



St. Jude Thaddeus Catholic School

Where Faith and Knowledge Meet

2022-2023
School Handbook

St. Jude Thaddeus School believes:

By modeling the behavior of Jesus Christ in a safe and nurturing learning environment, each student can become independent, a life-long learner, a problem solver and a responsible Christian.

SPIRITUAL

- Models Catholic beliefs, rituals, and traditions

TRUTH

- Applies values in making good choices

JOURNEY

- Shares knowledge, gifts, and talents

UNITED

- Strives to excel academically

DEDICATION

- Works together to care for God's creations

EXPRESSION

- Practices respect for self, others, and God

TABLE OF CONTENTS

Mission Statement.....	3	Extra-Curricular Activities.....	13
Faculty & Staff.....	3	Supervision & Safety.....	15
School Website & Social Media.....	3	Student Drop-off & Retrieval.....	15
Admission Policy.....	3	Administration of Medications.....	15
Registration.....	4	Illness During the School Day.....	15
Tuition Accounts.....	4	Phone Use.....	15
School Advisory Council.....	4	Textbook & Computer Damage.....	15
Booster Club.....	4	Emergency Closing.....	15
Home & School.....	5	School Visitation.....	16
Extended Care Schedule	7	Student Illness Policy.....	16
Lunch Schedule.....	7	Attendance Guidelines.....	18
Closed Campus.....	7	Homework Assignments.....	20
Arrival & Dismissal Times.....	7	Dress Code.....	20
Preschool Schedule.....	7	Gun Chewing.....	21
School Masses.....	7	Technology & Social Media.....	21
Mary's Hour.....	8	After School Events.....	21
Christmas Program.....	8	Public Displays of Affection.....	21
Graduation.....	8	Administrative Absence.....	21
General Academic Information.....	10	Expected Christian Behavior.....	23
Religion Classes.....	10	Discipline Policies.....	24
Field Trips.....	10	Policy on Respect.....	26
State & Federal Benefits.....	11	Hazing, Harassment, Intimidation, or Bullying.....	26
Physical Education.....	11	Alcohol, Drug, and Tobacco Policy.....	28
Retention.....	11	Weapons Policy.....	29
Grading Scale.....	11	Computer Use Policy.....	30
Lunch Program.....	13	Requirements Governing Participation in Extra Activities Policy.....	31
Lost & Found.....	13	Food Allergies.....	33
Library.....	13		
Birthday & Un-birthday Treats.....	13		
Party Invitations.....	13		

MISSION STATEMENT

St. Jude Thaddeus School is dedicated to excellence in education and to the spiritual development of each of our students. We prepare each student spiritually, emotionally and intellectually for a life of faith, service and integrity.

ST. JUDE THADDEUS SCHOOL FACULTY AND STAFF

Pastor and School Director	Reverend Daniel Wathen
Principal	Mrs. Katie Kopp
Development Director	Ms. Kathryn Tilleman
Secretary	Mrs. Ty Marchion
Business Office	Mrs. Alicia Richmond
3/4 year old Pre-School	Mrs. McKenzie Kruse
3/4 year Pre-School & 4/5 year Pre-Kindergarten	Mrs. Olga Carden
4/5 year old Pre-Kindergarten	Mrs. Katie Christian
Kindergarten	Mrs. Delleny McLain
Grade 1	Ms. Amber Frazier
Grade 2	Mrs. Kate Dormady
Grade 3	Mrs. Kayla Doney
Grade 4	Mrs. Linda Ferguson
Grade 5	Mrs. Lorraine Don
Junior High	Mrs. Kimberly O'Leary
Junior High	Mrs. Carly Brunk
Physical Education and Athletic Director	Mrs. Tameica Jarvis
Extended Care Director	Mrs. Andrea Hansen
Hot Lunch Program	Mrs. Lisa Wood, Director
	Mrs. Cesilee Storkson

SCHOOL WEBSITE AND SOCIAL MEDIA

St. Jude Thaddeus School information is available online. You will find the monthly school calendar, lunch menus, athletics, grades online, school organizations information and other important information! Be sure to visit www.stjudeschoolmt.org throughout each month and stay informed on the school news.

ADMISSION POLICY

St. Jude Thaddeus School admits students of any sex, race, color creed, national and ethnic origina to all 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 or ethnic origin in administration of its educational policies, admissions policies, hiring policies, scholarships, loan, athletic and other school administered programs. The above statements

do not deny the right of the school to be selective in regard to applicants' academic, attendance, or discipline records.

REGISTRATION

For families whose children are already in attendance at St. Jude Thaddeus School, registrations are sent in the spring. New families apply directly to the school secretary for admission until the beginning of the school year. Families who wish to apply for financial assistance must complete the "Financial Assistance/Scholarship Application" and submit federal income tax documents. In most cases, financial aid is not offered to preschool and pre-k families.

TUITION ACCOUNTS

K-8 tuition may be paid in full or distributed over 10 months through a bank loan provided by Independence Bank from September through June. All accounts are normally closed June 15th. Preschool & PreKindergarten tuition is billed monthly from September through May and is due by the 15th of each month. These accounts may also be paid in full. Extended Care and Hot Lunch are billed monthly.

Parents contract a moral, if not legal, obligation to pay their tuition and other school bills (Extended Care and/or Hot Lunch). If they consistently fail to do so, the school may, after sufficient warning and promulgation, apply sanctions such as:

1. Refusing to re-admit to school in August students whose bills are not paid in full.
2. Refusing to forward transcripts and transfer records until all bills have been paid in full.
3. Submit accounts to the Credit Bureau for collection.
4. Families who are more than 60 days behind in tuition and other school bills must make financial arrangements for payment or may be dismissed.
5. Students may not register for the following school year unless their bill is current.

SCHOOL ADVISORY COUNCIL

The School Advisory Council is an advisory body, which consists of the current Pastor, School Principal, Development Director, two teacher representatives, and seven (7) to ten (10) members who have a vested interest in the school and are willing to represent the school at other committee meetings. Members are elected for a three (3) year term with an option to serve an additional term. The terms of office shall commence with the August meeting following elections and be staggered so that each year several terms of office will expire.

