, USC)

- Student violations of this policy, whether on St. Jude Academy grounds or at St. Jude Academy sponsored activities, will result in disciplinary action, which may include suspension and/or expulsion.
- If violations of this policy are committed by our students while on another school's grounds or during another school's activity and such violations are reported by an administrator from another school or parish to a St. Jude Academy administrator, these disciplinary actions may also be enforced.

### **BULLYING:**

SJA defines bullying as any abuse of power by an individual or group that deliberately targets others for repeated physical or psychological abuse. SJA will not accept such behavior. Examples of bullying behaviors include, but are not limited to:

- A pattern of intimidation
- Threats
- Menacing
- Taunts
- Teasing
- Spreading of rumors
- Other psychological abuse
- Physical contact aimed at either provoking a defensive or aggressive response
- Causing physical injury
- Bullying can also include a pattern of deliberate isolation or exclusion of another with the intent to be hurtful

**CYBER-BULLYING:**

SJA defines cyber-bullying as “when someone repeatedly harasses, mistreats, or makes fun of another person online or while using cell phones or other electronic devices.” Cyber-bullying includes, but is not limited to, the following misuses of technology:

- Harassing, teasing, intimidating, threatening or terrorizing another student or staff member by way of a technological tool, such as sending or posting inappropriate or derogatory email messages, text messages, social media posts/messages, digital pictures, images, or website postings that has the effect of:
  - Physically, emotionally, or mentally harming a student
  - Placing a student in reasonable fear of physical, emotional or mental harm.
  - Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities and social and emotional relationships.
- Because a cyber-bullying incident may not have occurred on the school premises, parents should know their child’s “virtual” activity.
- If a student or parent feels a bullying incident has occurred, never delete or close the offending message-save it so it can be tracked and printed out to document this behavior for others.
- School personnel may become involved if a student’s behavior is negatively affecting the learning environment of the school or if the cyber-bullying occurred because of an association formed at school, such as: athletics, clubs, or community events.
- Involvement in a cyberbullying or bullying incident may include suspension, confiscating the devices, and/or civil action.

**CONSEQUENCES FOR ALL FORMS OF BULLYING:**

- All forms of bullying are unacceptable
- Offenders shall be subject to appropriate staff intervention, which may cause administrative discipline
- Any verbal or physical threats made toward other students or staff are treated seriously
- Any instance of bullying or threat toward individuals will be dealt with immediately, and may cause suspension until a full investigation (which includes all parties involved and parents) can be made regarding the issue
- The student’s ability to meet the requirements of this school and community can be assessed in a case-by-case manner and will be determined by administration’s discretion.

**DAMAGED TEXTBOOKS:**

A fine will be assessed and charged to your account if a book is damaged beyond what

would be considered regular wear and tear. The replacement cost of the book will determine the fee per book.

## **HEALTH AND SAFETY**

### **SAFETY:**

In compliance with Wisconsin State Law, no student will be left unattended in the school building, cafeteria, on the playground, or anywhere on the school premises during the school day.

- Students are not to be in the building during recess or after school except under the direct supervision of a teacher or staff member.
- SJA does not provide student insurance for accidents or injury on school Grounds.

### **HEALTH:**

- Updated health records for each student are kept in each campus office.
- In the event of a contagious medical situation, the school will issue directives on a case-by-case basis.
- The **Watertown Public Health Department** does keep our school informed as to how to deal with different public health concerns such as flu epidemics and the like and has authority regarding the procedures we must follow.

### **EMERGENCY INFORMATION:**

- An emergency form is filled out online and kept on file in the campus offices.
- Information is filled out by parents at the start of the school year.
- If any changes occur during the school year, it is the responsibility of the parent/guardian to notify the school.

