

## St. Jude Admission Policy for Grades K-8

The maximum number of students to enroll for grades K-8 shall be 30. The 30 student limit may be exempted solely with the pastor's approval in the case of extenuating circumstances (for example, accepting students from a local Catholic school which has closed). In the event that more students apply to a grade than there are available seats for that class, St. Jude will apply the following criteria as described below, and within each category in the order that completed, paid applications (and those of any applicable siblings) are received by May 1, in addition to a Kindergarten child reaching the age of 5 by August 1 of the year of enrollment. Indiana School Choice applicants must submit a full application, but may be exempt from the payment of registration fees until final determination of their status has been resolved.

Acceptance of all new applicants is subject to review of prior educational records and placement assessments, as well as conditions stipulated by additional local or diocesan admission policies. Any diocesan policy, state, or federal statute that affects the manner of admitting students will take precedence over the steps described in this policy:

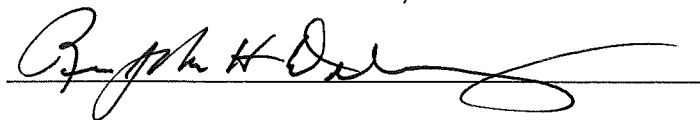
If the number of open seats exceeds 30 and there are any students applying on the basis of an Indiana School Choice Scholarship, a public, randomized lottery will be conducted on May 1 or the nearest business day thereafter, to include all students who have been accepted by April 30. The lottery will determine the order of placement for those School Choice applicants who exceed the number of available seats. The only School Choice applicants who may be exempted from this process are those meeting criteria #1-4 below, or as defined by any successive changes to the law.

Following the lottery date, any student who has not yet received a seat will be placed on a waiting list according to the same criteria as all other applicants.

1. Returning students who attended the prior year.
2. Students with a sibling enrolled the prior year.
3. Children of St. Jude School/Parish faculty and staff.
4. New students whose families are registered/active members of St. Jude or Sacred Heart of Jesus Parish.
5. Students from another Catholic parish which does not operate a K-8 school.
6. All other applicants.

Policy passed: February 13, 2013

Revised & Renewed: March 14, 2018



Approved (pastor)

## St. Jude Admission Policy for Pre-Kindergarten

The maximum number of students to enroll for PreK, shall not exceed 24 on any given day. In the event that more students apply to PreK than there are available seats on any given day for that class, St. Jude will apply the following criteria as described below, and within each category in the order that completed, paid applications (and those of any applicable siblings) are received by May 1, in addition to the child reaching the age of 4 by August 1 of the year of enrollment.

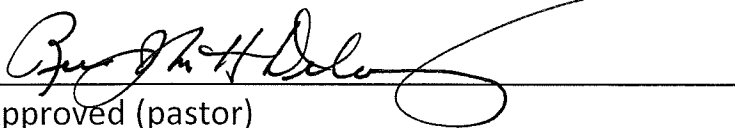
The principal may hold seats in reserve to allow for students recommended for the PreK program after review of Kindergarten screening. Any student who does not receive a seat will be placed on a waiting list according to the same criteria as all other applicants. Any diocesan policy, state, or federal statute that affects the manner of admitting students will take precedence over the steps described in this policy.

If seats in the PreK class remain or become available on or after May 1, students with birthdays as of August 1 may continue to be admitted in the order received (disregarding the below categories), if able to accommodate the requested schedule. If space remains as of June 1, students turning 4-years-old after August 1 may also be admitted in order of those with birthdates nearest to August 1, but may not begin enrollment until within 30 days of their 4<sup>th</sup> birthday, and with the approval of both the Principal and PreK lead teacher. Once admitted after June 1, late-enrolling students may not be “bumped” by later applicants. The Principal may also declare the PreK class to be closed to new admissions any time after May 1.

1. Returning students who attended the prior year.
2. Students with a sibling enrolled the prior year.
3. Children of St Jude School/Parish faculty and staff.
4. New students whose families are registered/active members of St. Jude or Sacred Heart of Jesus Parish.
5. Students with sibling(s) transferring into a higher grade from another school who are registered by May 1.
6. Students from another Catholic parish which does not operate a Pre-K school.
7. All other applicants.

Policy passed: January 17, 2018

Revised & Renewed: August 8, 2018

  
Approved (pastor)

## **Ad Hoc Committee Policy**

All Ad Hoc committees created in the interest of St. Jude's School are subject to the authority of the St. Jude's School Board and are held accountable to the board. The Board wishes to acknowledge the value that these committees contribute to the wellbeing of St. Jude's School.


In order to facilitate communication, each year the School Board Vice President shall appoint Board members to serve as liaisons between each Ad Hoc Committee and the Board.

It is the responsibility of the School Board Vice President to ensure each Ad Hoc Committee receives a copy of this policy.

Policy passed: April 3, 1983

Policy reviewed: April 1996

Revised & Renewed: April 2011

  
Approved (pastor)

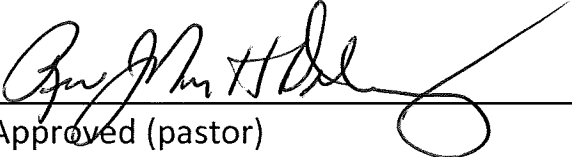
## **Dress Code Policy (formerly Uniform Policy)**

The students of St. Jude's Catholic School will be required to wear a dress code.

Policy passed: March 4, 1986

Reviewed: April 1996

Revised & Renewed: April 2011

  
Approved (pastor)

## Field Trip Policy

Whenever possible the St. Jude bus will be used for school-sponsored field trips.