School Advisory Council meetings are normally held monthly on the 2nd Tuesday of each month starting in September and continue through June.

BOOSTER CLUB

The purpose of the Booster Club is to support the financial needs of the athletic activities of St. Jude Thaddeus School. The Membership is open to all parents of students and any other adult of the community wishing to belong. The Booster Club supports extra curricular activities which may include the following: boys' and girls' basketball and girls' volleyball. The Booster Club is responsible for running the basketball and volleyball tournaments each year.

HOME AND SCHOOL

The goal of Home and School is to provide parents, teachers, and parishioners opportunities to work together for the benefit of the students at St. Jude Thaddeus Catholic School. They serve as a vehicle of communication between the home and the school to organize school volunteer programs and sponsor projects and various activities. The Home and School raise funds to meet school needs, educational materials, and equipment.

SCHEDULES

EXTENDED CARE SCHEDULE

Extended Care services (day care) are available on school days from 7:30 am to 5:30 pm. These services are available to all registered St. Jude Thaddeus School students on a regular or drop-in basis. There is an hourly charge for Extended Care. Students in extended care may eat hot lunch if they are in attendance during the lunch hour. Students who are ill will not be allowed in extended care.

LUNCH SCHEDULE

11:15 am—11:40 am	Grades K, 1 and 2
11:15 am—11:45 pm	Extended Care
11:50 am—12:15 pm	Grades 3, 4 and 5
12:25 pm—12:55 pm	Grades 6, 7 and 8

CLOSED CAMPUS

St. Jude Thaddeus School is a closed campus. No students will be allowed off school grounds at any time unless picked up and checked out through the school office by a parent or guardian.

ARRIVAL & DISMISSAL TIMES

7:30 am	Extended Care opens. If your child arrives at school before 7:50 am, they will need to go to Extended Care.
7:50 am	Students should arrive no sooner than 7:50 am unless attending Extended Care. Students must go to their classrooms upon arrival.
8:00 am	First bell rings
3:15 pm	Dismissal

PRESCHOOL SCHEDULE

3-4 Preschool	Mon thru Wed	8:15 am-11:00 am
3-4 Preschool	Mon thru Wed	12:30 pm-3:15 pm
3-4 Preschool	Mon thru Thurs	8:15 am-11:00 am
3-4 Preschool	Mon thru Thurs	12:30 pm-3:15 pm
3-4 Preschool	Mon thru Fri	8:15 am-11:00 am
3-4 Preschool	Mon thru Fri	12:30 pm-3:15 pm
Pre K	Mon thru Thurs	8:15 am-11:00 am
Pre K	Mon thru Thurs	12:30 pm-3:15 pm
Pre K	Mon thru Fri	8:15 am-11:00 am
Pre K	Mon thru Fri	12:30 pm-3:15 pm

SCHOOL MASSES

Every Wednesday students in grades first through grade eight participate in an "All School Mass". Mass days are 'Polo Shirt' days. Students are to wear the academic school polo shirts and dress pants or skirts (or other St. Jude issued dress wear). Kindergarten students will start participating in the "All School Mass" during the second half of the school year.

MARY'S HOUR

The "Living Rosary" will be conducted each May in honor of Mary, the Mother of Jesus. Students in grades kindergarten through eight are expected to participate in this event.

CHRISTMAS PROGRAM

All students attending St. Jude Thaddeus School in grades preschool through grade eight are involved in an annual Christmas program. The K-8 performance will be an evening event held in December. The PS/PK performance will most likely be during the school day in December.

GRADUATION

All students meeting graduation requirements are encouraged to participate in graduation activities and the graduation ceremony. Graduation will take place at a special evening mass at the end of the school year.

ACADEMICS

GENERAL ACADEMIC INFORMATION

St. Jude Thaddeus School provides a rigorous academic program in basic studies for preschool through eighth grade. Preschool through fifth grade are self-contained classrooms. The Junior High, which is grades 6-8, utilizes teacher talents in a departmental structure, which in turn helps prepare students for high school.

Open communication is vital. Teachers and parents are asked to contact each other a minimum of once each quarter to review student progress. Parents are encouraged to contact staff members using their email address and/or call the school office. Quality interaction among the adults sends a positive message to each child.

Report Cards are posted on *Gradelink* every quarter. Fourth Quarter Report Cards will be sent home. Midterm reports will be posted on *Gradelink* in the middle of each quarter for all students in third through eighth grade. Parents may keep up-to-date on their child(ren)'s daily progress through our online *Gradelink* program, which can be logged into through the school website. Parent/teacher conferences will be held at the end of the first and third quarters.

RELIGION CLASSES

Daily religion classes, as well as the school setting, give information and spiritual formation in the Catholic Faith. The spiritual life of the student is fostered by attendance at all school Masses. Students are directly involved in the preparation of prayer services.

Periodic penance services may be scheduled. Catholic students and their families are encouraged to participate in all parish services including the parish penance services.

First Reconciliation, First Eucharist and Confirmation are encouraged for Catholic students at the second grade level. Every year Catholic students in second grade prepare to celebrate these Sacraments. Additional preparation classes for students and their parents take place after school hours through the parish youth ministry program.

Students in third grade and above who want to complete their initiation into the Catholic Church through the Sacraments of Confirmation and Eucharist are asked to contact the parish office for further information at 406-265-4261.

St. Jude Thaddeus students will be involved in numerous service projects during the school year. These projects are designed to help foster the belief in peace and justice for all.

The parish youth ministry program begins in October and runs through May. First grade through twelfth grade meet on Wednesday evenings from 6:30-7:30 pm. The purpose of the youth ministry groups is to help young people grow in knowledge and understanding of their Catholic, Christian faith while interacting with their peers in a fun-filled environment. This process is open to all youth, regardless of church affiliation. For more information contact the parish office at 406-265-4261.