### **EMERGENCY DRILLS:**

- The safety of your child and all children in our schools as well as the safety of the school staff and support personnel is very important to us.
- In order to maintain a safe environment for our children to study and learn, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures.
- Due to the current national climate that we live in, we will be conducting various drills throughout the school year.
- The students and staff of your school will be practicing four primary emergency drills each year.
- They are fire drills, lockdown drills, shelter-in-place drills, and evacuation drills. Each type of drill is explained below:
  - FIRE DRILLS: The school will conduct a “fire drill” each month that school is in session. This is a Fire Code requirement as well as a requirement for all Wisconsin schools. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded.

- LOCKDOWN DRILLS: The school will conduct at least one “lockdown drill” throughout each school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a “lockdown drill” all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the drill is completed.
  - SHELTER-IN-PLACE DRILLS: The “shelter-in-place” drill will be conducted each school year. The purpose of this drill is to be prepared to move to a safe location within the building in case of severe weather or tornados.
  - EVACUATION DRILLS: During an “evacuation drill”, students will be safely escorted along a designated evacuation route to one of our predetermined evacuation sites. At the conclusion of the drill, all students will be escorted back to the school.
- Please remember that these safety practice drills are done to help maintain our schools as a safe place to learn and work. Parents, we encourage you to take this opportunity to discuss school safety with your son/daughter, and the importance of always communicating with an adult about any safety concerns at school or in the community. As a school, we always work to learn from these incidents and to reflect on our safety and security protocols to ensure that we are prepared to respond to any situation.

#### **ACCIDENT/INJURY:**

1. SJA does not have a school nurse, however all teachers and some staff members are trained in first aid and CPR.
2. The office has first aid equipment, the student’s emergency forms and city emergency phone numbers.
3. AED machines are located in both school gyms as well as in each church.
4. In case of an injury or accident, the child’s injury will be checked, and parents/guardians will be notified for further direction.
5. If there is a serious injury, 911 will be called and the parents/guardians will be notified.
6. An accident report will be filled out by the office.

#### **IMMUNIZATIONS:**

- Our school is mandated by state law to enforce the state requirements regarding immunizations.
- All immunization dates are to be submitted to the school prior to the fall start date.
- Parent/guardian is responsible for providing this information to the school office.

- If there are any questions about immunizations, please contact the school, your healthcare provider, or the Watertown Public Health Department.
- The Watertown Public Health Department does keep our school informed as to how to deal with different public health concerns such as flu epidemics and the like and has authority regarding the procedures we must follow.

### **HEAD LICE:**

- If a child comes to school with head lice, or nits (lice eggs), they will be sent home.
- They cannot return to school until they are nit-free.
- Students will be checked for nits/lice in the school office prior to returning to class.
- Parents should accompany the child to the office in case nits/lice are found and the student needs to return home.
- Parents will be notified if their child has been exposed to head lice.

### **MEDICATIONS:**

- School personnel must administer all medication.
- If you wish for the school to store and administer child's medication, be sure to follow the guidelines below.
  - Wisconsin law requires that SJA have a signed physician's order to administer a prescribed medication.
  - It is the responsibility of the student (if appropriate) to get his or her medicine at the designated time.
  - We encourage parents/guardians to check with their doctor to see if short-term prescribed medication (such as antibiotics prescribed for ear infections or strep throat) can be given outside of the school day.
  - The Medication Consent Form is available in the office or found in the back to school packets.

### **INHALERS:**

- Students may carry their inhaler with them, in their backpack, locker, etc.
- We can also store a student's inhaler in the school office.
- A child's teacher may also store it in the classroom for them.
- Students may also carry it on their person.
- The campus office needs to have a medical release form for any inhaler, even one that the student is carrying.

### **MEDICATION DISPENSING** (Wisconsin Statutes Section 118.29 DBS 5410)

- A written statement on the consent form is required of the parent/guardian who requests and authorizes the giving of medication in the dosage prescribed by the physician, thereby releasing the school personnel from liability should reactions

result from the medication.

- There must also be a physician form signed and on file for each prescription.
- These may be picked up at school when signing a child out for a medical appointment and the signed forms must be on file in the office before medication is dispensed.
- Drugs or medicines must be in a container with a label prepared by a pharmacist.
- Administration of the medication during school hours shall be by office personnel or personnel designated by the principal and in a manner consistent with instructions on the label.
- For over-the counter (OTC) medicines (acetaminophen, cough medicine, ibuprofen, etc) the school office needs the following:
  - A medication consent form filled out and signed by the parent/guardian and returned to school.
  - The medication in its original bottle.
- For prescription medication, the school office needs:
  - A doctor note
  - A medication consent form filled out and signed by the parent/guardian and returned to school.
  - The medication in its pharmacy bottle.
  - Appropriate instruction in the administration of the medication.
- Cough drops may be stored in the school office.
- A confidential record will be established for each student receiving medication, including name of drug, times given, and person administering the medication.

#### **REPORTING OF CHILD ABUSE or NEGLECT-DIOCESAN POLICY 5400**

- It is the policy of the Diocese of Madison that employees of the diocesan schools comply with the reporting procedures mandated by Wisconsin's Child Abuse and Neglect Act and the VIRTUS program.
- This is carried out by Saint Jude Academy.
- Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substances.
- Abuse can be physical, sexual or emotional maltreatment.
- Wisconsin State Statute 48.981 requires certain people to report cases of suspected child abuse or neglect. Among those people mentioned in the law are nurses, schoolteachers, social workers and administrators. We will comply with the reporting procedures as contained in Section 48.981 of the law.

#### **SCHOOL POLICIES:**

##### **SCHOOL ADMISSION POLICY REGULATIONS:**

- St Jude Academy Non-Discrimination Statement:  
**St. Jude Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and**



**ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.**

**REGISTRATION:**

- Registration for new students opens in March before the upcoming school year
- For those entering the school for the first time, the school office will request records from the student's previous school, or parents if they are a home-schooling family..
- During the registration time, if more than the limit of students enrolls for a particular class, preference will be given at the end of that time to students according to this order:
  - Other children in the family are already attending St. Jude Academy
  - All remaining registrants will be considered on a lottery basis.
- After open registration, any additional enrollees will be accepted on a first-come, first-served basis.
- All children new to St. Jude Academy or re-enrolling after an absence are accepted on a three-month probationary period to ascertain whether SJA can adequately meet the educational needs of the student.
- If the school leader makes the judgment that St. Jude Academy would not be able to satisfactorily educate a child, he/she may deny admission for that student either at the time of application for admission or some time during or at the end of the probationary period.
- If a parent wishes to protest that decision, this may be done by contacting the school leader.

**Admissions:**

- For children entering Grades 9-12:
  - Students must have satisfactorily completed at least 8th grade at a previous school, or show that they can pass a placement exam for 9th grade.
  - Proof of this must be provided.
  - A record of up-to-date immunizations must be submitted.
  - A baptismal record for Catholic and other Christian children must be submitted to office personnel and a birth record for all students.
  - The child's most recent report card must be presented at registration time or shortly thereafter.
  - The parents must sign a request for transfer of all student records and transcripts from the school the child last attended and provide the address and/or phone number of that school.

- An incoming student may request that schoolwork completed at another school or homeschool prior to attending St. Jude Academy be counted toward credits for a diploma. This request can be granted by the School Leader who ensures the course meets SJA standards. In some cases a placement test may be required. Placement tests may be administered to ensure that a student is placed in classes that are appropriate for them, and to show proof that they have the knowledge expected for the completion of a required course.

### **DIPLOMA CREDIT REQUIREMENTS:**

The minimum credit requirements according to the State of Wisconsin are 4 credits in ELA, 3 in Math, 3 in Science, 3 in Social Studies, 1.5 in Physical Ed, and .5 in Health (15 credits) plus the passing of a state Civics Exam.