FIELD TRIPS

Although field trips are an important part of education, they are a privilege, not a right. A student can be denied participation in a field trip if she/he fails to meet academic and

behavior requirements. On these trips, students must remember that they represent their school and their families.

Field trips utilize educational resources in the surrounding area which cannot be brought into the classroom. Transportation may be provided by private vehicles with parent drivers, by bus, or by walking.

Participation in field trips requires the signature of a parent or guardian on the Field Trip Participation Form. Forms will be sent home with students before the scheduled field trip. Students not returning the required form in time to participate in the field trip will not be allowed to travel with the class and will remain at school under the supervision of school personnel.

Adults wishing to drive for any school activity must complete the required Volunteer Drivers Form. As a volunteer driver, your insurance is the primary coverage. Liability coverage minimum requirements are \$100,000 per individual, \$300,000 per occurrence.

STATE AND FEDERAL BENEFITS

Testing and evaluations are available to help identify special learning needs for students who attend St. Jude Thaddeus School. Limited Special Education Services in the form of a Service Plan is available for qualifying students. These services are provided by the Havre Public School system and their staff. In-house Speech Therapy is provided for qualifying students.

PHYSICAL EDUCATION

All students in kindergarten through eighth grade participate in physical education classes. A written parental excuse will be accepted for short term non-participation. A medical excuse may be requested as proof of physical illness or handicap if a student cannot fully participate in the physical education program for more than five (5) days.

RETENTION

Parents will be contacted if retention needs to be an option before the end of the 4th quarter.

GRADING SCALE

96%-100%	A
93%-95%	A-
91%-92%	B+
88%-90%	B
86%-87%	B-
84%-85%	C+
78%-83%	C
73%-77%	C-
71%-72%	D+
67%-70%	D
65%-66%	D-
0%-64%	F

STUDENT INFORMATION

LUNCH PROGRAM

Students at St. Jude Thaddeus School have the following lunch options:

- Buying hot lunch at the school
- Bringing a cold lunch
(The cafeteria guidelines prohibit bringing food from restaurants into the cafeteria. If you wish to have restaurant food, you may take your child off-campus.)

LOST AND FOUND

Please mark your student's name on their clothing and belongings. Lost and found articles are taken to the school office or the gym office. If articles are not claimed within a reasonable time, they are given to charity.

LIBRARY

The St. Jude Thaddeus School library is available to students attending St. Jude Thaddeus School. Books may be checked out for use outside of the school. Books not returned to the library must be paid for by the student checking them out.

BIRTHDAY OR UN-BIRTHDAY TREATS

Parents are encouraged to consult the classroom teacher about sending classroom treats for your child's birthday or "un-birthday". It is important that you discuss this with the classroom teacher as there may be dietary restrictions for some students in the classroom.

PARTY INVITATIONS

Students are allowed to give out invitations at school when a whole class is invited. Or, invitations may be given out when all the girls or all the boys are invited. Selective invitations may be hurtful to the uninvited students.

EXTRA-CURRICULAR ACTIVITIES

Students may be provided the following activities through the school.

Girls' and boys' basketball	Grades 5-8
Girls' volleyball	Grades 5-8
Student Council	Grades 6-8

7th & 8th grade students are able to participate in the following Havre Middle School programs, including but not limited to: Football, Track, Wrestling and Golf. Students will be notified through St. Jude Thaddeus School when these activities begin. All students participating in school sponsored sports will be required to have a sports physical prior to the first day of practice. All physicals must be obtained after May 1st of that school year. All students participating in Havre Middle School programs are subject to the St. Jude Thaddeus Catholic School Academic Eligibility Policy.

SCHOOL REGULATIONS

SUPERVISION AND SAFETY

Extended Care is available to all registered students and siblings age 2+, Monday through Friday, from 7:30 am to 5:30 pm, on school days. There is an hourly charge for this service. Students may enter the school building starting at 7:50am and go to their classroom.

STUDENT DROP-OFF AND RETRIEVAL

Please load and unload your children at the streets bordering the school property. Please encourage your children to use the crosswalks. Double parking is illegal and extremely dangerous to children arriving or leaving the school property. You may be ticketed for illegal parking. Please do not block the crosswalks or park in yellow no parking zones in front of the school.

ADMINISTRATION OF MEDICATIONS

If it is absolutely necessary that medications, both prescription and non-prescription, be administered during the school day, an Authorization for Administering Medication to a Student form needs to be on file in the school office. All prescription medication will require the physician signature on this form. This form also supplies information on time, dose, and frequency of the medication. All medications must be provided by the parent or guardian. Prescription medication must be supplied in an original prescription container with the child's name and instructions listed on the label. Medications will be stored and administered through the school office.

ILLNESS DURING THE SCHOOL DAY

If a student becomes ill during the school day, it is always in their best interest to go home. The school will first attempt to contact the primary parent or guardian. If parents cannot be reached, the school will make contact with those listed as emergency contacts on the student information cards.

If a student wets or defecates in their clothing, their parents will be called and required to pick up their child to attend to their personal hygiene needs.

PHONE USE

Limited use of the office phone by students may be allowed before school, after school and during school breaks. Messages for students will be taken and given to students when possible. In case of an emergency, an attempt to summon a student to the phone will be made.

TEXTBOOK DAMAGE

Students will be charged a fee for replacement of lost books or books showing excessive use due to the student's negligence. (For example: writing, marks, water damage, tears, etc.)

EMERGENCY CLOSING

In the event of an emergency school closing, due to weather or other unforeseen reasons, the school may close early. Announcements of any school closings will be broadcast on the local radio stations and broadcast via *Gradelink School Messaging* and Facebook.

SCHOOL VISITATION

Parents are welcome to visit the school. Arrangements for such a visit should be made with the principal or classroom teacher in advance.

All visitors to the school must check in at the school office. During school hours, all messages, lunches, etc. are to be taken to the school office. If parents need to talk to their children during class time, students will be called to the office rather than parents going to the classroom. This precaution is taken to ensure the safety of all the students and to avoid classroom interruptions.