### **ST. JUDE ACADEMY DIPLOMA REQUIREMENTS:**

English Language Arts	Math	Science	Social Studies	Religion	Physical Education	Health	Electives of Choice
4	3	3	3	1 credit per year enrolled	1.5	.5	1 credit per year enrolled

### **Transfer Diploma:**

- 17 credit minimum = all state required classes + 1 cr. religion and 1 cr. elective, & passing of the State Civics Exam

### **Standard Diploma:**

- 23 credit minimum = all state required classes + 4 cr. religion and 4 cr. electives & passing of the State Civics Exam

### **COURSE CREDIT FOR PART TIME STUDENTS**

Part time students are required to attend a minimum of 2 classes per semester in addition to Religion classes 2 days per week. Cost is based on the family tuition model. For more information, please contact the school office to schedule a meeting with the School Leader.

### **LOCKER POLICY:**

- Lockers (or cubbies) will be assigned to students at SJA.
- Lockers are SJA property on loan to students.
- The lockers/shelves do not have locks, and locks should not be added to the lockers.
- The school is not responsible for theft, damage, or vandalism of property, including, but not limited to personal property and textbooks. SJA is not liable for personal property and not liable for damages to assigned lockers.
- Valuables must not be left in the lockers.
- SJA reserves the right to search lockers and contents of lockers at any time.

Inspection of the interior of the lockers and locker contents may be conducted by school authorities for any reason at any time, without notice, without student or parental consent, and without a search warrant.

- At the end of the school day, lockers must be free from open food and trash.
- Lockers must be in the same condition at the end of the school year as they were in the beginning of the school year.
- Any items placed or posted on the inside of the locker must be removable and follow the school rules of appropriateness.

### **BIRTHDAYS:**

- Students may bring in a treat to share with their class on their birthday.
- Please arrange with the teacher before bringing in a treat.
- If utensils, napkins, and/or plates are needed, they should be provided.
- PARTY INVITATIONS:
  - Any invitations to an event to which only a limited number of classmates will be invited and not the whole class, or not all the girls or not all the boys, should never be passed around at school.
  - If any valentines are brought to school for classmates, all classmates must receive them. Valentines must be appropriate and not express sentiments specific to a love-interest type of relationship - that is Girlfriend/Boyfriend status etc
  - Parents should remind children to be conscious of the feelings of their classmates and not talk at school about upcoming or recent events in which only a limited number of classmates are or were invited.
  - Kindness should be the priority concern.

### **BICYCLES:**

- Bicycles may be used as a form of transportation to school at SJA.
- A bike rack is provided for the student's use at **St. Henry and St. Bernard.**
- No one is allowed to play in the area of the bike racks, including students whose bicycles are on the rack.
- Bike riding is not permitted on the playground before school or during school hours.
- No one may use another's bicycle.
- Students should always lock their bicycles.
- Students are encouraged to use bicycle helmets. Helmets may be stored in classrooms or lockers.
- We cannot assume responsibility for damaged or missing bikes parked on the lot during school hours.

### **BUS TRANSPORTATION:**

St. Jude Academy does not provide bussing for our students at this time. If you live in the district in which we operate, you may contact the public school district for information on bussing options.

**CUSTODIAL RIGHTS:**

- SJA will assume that both parents may continue to exercise parental rights unless we have a copy of a court order that specifies restraints against the parental rights of the non-custodial parent.
- This school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents.
- In the absence of a court order to the contrary, we will provide non-custodial parents access to academic records and the right to contact their children's teachers in regard to their progress in school.
- If there is a court order limiting access to that information or to the children themselves, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

**TECHNOLOGY/ACCEPTABLE USE POLICY:****SJA Computer Network Resources Acceptable Use Policy**

- Diocese of Madison Technology Philosophy: Use of technology by persons in Catholic Schools throughout the Diocese of Madison should support and facilitate excellence in all facets of Catholic education, thoughtfully embrace new avenues of learning and school operation, and advocate for media literacy and digital citizenship.

**Introduction:**

We are pleased to be able to offer SJA students and personnel access to the SJA computer network resources which includes access to the Internet. The use of the SJA computer network, the Internet, and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of these privileges.