STUDENT ILLNESS POLICY - HILL COUNTY HEALTH DEPARTMENT DIRECTIVES WILL BE FOLLOWED.

The intention of this policy is to provide a healthy and safe environment for our students. Some illnesses are situations that require a student to be absent from school to prevent the spread of infection to other children and to allow the child time to rest, recover, and be treated for the illness. In order to help keep our children healthy, St. Jude Thaddeus School requires adherence to the guidelines of this policy. Children are not allowed to attend school or school related activities if they have anything contagious such as, but not limited to the following:

- FEVER: The student may return to school once they are fever free (under 100 degrees) for 24 hours without medication.
- DIARRHEA/VOMITING: The student may return to school when they are symptom free for 24 hours.
- STREP THROAT: The student may return to school 24 hours after treatment begins and eyes are free of discharge.
- HEAD LICE: The student may return to school after treatment and removal of all live lice and nits from hair.
- RINGWORM: The student may return to school after treatment begins; the area should be covered while in school for the first 48 hours of treatment.
- IMPETIGO/MRSA: The student may return 24 hours after treatment starts; the wound must be covered with dressing tapes on all four sides.
- COMMUNICABLE DISEASES (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): The student may return to school when cleared by their medical provider.

If a student arrives at school with symptoms, or during the school day begins to show symptoms indicative of a condition listed above, a parent/guardian will be contacted and asked to pick up the child as soon as possible.

The parent/guardian needs to maintain direct contact with the school and the student's teacher if the child is diagnosed with any communicable disease so the school can take appropriate steps to protect the entire student population.

STUDENT
RIGHTS,
LIMITATIONS,
AND
RESPONSIBILITIES

In order to provide an atmosphere suitable to learning, the teacher and administration must maintain an environment which will facilitate the educational program. The student is responsible for attending class, applying themselves to the learning process and following the reasonable and applicable written policies, rules and regulations. The parent is equally responsible for their child's attendance, application to the learning process and adherence to all applicable policies, rules and regulations of the school.

I. ATTENDANCE GUIDELINES

Regular attendance in school is governed by Montana State Law (M.C.A. 20-5-103) and is the duty of the parent. Repeated absenteeism and tardiness negatively affect the continuity and depth of a child's learning. Regular absence or tardiness for any but serious reason may contribute to the formation of undesirable character traits and poor work habits. Therefore, parents are respectfully requested to guide their children in forming habits of faithful attendance and punctuality.

- When St. Jude Thaddeus School is forced to engage in a remote learning curriculum, it will maintain records of student attendance and participation.
- Students would be absent only when necessary, as the classroom experience cannot be replaced in the home. The benefits of scholastic development are lost to those who are absent from school. Daily classroom attendance is a vital key to student success.
- St. Jude Thaddeus School supports communication efforts between the school and family and therefore will notify the family of deficient attendance in an appropriate and timely manner.
- In the case of those students who repeatedly abuse the school's attendance requirements, the school will provide continual consequences that may ultimately end in a student dismissal.

ABSENCES DUE TO ILLNESS

Please call 406-265-4613 by 9:00 am to report a student absent or tardy. A dated note may be sent to the school office with another family member stating the reason for the absence or tardiness. Assignments will be available when the student returns to school.

EXCUSED ABSENCES

An excused absence is any absence that the parent/guardian authorizes before, the day of, or the day following the day of the absence. Excused absences may include: illness, serious illness or death in the immediate family, scheduled medical or dental appointments, emergency situations and pre-arranged absences requested by the parent. Due to the importance of a student attending class each day to benefit from the full impact of the curriculum, we suggest that if at all possible, appointments for non-emergency medical or dental services be scheduled after school hours. Any missed instructional time, including extended lunch times, etc., will be recorded accordingly.

PLANNED ABSENCE

When a student will be gone on a planned absence, please notify the school office. Assignments will be organized for the student and given to them when the student returns to school.

MAKE UP OF CLASS WORK

A student who has been absent from school is responsible for completing his/her make-up work. Regardless of the nature of the absence, make-up work will be assigned and full credit granted if completed on time. A student will have one day make-up time for one day absence; two days make up time for two days absence, and one week make up time for more than three days of absence. In special circumstances, turn in times may be adjusted with the agreement of the teacher and parent.

TARDINESS

It is the responsibility of the parents to have their child at school on time and the responsibility of the student to be in class on time, prepared with necessary materials and ready to learn. A student is tardy if they are not present in their classroom at 8:05 am. Students who are late are asked to report to the school office before going to class. A student who arrives after 8:30 am may be counted absent a minimum of ¼ day.

MAXIMUM ALLOWED ABSENCES

The Montana Catholic Schools Policy Manual dictates in order to move on to the next academic level a student shall not miss more than 11% of the academic term.

- St. Jude Thaddeus School offers 180 instructional days, the maximum allowable absences would be 10 missed days per semester or 20 days per year.
- If a student exceeds the maximum allowable absences for the school year, they shall not be allowed to receive credit for having successfully completed/passed the grade level.
- In these circumstances, and in accordance with Montana Catholic School's policies, St. Jude Thaddeus School may deny the student admission into the next grade level.
- Extension Request: In the rare event when a student has exceeded the maximum allowable number of absences, their family may formally request an extension to this absence policy by contacting the school administration and following the protocol the school has established. Reasons for requesting an extension include extended illness or extenuating medical circumstances and/or extenuating personal or family circumstances.

LEAVING SCHOOL EARLY

St. Jude Thaddeus School is a closed campus. Students will be allowed to leave the school with parent's or guardian's permission only. If students must leave before the end of the school day it may be counted as a partial day absent. Students must be signed out through the main office by a parent/guardian when leaving the campus. If they return to campus, they must sign in at the school office.

II. HOMEWORK ASSIGNMENTS

Homework is a necessary part of the curriculum. It is designed as a practice for skills being taught. The students will have definite assignments, not necessarily always written. All written work should be done neatly and completed by the student on time.

LATE WORK FOR GRADES 6-8

- 1 day late (daily assignments) or 1 week late (weekly assignments) - 50% off
- More than 1 day or 1 week late - it will become a zero (0) with no chance for makeup

III. DRESS CODE

St. Jude Thaddeus School supports parents/guardians in order to determine that a child's clothing demonstrates a sense of personal dignity, Christian modesty and is appropriate for school activities.

- Clothing must be size appropriate in length and width. Skirts/shorts must be no shorter than 4" above the knees.
- Clothing that advertises unhealthy habits, obscene, offensive, or disrespectful attitudes will not be permitted.
- Shoulder straps will be at least two fingers wide. Shirts with bare midriffs or backs should not be worn to school. Shirts and dresses cannot be any lower than 2" below the top of the collarbone.
- No visible body piercing other than ear piercing. No excessive make-up, jewelry or tattoos.
- Students are expected to follow the directions of their teachers or other supervising adults with regard to weather appropriate clothing. All students are encouraged to dress appropriately for the weather and outside conditions.
- Students are encouraged to dress up for Mass, liturgical events, special school events and when they are representing the school in public. Mass days are 'Polo Shirt' days. Students are to wear the academic school polo shirts and dress pants or skirts or other St. Jude issued dress clothes.
- No pants, slacks or jeans with visible skin or threadbare patches located above the knee are permitted.
- We strongly encourage appropriate and safe footwear for outside play.
- School t-shirt days will be on the last day of the week (typically Friday). Students are encouraged to wear a school t-shirt on this day. School t-shirts are earned by participation in the annual school Jog-A-Thon and school play.
- P.E. Clothing:
 - Gym shorts must be no shorter than mid-thigh which is approximately 4-6" above the knee.
 - No cut-off shorts are permitted.
 - No tank tops are permitted.
 - No t-shirts with questionable writing or pictures are permitted.

- For swimming classes, boys will wear swim trunks and girls will wear a one-piece or tankini two piece-swimsuit.
- Take home clothes weekly.

If necessary, the principal/head teacher reserves the right to deem clothing inappropriate.

IV. GUM CHEWING

Gum chewing is not allowed while school is in session. Students may not have gum from the time they arrive at the school until the time they leave for home.

V. TECHNOLOGY AND SOCIAL MEDIA

Students are encouraged to leave personal electronics at home.

All cell phones and/or other telecommunication devices are to be turned off and or not used during school hours. St. Jude Thaddeus School reserves the right to confiscate any and all aforementioned items. If this happens, parents will be contacted.

Students are not allowed to access social networking sites during school hours. Please refer to the section on the General Conduct Policy on Respect.

VI. AFTER SCHOOL EVENTS

Students at school sponsored events shall be governed by rules and regulations of school conduct and are subject to the authority of the school officials.

VII. PUBLIC DISPLAYS OF AFFECTION

No hand holding and/or public displays of affection between students will be allowed.

VIII. ADMINISTRATIVE ABSENCE

When the principal is absent during school hours, whether due to illness, out-of-town meetings, or family emergencies, teachers with the most seniority according to length of time worked for St. Jude Thaddeus School, shall be in charge. They shall report any problems or concerns to the principal as soon as he/she returns to the school.

GENERAL CONDUCT POLICIES

I. EXPECTED CHRISTIAN BEHAVIOR

The students of St. Jude Thaddeus School shall conduct themselves in a safe and respectful manner at all times and shall be responsible and accountable for their actions. Parents will be notified of all serious incidents.

The purpose of rule at St. Jude Thaddeus School is:

1. To provide a classroom environment conducive to learning.
2. To educate students to an appreciation of personal responsibility and self-discipline.
3. To help build community.

The Three Student Learning Expectations are:
Respect, Responsibility, and Reflection

Specific examples of safe and respectful behavior include, but are not limited to the following expectations:

SELF-MANAGEMENT EXPECTATIONS:

1. I will accept responsibility for my own actions.
2. I will encourage and support my classmates
3. I will not put other people down or call other people names.
4. I will not hit anyone or touch anything that is not mine.
5. I will accept guidance and directions from school staff or the principal respectively.
6. I will listen to directions and follow them.
7. I will come in and out and go through the school calmly and quietly.
8. I will not run in the hallways.
9. I will be on time and prepared for class.
10. I will use my class time doing the activity or lesson that my class is working on or the work my teacher has assigned me to complete during that time.
11. I will always try my best.
12. I will use classroom tools appropriately.
13. I will be honest and do my own work.

LUNCHROOM EXPECTATIONS:

1. I will be seated until excused.
2. I will never play with or throw food.
3. I will return my food tray and clean up any food that I spill on the table or floor.
4. I will keep my voice level low.
5. I will not trade or share food from home.

PLAYGROUND EXPECTATIONS:

1. I will stay within the playground boundaries so that I can be seen by the teacher on duty.
2. I will get permission if I need to go into the building for any reason.
3. I will not play rough, pretend to fight, or do anything that might hurt another person.
4. I will stop playing and line up immediately when the bell rings or when requested by a playground supervisor.

5. I will make sure that teams are fair and balanced when playing team games.
6. I will follow game rules.
7. I will share playground equipment.
8. I will not throw rocks, sticks, snow, or other dangerous objects.
9. I will use all equipment properly and follow the directions of the playground supervisors.
10. I will not climb trees, planters, railings, drainpipes, snow piles, or poles.
11. I will use playground equipment safely, sensibly, and appropriately.
12. I will not bring toys, cell phones, balls, or other equipment from home.
13. I will use all playground balls appropriately. Balls are not to be kicked on the cement area, footballs and soccerballs are to be used on the grass area, and basketballs are to be used on the basketball court.
14. I will return the equipment to the equipment box and pick up my belongings at the end of recess.
15. I will show pride in my school and neighborhood by keeping the grounds litter free.

LANGUAGE POLICY

The following states the kind of language that is considered unacceptable and the consequences for this use:

1. Any language or gesture that incites or threatens violence,
2. Any negative comment related to a person's identity; including gender, sexual orientation, race, religion, national identity, or physical appearance.
3. Name calling and personal insults or comments.
4. Swearing.
5. Use of socially offensive language.
6. Use of sexually suggestive language.