It is the policy of St. Jude Academy to make a good faith effort to:

- Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity.
- Prevent unauthorized online disclosure, use, or dissemination of personal identification of minors.
- Comply with the Children's Internet Protection Act (CIPA)
- Educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

**General Computer Network Use:**

Users are responsible for appropriate behavior while using any of the computer resources at SJA. Computer administrators will

review files to maintain system integrity and ensure that users are using the computers responsibly. To that extent, users should not expect that their files will be private. Students will be allowed to use devices only under the direct supervision of a teacher or staff member.

The activities listed below are not permitted:

- Taking or consuming food or beverage in the Computer Lab.
- Using offensive messages or pictures.
- Using someone else's password.
- Using, harming or destroying the data of another user.
- Intentionally damaging hardware or software.
- Changing settings on the computer without appropriate permission. This includes such things as desktop appearance, printer set-up, screensavers, etc.
- Downloading software or apps without permission from an adult staff member.
- Intentionally wasting limited resources such as disk space or paper.
- Transferring files or software to or from a school computer without appropriate permission.

Internet Use Access to the internet will enable users to conduct research and explore thousands of libraries, databases, and bulletin boards. Students' use of the Internet must be in support of education and research and consistent with the educational objectives of Saint Jude Academy.

Families should be warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Saint Jude Academy has a filter installed on its network to protect users from access to offensive material. However, users should be aware that no filter can block 100% of all offensive material. However, while our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet far exceed the disadvantages. One of the primary goals at SJA is to teach students to use the Internet in a responsible manner.

In addition to the rules listed previously for General Computer Network Use, when using the SJA computer network to access the Internet, the activities listed below are not permitted:

Viewing or sending offensive messages or pictures. Taking and sharing pictures, videos, or audio recordings of anyone without their permission.

- Harassing, insulting or attacking others.
- Intentionally harming computers, computer systems, or computer resources. This includes the creation and distribution of computer viruses.
- Hacking or any other unlawful activity by a minor while online.
- Students are not allowed to disclose, use or disseminate any of their own personal information or the personal information of another student. This information includes a complete name, phone number, address, or identifiable photo.

- Students checking email without appropriate permission.
- Students accessing programs or web pages which do not pertain to the assignment or project at hand.
- Using the internet for commercial purposes, financial gain, or fraud.

### **Student Work:**

Student work is done either through Google Docs or other software as directed by the teacher. Work is saved in the cloud or on the school server. After prior notice has been given, files may be deleted from the system to protect the integrity of the network or because of space limitations. Upon graduation or withdrawal from the school, all student work will be deleted from the school's servers.

### **Information Technology Curriculum:**

Educating students regarding these acceptable and appropriate uses of technology are included as part of the technology curriculum. Age appropriate lessons include, but are not limited to:

- Appropriate online behavior for minors and how to respond to inappropriate or unsafe situations that may arise on the internet.
- Guidelines and rules for social networking platforms and chat rooms
- Information on cyber bullying, cyber-harassment, including definition, reporting, and legal ramifications
- Personal digital footprints and their ramifications
- Appropriate precautions to prevent viruses from entering Watertown Catholic's network resources.

### **Copyright:**

All users will abide by federal copyright laws. Copyright violation occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without permission of the copyright owner. Users who willfully disregard copyright law are in violation of this policy, are doing so at their own risk, and assume all liability.

### **Consequences:**

Violations of any of the rules listed above will be handled in accordance with the SJA Discipline Policy or at the discretion of the School Leader. In certain instances, consequences may include:

- Suspension from class
- Suspension from school
- Loss of computer network access

Legal action: St. Jude Academy personnel will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through or with SJA devices or network resources. Also, please be advised that users, or their parents or guardians, may be held financially responsible for the

deliberate damage of computer equipment, including chrome books, iPads, and any other technology tool or for any unauthorized financial commitments made through the Internet.