Violation of the language policy will be handled under the section "Discipline Policies".

II. DISCIPLINE POLICIES

When an infraction of the rules and expectations occurs, a student will be counseled about the inappropriate action and consequences will be applied. If the inappropriate behavior persists, the parent will be notified. Continued inappropriate behavior will result in a conference involving the student, teacher, and principal. A conference with the parent may also be requested.

Serious rule violations may result in a parent conference immediately.

SUSPENSION AND EXPULSION PROCEDURES

In most circumstances, a student will be given the opportunity to solve their problem with the help of the school staff. If the problem is serious or re-occurs, parents will be notified to be a part of the problem solving. Parents may request to be informed of any disciplinary action involving their child.

Students shall be subject to discipline, suspension, or expulsion for misbehavior, including but not limited to:

- Persistent disruptive conduct which deprives other students of the right to learn. Examples of disruptive conduct are talking back to the teacher or other staff members, acting rude, throwing objects in the classroom, and/or continual interruptions of the classroom procedures;
- Willful disobedience or lack of respect for authority;
- Behavior that is physically or emotionally harmful to self or others;
- Use of abusive, profane or obscene language and/or gestures;
- Vandalism of school or parish property;
- Theft of property on school and parish grounds;
- Truancy or leaving the school grounds without permission;
- Bringing onto school property any weapon, such as a gun, knife, or any object that resembles a weapon. More details are found under "Weapons Policy";
- Misuse of computers and other school equipment. More details are found under "Computer Use Policy";
- Unlawful use of drugs, narcotics, or alcoholic beverages. Anyone caught drinking, smoking, using an e-cigarette, or possessing drugs will be suspended (OSS) for a designated period. Parents will be notified of the situation. More details are found under "Alcohol, Drug, and Tobacco Use Policy";
- A negative attitude toward religion and Christian values. This may be shown by lack of participation in the religion class or school liturgical services, by cruel or unkind conduct and speech to adults or other children or by a disregard for any or all of the spiritual activities normally performed in a Catholic school.
- Bullying will not be tolerated. Details are found in "Hazing, Harassment, Intimidation, or Bullying" under "Policy and Respect".

Depending on the age of the student and the seriousness of the incidents, corrective actions will be determined by the professional judgment of the teacher and the principal.

A. IN-SCHOOL SUSPENSION (ISS)

Students with ISS will pick up their school materials and textbooks and report to ISS at the beginning of the school day.

- Assignments sheets will be filled out individually by the student's teacher(s) prior to the beginning of the school day.
- The student must work on school-related assignments during ISS. If the student does not have the school work to do, work will be provided.
- During ISS, students will not be allowed to use the telephone. Lunch will be brought to the student and necessary bathroom breaks will be allowed.

- After the second warning for violation of ISS rules, additional time in ISS will be assigned by the principal.

B. OUT OF SCHOOL SUSPENSION (OSS)

OSS is used only after ISS has proven ineffective for a student, or for a major offense that is viewed seriously enough to warrant out of school suspension. Students who are serving OSS may not attend school functions or school sponsored activities for the duration of their OSS.

During the time that a student is out of school on suspension, the student has the right to request the school work that will be done in their regular class and to do the same work on their own. Students have total responsibility for obtaining assignments, doing the work, and turning in the work. Students who make the effort to gather the assignments and complete the work will earn a maximum credit of 75%. This will also include tests or quizzes.

C. EXPULSION POLICY

One of the following general situations may lead to expulsion:

- When the moral or physical well-being of the student body is endangered.
- When there is prolonged and open disregard for school authority.
- When cooperation between parents and the school becomes impossible.

III. POLICY ON RESPECT

The good name, reputation and personal safety of each student, faculty and staff member is vitally important. In order to protect students, employees, and the institution itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic, Christian principles of the school, as determined by the school in its discretion.

HAZING, HARASSMENT, INTIMIDATION, OR BULLYING

Harassment, hazing, intimidation, or bullying has no place in the St. Jude Thaddeus Catholic School experience. It is the antithesis of the purpose and mission of Catholic education where students are called to grow in their commitment to God, one another, the Church, and the wider community.

As a part of the greater Catholic diocese, St. Jude Thaddeus Catholic School is committed to a positive and productive community environment free of harassment, hazing, and intimidation. It is the explicit policy of St. Jude Thaddeus Catholic School to prohibit harassment or intimidation whether committed by a student, employee, volunteer, and/or parent. St. Jude Thaddeus Catholic School will treat allegations seriously, and will review and investigate such matters in a timely manner.

St. Jude Thaddeus Catholic School is committed to an environment that is free of unsolicited and unwelcome harassment, hazing, or intimidation whether intentional or not,

while in school, on school property, and during school-sponsored activities, including transportation to and from.

Furthermore, St. Jude Thaddeus Catholic School prohibits retaliation against any employee, student, or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

DEFINITIONS

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical abilities, sex, age, or sexual orientation. Harassment can occur at any time during the school hours or during school related activities.

Hazing occurs when an individual is subjected to treatment that intentionally or unintentionally meant to induce pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by the school. It does not matter whether such hazing practices were mandatorily or voluntarily entered into by any student or organization in question.

Intimidation occurs when an individual is subjected to verbal, physical, or psychological action or implied action intended to cause harm or distress. A person subjected to intimidation has a difficult time defending him or herself. Intimidation may be carried out directly through physical or verbal means, or indirectly through relational means. When one person fears another because of real or implied threats or coercion that may result in harm to the individual, intimidation exists. Intimidation can also be called bullying or cyberbullying.

Bullying is defined as an imbalance of power that is hurtful, threatening, or frightening to another individual or group. These REPEATED behaviors can be verbal, physical, social, psychological, or via multimedia.

Harassment, hazing, intimidation, and bullying include but are not limited to any of the following:

Verbal: derogatory comments, jokes, or slurs. It can include belligerent or threatening words between individuals and may include offensive, negative remarks concerning an individual's gender, physical abilities, race, creed, and/or physical appearance. In addition, the willful or unintentional spreading of rumors and gossip is considered a form of harassment.