### **PLAGIARISM POLICY:**

Rationale for Plagiarism Guidelines: In today's society, with many communication methods available for students and staff, we are continually exposed to other people's ideas. Students hear them in lectures, read them in texts or on the Internet, discuss others' ideas in class and incorporate them into writing projects. It is necessary to give credit to these sources when they are used in producing original work. The definition of plagiarism is "using others' ideas and words without clearly acknowledging the source of information."

Procedures in Handling Cases of Suspected Plagiarism:

- When an assignment is suspected of being plagiarized, it is recommended that the teacher consider the following procedures:
  - The teacher will photocopy the work and place a copy on file as potential evidence.
  - The teacher will hold a conference with the student.
  - The teacher may be asked to supply earlier drafts or other forms of preparatory work for the assignment.
  - The teacher will give notice to the school leader that an incident of plagiarism is being considered.
  - The teacher will have a conference with the student and/or parent/school leader.
  - The teacher may use online search engines to find original material.
  - The teacher will notify the family of suspected plagiarism.

Penalties for Plagiarism Incidents:

- If intentional plagiarism is confirmed, consequences include:
  - FIRST OFFENSE:
    - Warning
  - SECOND OFFENSE:
    - Zero credit for that assignment
    - Parents Notification
    - Detention
    - Student and parent will be informed of consequences for third offense
  - THIRD OFFENSE:
    - Parents are notified
    - Serve office referral (1/2 day in school suspension)
    - One week suspension from participation in athletics
    - The student will receive an "F" for that trimester in that class
  - FOURTH OFFENSE:

- Principal, parent, and student will meet and discuss a course of action.
- Time frame will be for one school year
- The student will begin the next school year with a clean slate, however, the consequences will begin with the Second Offense.

### **DRESS CODE POLICY:**

- The students of St Jude Academy are required to wear uniforms for school days and school outings.

### **LADIES' UNIFORMS:**

- Shirts: may be the ladies' SJA t-shirt or polo
- Undershirts: long sleeved shirts in black or white may be worn at any time underneath a SJA t-shirt or polo
- Sweaters: Cardigans or front zip hoodies of a single color may be worn as long as there is no writing other than a minimal logo on the front
- Pants: Dress pants in navy, black or tan may be worn, they must be straight legged or loose fit. No skinny pants, boot cut, or bell-bottomed pants.
- Skirts: Plain colored skirts in navy, black, or tan may be worn. Skirt length must NOT be more than 4 inches above the top of the knee cap. The material cannot be sheer or see-through. Shorts, leggings or tights must be worn under skirts at all times.
- Mass Days: Ladies must wear a Polo and Skirt for Mass Days. They will be able to change after Mass, if desired. Ladies may wear a veil for mass if desired.

### **BOYS' UNIFORMS:**

- Shirts: may be the boys SJA t-shirt or polo
- Undershirts: long sleeved shirts in black or white may be worn at any time underneath a SJA t-shirt or polo
- Sweaters: Cardigans or front zip hoodies of a single color may be worn as long as there is no writing other than a minimal logo on the front
- Pants: Dress pants in navy, black or tan may be worn, they must be straight legged or loose fit. No skinny pants, boot cut, or bell-bottomed pants.
- Mass Days: Boys must wear a Polo and Dress Pants for Mass Days. They will be able to change after Mass, if desired.

### **ALL STUDENTS:**

- No head coverings to include: caps, hats, beanies, bandannas, headscarves, combs, rakes, rags, picks, sweat bands, or rollers. (exceptions may be made for field trips and outings)
- Shoes: No house shoes, slippers, crocks or open toed sandals are allowed.
- No chains or other jewelry items that may be perceived as dangerous or a weapon.
- Children with snow pants, boots, hats and gloves will be allowed to play in designated snow areas at recess during the winter.



- All students need to have shoes that they can wear for physical education.
- They must be ones that give the student good support but do not leave black marks or in any other way damage the floor.
- Parents are responsible for what their children wear and we ask for your cooperation.
- We reserve the right to decide what is 'appropriate' and to ask a student not to wear a particular piece of clothing again.
- Parents will be notified if a repeated offense occurs and may be asked to bring a change of clothing for their child if it is very inappropriate.