Non-Verbal: exclusion of another student from a team or group, unwelcomed gestures.

Physical: unwanted deliberate touching, pinching, pushing, spitting, bruising, or patting. Additionally, any deliberate attempts to impede or block one's movement (e.g. assaults of any nature), from normal activities.

Visual: derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

Sexual: sexually suggestive remarks, gestures, or jokes. Moreover, any unsolicited verbal or physical conduct of a sexual nature (e.g. sexual assaults, etc.) will be regarded as harassment.

Cyber bullying: any unwelcome acts or gestures through the use of electronic communication.

Cyber bullying includes but is not limited to harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or web site posting, including blogs, whether accessed on campus or off campus, during or after school hours

(Adapted from "Montana Catholic Schools Policy Manual - Section 2000: Students and School Operations")

Any harassment, hazing, intimidation, or bullying directed towards any member of the St. Jude Thaddeus School community by a student will be seen as a violation of this policy and an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer or by remote access during school time or after hours. Any student who violates any aspect of this policy may be subject to disciplinary action according to the school policy, including in-school suspension (ISS), out of school suspension (OSS), or expulsion from the school and the notification of appropriate law enforcement agencies.

IV. ALCOHOL, DRUG AND TOBACCO USE POLICY

Catholic schools have a responsibility to teach their students the Christian respect for the value of human life, including responsibility for their own health and safety.

The principal/head teacher is responsible for ensuring that the ongoing program of teaching Christian values includes a focus on drug and alcohol use and abuse.

The possession and consumption of alcohol, drugs, and tobacco, including e-cigarettes, is a violation of the law and, as a result, any student who is: (1) witnessed using a chemical, (2) in the company of someone using a chemical, (3) caught in possession of a chemical or under the influence of a chemical in school or school-related activities will be subject to disciplinary action. Each case of a student under the influence or in possession of drugs and/or alcohol shall be considered individually as a unique problem and an attempt will be made to deal with causes of behavior as well as symptoms. If a student is under the

influence of drugs, alcohol and/or possession of a chemical substance, the parents of the students will be informed by a school official.

Rumors about students are not grounds for disciplinary action. However, rumors will be assessed by the administration as thoroughly as possible and disciplinary action will result if proof of an infraction is discovered.

The principal will evaluate and determine if any penalties should be imposed. Students have a right to reasonable due process and can request a hearing with the principal/head teacher concerning disciplinary action.

V. WEAPONS POLICY

Any behavior which threatens the health or safety of others is strictly prohibited. Any assault or threat of assault with a weapon is grounds for immediate suspension. Any student who brings a weapon to school may be expelled from school permanently.

It is unlawful for any student to bring a weapon onto the school property or zone. The term "school zone" means:

- In, or on the grounds of, a public, parochial or private school; or
- Within a distance of 1,000 feet from the grounds of a public, parochial, or private school.

Appropriate law enforcement agencies will be notified of any weapons found on school property or in the possession of individuals. The Diocesan Office of Education will be notified if expulsion is being considered.

St. Jude Thaddeus School will also report any violation of this weapons policy to the Montana Office of Public Instruction within 30 days after this policy is violated. This report will include a description of the circumstances surrounding any expulsion to include the name of the school concerned, the number of students expelled from the school and the involved type of weapons.

The term "weapon" means a firearm, as defined in Section 921 of Title 18, United States Code that is defined as follows from this code.

The term "firearm" means:

- Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon;
- Any firearm muffler or silencer; or
- Any destructive device.

The term "destructive device" means:

- Bomb;
- Grenade;
- Rocket having a propellant charge of more than 4 ounces;
- Missile having an explosive or incendiary device of more than ¼ ounce;
- Mine; or
- Device similar to any of the devices described in the previous clauses.

The term "weapon" can also mean an instrument, article, or substance that, regardless of its primary function, is readily capable of being used to produce death or serious bodily injury. (MCA Montana Code Annotated 2005, Section 25-3-101 Subsection 79). This term "weapon" includes but is not limited to the following items: knives, hockey sticks, scissors, air guns, pencils or pens, matches and bats, etc.

VI. COMPUTER USE POLICY

St. Jude Thaddeus School has a stringent computer use policy which will be enforced at all times. We expect our students to:

- A. Recognize that all computer users have the same right to use the equipment; therefore, do not use the computer resources for nonacademic activities when others require the system for academic purposes.
- B. Recognize that the computers are for academic purposes and computer games will not be played unless the student is given permission by a teacher.
- C. Recognize that software is protected by copyright laws; therefore, do not make unauthorized copies of software found on school computers, either by copying them onto flash drives or onto other computers. Do not give, lend or sell copies of software to others unless the written permission of the copyright owner or the original software is obtained and is clearly identified as shareware or in the public domain.
- D. Recognize also that work for all users is valuable; therefore, protect the privacy of others' areas by not trying to learn their passwords and do not copy, change, read, or use files in another user's area, without that user's prior permission. Do not attempt to gain unauthorized access to system programs or computer equipment.
- E. No use of the network shall serve to disrupt the use of the network by others. Hardware or software shall not be destroyed, modified, or abused in any way.
- F. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- G. No use of live chat unless by teacher approval.

- H. Computer etiquette– you are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
- a. Be polite. Do not get abusive in your messages to others.
 - b. Use appropriate language and graphics. Do not swear, use vulgarities or any inappropriate language. Illegal activities are strictly forbidden.
 - c. Do not reveal your personal address or phone numbers of students or teachers.
 - d. Note that electronic mail (e-mail) is not guaranteed to be private. The system administrator has access to all files. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. All communications and information accessible via the network should be assumed to be private property.
- I. Violations of the Acceptable Use Policy described above will be dealt with seriously.
- First Offense—Deny access to the internet before, during or after school hours for a period of four weeks
 - Second Offense—Deny access to the internet before, during or after school hours for a period of eight weeks.
 - Third Offense—Deny access to the internet before, during or after school hours for the remainder of the school year.