### **Tuition**

St. Jude Academy works to create a tuition model that is accessible to families of all financial backgrounds. For this reason we have created a sliding scale tuition model. The success of this model depends on families also contributing their time and talent within our school structure. There are many opportunities for families to be involved regardless of their financial situation or private family life. We will take the opportunity to discuss how we can work together during your family application meeting.

Family Taxable Income	Yearly Tuition per <u>Family</u>	Financial Assistance Available?
\$30,000 or less	\$1,000	Yes
\$31,000 -\$40,000	\$1,500	Yes
\$41,000-\$50,000	\$2,000	Yes
\$51,000-\$60,000	\$2,500	Yes
\$61,000-\$70,000	\$3,000	Yes
\$71,000-\$80,000	\$3,500	Yes
\$81,000-\$90,000	\$4,000	Yes
\$91,000-\$100,000	\$4,500	Yes
\$101,000-\$110,000	\$5,000	Yes
Greater than \$111,000	\$5,500	Yes

### **Payment options:**

- Parents have a number of options in regard to tuition payments.
  - They may pay in full for the upcoming year on or before August 30.

- They may choose monthly payments which are based on a 10 month payment plan Aug-May of the current school year
- Parents may choose either automatic deduction from their bank account or paying with a monthly invoice.
- There are additional charges for any late payments.

#### **TUITION ASSISTANCE/FORGIVENESS:**

- Tuition assistance/forgiveness is available to families registered at SJA.
- Applications are available upon request. Please contact the school office for an application. All requests for tuition assistance/forgiveness are kept strictly confidential.
- Tuition assistance/forgiveness is based on need.
- Families may talk with the school leader if financial help is needed beyond what is initially determined.
- This is done on a case-by-case basis.

#### **TIME AND TALENT:**

- Our tuition model calls for all families to donate their time and talent in addition to their tuition. We understand that each family's dynamic is different and can change from year to year. There are many opportunities for families to be involved regardless of their financial situation or private family life. We will discuss opportunities for families to donate their time and talent in a generous yet prudent manner during your family application meeting.

#### **WITHDRAWAL:**

If a family decides to withdraw a student from St. Jude Academy at any point in the year:

- Parents should fill out a withdrawal form and submit it to the school office.
- It is helpful to know the last day your child will be attending classes.
- Please provide a forwarding address for communication purposes.
- Official school records are forwarded directly to the new school upon receipt of the formal request letter from the new school.

#### **STATE AND FEDERAL PROGRAMS:**

There are several state and federal programs that are available to non-public students on an equal basis as their public school counterparts. These programs are administered through the **Watertown School District**.

- State program include:
  - Transportation: Wisconsin public school districts must provide "equal transportation" within the district boundaries. The public school shall have sole discretion, control, and management of scheduling, routes, bus stop locations and discipline. Families who reside in school districts other than **Watertown** are encouraged to seek reimbursement for busing if your home

residence qualifies under the district policy.

### **Handbook Compliance Agreement**

Dear St Jude Academy Families, Adherence to the policies, regulations, and procedures in the St Jude Academy Parent and Student Handbook is a necessary condition of enrollment and continued attendance at St. Jude Academy . Parents must read the handbook and agree to follow the policies, regulations, and procedures therein and try to live by the spirit of the core values and guiding Scripture shared in the foundational documents in the opening section of the handbook. Reviewing relevant sections of this handbook with your children further emphasizes your support of and partnership with Saint Jude Academy. Please take the time to read the handbook and then return this form to the school within two weeks of receiving it. I/we have read the Saint Jude Academy Parent and Student Handbook and discussed it with our children. We agree to be bound by its policies, regulations, and procedures. (Signatures and dates follow.)

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Student Signature & Date

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Parent/Guardian Signature & Date