VII. REQUIREMENTS GOVERNING PARTICIPATION IN EXTRA ACTIVITIES POLICY

Extra-curricular activities are a privilege. Students who choose to take part in these activities must meet academic and discipline standards in order to participate.

- A. Every Monday morning grades will be checked to report students who are on academic probation or are ineligible for extra-curricular activities in the upcoming week.
- B. Any student whose average grade drops below 73% or C- in any class is considered to be on academic probation. The probation period will be extended for a period of two weeks. Probation will be lifted immediately if the grade is improved. If the grade does not improve by the end of the two week academic probation period the student will be declared ineligible. During this two week period, the student will be allowed to practice and to play in competitions.
- C. Any student whose average drops below 65% or D- in one or two classes is considered to be on academic probation for one week. During this one week period, the student will be allowed to practice and participate in competitions. With the guidance of the student's teachers, the student must create an intervention plan to be implemented during the probation week. The intervention plan must be communicated to the principal for their approval. If the student fails to follow the intervention plan and/or raise their class(es) grade to 65% or above by the Monday

grade check for the next eligibility period, the student will be INELIGIBLE for both practice and competition.

- D. Any student whose average drops below 65% or D- in three or more classes is considered to be INELIGIBLE immediately for both practice and competition. If at the weekly grade check This student will remain INELIGIBLE until they have a 65% or better in all classes.
- E. Teachers are to update grades each Monday by 8:00 a.m. The principal will meet with each student who is on probation or ineligible to participate by Monday afternoon. The athletic director is responsible for notifying the parent(s)
 - a. A master list of ineligible students will be made available to all sixth through eighth grade teachers and coaches. If the coach does not receive notice by the following Monday, it is assumed that the student has brought up their grade or adhered to an acceptable standard of behavior.
 - b. Eligibility runs from Tuesday to the following Tuesday with the cut-off for grades being the previous Monday. All coaches will be notified no later than Monday afternoon that the student is ineligible through the next Tuesday.
- F. Students may appeal their ineligible status in a timely manner with the athletic director or principal.
- G. Any parent concerned with their child's academic progress may, in writing, request a grade check, which will be made available to them in the school's main office. Parents may also check their child's grades online at any time.
- H. Any parent who feels that their child is not working at or above the standards they set themselves can declare their child ineligible. The parent is responsible to notify the coach immediately of this suspension, so the coach can plan for the absence of this student.
- I. If a student should receive ISS/OSS, a suspension from one (1) game or activity is required. If a second ISS/OSS is issued to the student, he/she will be removed from the team or activity for the remainder of the season.
- J. All students are required to attend school the entire day of a game in order to be eligible to play. A medical appointment is an exception but the student must be checked out and checked back in school immediately after the appointment.
- K. Excused absences from practice and games can be granted by the coach. No punitive actions will be given for excused absences. Unexcused absences and non-attendance will result in no or limited playing time.

If you have any questions regarding your child's eligibility, please contact the athletic director or principal. A meeting with the teacher involved may be made if necessary.

VIII. FOOD ALLERGIES

A. Family's Responsibility

- a. Notify the school of the child's allergies.
- b. Provide written medical documentation, instructions and medications as directed by the child's physician. Use the Food Allergy Action Plan as a guide. A current photo of the child is to be attached to the Action Plan Form.
- c. Work with the school to develop a reasonable plan to accommodate the child's needs. This plan will be based on the Food Allergy Action Plan (go to: <http://www.foodallergy.org/actionplan.pdf> and print out this copy for school use.)
- d. Provide properly labeled medications and replace medications after use or when expired.
- e. Educate the child in the self-management of their food allergy. This would include: strategies for avoiding exposure, safe and unsafe foods, symptoms of allergic reactions, how to tell an adult when they are having allergy symptoms, how to read food labels (age appropriate).
- f. Review procedure with the school, the child's physician, and the child after a reaction has occurred.
- g. Provide up-to-date emergency contact information.
- h. Provide the following (if appropriate):
 - i. 1 EpiPen or other prescribed self-injectable device for storage in school office
 - ii. 1 EpiPen or other prescribed self-injectable device to be kept on the student's person or in a suitable container within close proximity to his/her person at all times during the school day, including transportation to/from the school and all school-sponsored events.
 - iii. All other medications prescribed by the child's physician (i.e. liquid or fast-absorbing antihistamine).

B. School's Responsibility

- a. Notify parents and the student prior to admission that the school cannot guarantee an allergy-free environment.
- b. Ensure that all staff understand food allergies, receive a copy of the Food Allergy Action Plan for each student and can recognize symptoms and know what to do in case of an emergency.
- c. Practice the Food Allergy Plan before an allergic reaction occurs to ensure the plan is efficient.
- d. Ensure that medications are appropriately stored, and be sure that an emergency kit is available containing the physician's standing order for epinephrine.
- e. Designate and properly train school personnel to administer medications.
- f. Be prepared to handle a reaction and always ensure a trained staff member is available during the day, regardless of time or location.
- g. Discuss field trips and other special activities with the family of the child to decide appropriate strategies for managing the food allergy.
- h. Discourage children from "trading" food.

- i. Ensure all surfaces such as tables and toys be washed clean of contaminating foods.
 - j. If needed, designate a specific table in the cafeteria for children with food allergies.
- C. Student's Responsibility
- a. Do not trade food with other students.
 - b. Do not eat anything with unknown ingredients or known to contain a food allergen.
 - c. Be proactive in the care and management of their food allergies and reactions (age appropriate). This includes knowing what allergies he/she has, the name(s) of the medication(s) used to treat his/her allergies and the need to have medication in his/her possession, or within close proximity to his/her person, when deemed necessary by the physician's allergy action plan.
 - d. Notify an adult immediately if they believe they have eaten or been exposed to the food allergen.
 - e. Keep one EpiPen or other prescribed self-injectable device on his /her person or in a suitable container within close proximity to his/her person at all times during the school day, including transportation to/from the school and all school-sponsored events.