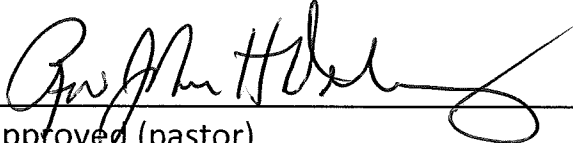
In the case of volunteer drivers, the administration shall select responsible persons to drive students to designated locations.

All rules of normal school conduct shall apply.

Policy passed: March 4, 1986

Policy reviewed: April 1996

Policy reviewed: April 2011

  
Approved (pastor)

## Overtime Policy

When circumstances dictate a non-salaried employee, who is responsible to the school, to work additional hours, it must be approved by the school principal.


The accumulated hours, both regular and extra hours must be recorded on a time sheet and initialed by the school principal. When completed, the time sheet is to be given to the parish secretary for payroll purposes.

Policy passed: Jan 5, 1982

Policy revised: March 4, 1986

Policy reviewed: April 1996

Policy reviewed: April 2011

  
Approved (pastor)

## Progress Review Policy

**Student** – Reports of progress shall be released at regular intervals, as defined in the student handbook. Electronic access to student grades and assignments may constitute a form of “regular notification.”

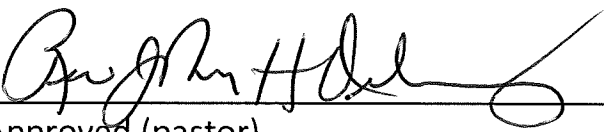
**Teachers** – It is the responsibility of the Principal to review teachers’ performance once a year. This review shall be in writing.

**Principal** – The School Board shall review the principal annually according to Diocesan Policy. Board members may refer to the procedures and resources provided by the Catholic Schools’ Office.

Policy passed: June 1988

Policy reviewed: April 1996

Revised & Renewed: April 2011

  
Approved (pastor)

## School Board Agenda Preparation Policy

The School Board Executive Committee, along with the Principal, shall prepare all agendas for meetings of the School Board. Items of business may be entered by a Board member, faculty, staff or any member of the St. Jude community. Requests to submit an item of business must occur prior to the meeting of the Executive Board for that month. The Executive Board may redirect (i.e. refer to committee), postpone to a future meeting, or reject the proposed agenda items (provided the rationale for such decision is provided in the agenda or during the meeting). The Board may vote to override the Executive Committee as stated in the Constitution (article IV-B-1).

The Board shall follow the order of business set up by the agenda, unless the order is altered by a majority vote of the members present. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them.

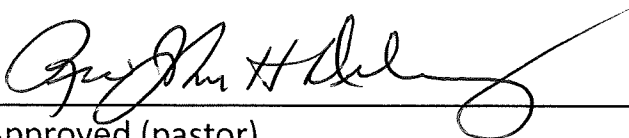
The Board may not revise Board Policy or adopt new Policy unless such action has been scheduled.

The agenda, together with supporting materials, shall be distributed to Board members sufficiently prior to the Board meeting, if at all possible to permit them to give items of business careful consideration. The agenda and appropriate agenda materials may be made available to members of St. Jude community upon request.

Policy passed: April 12, 1986

Reviewed: April 1996

Revised & Renewed: April 2011

  
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Approved (pastor)



## School Board Code of Ethics Policy

A board member should honor the high responsibility which his/her membership demands.

A board member should respect his/her relationship with other members of the board.

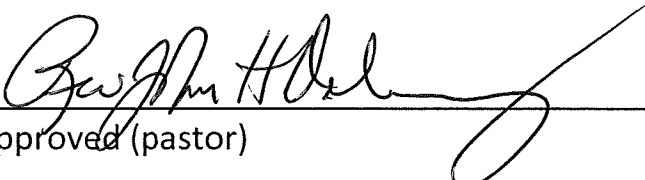
A board member should maintain desirable relationships with the principal and/or his staff.

A board member should meet his/her responsibility to the St. Jude community.

Policy passed: March 4, 1986

Policy reviewed: April 1996

Policy renewed: April 2011

  
Approved (pastor)

## SUPPORT STAFF POLICY

All staffing decisions are subject to the pastor's approval and the budgetary decisions of the St. Jude Parish Finance Committee. If multiple class sections within the primary, elementary, or middle school grades reach the 24 student level, the number of additional support staff may be combined or consolidated to serve multiple classrooms at the principal's discretion.

Each grade, pre-K\* or Kindergarten, with a size up to 17 students will be granted an aide or resource room support for a minimum of 3 hours per day.

Each grade, pre-K and Kindergarten, with a size at or exceeding 18 students, will be granted an aide or resource room support for a minimum of 5 hours per day.

Each grade, pre-K and Kindergarten, with a size at or exceeding 24 students, will be granted an additional aide or resource room support for a minimum of 3 hours per day. (8 hours total = 5 hour aide + 3 hour aide)

Each grade, 1-4, with a size at or exceeding 24 students will be granted an aide or resource room support for a minimum of 3 hours per day.

Each grade, 1-4, with a size at or exceeding 27 students will be granted an aide or resource room support for a minimum of 5 hours per day.

Each grade, 5-8, with a size at or exceeding 24 students will be granted an aide or resource room support for a minimum of 3 hours per day.

Each grade, 5-8, with a size at or exceeding 27 students will be granted an aide or resource room support for a minimum of 5 hours per day.

*\* Pre-K staff to student ratio may also be subject to legal or accreditation program requirements, which would take precedence over this policy.*

Policy passed: March 13, 2013

  
Approved (pastor)

## STUDENT REPRESENTATIVES TO SCHOOL BOARD POLICY

### I. Selection

- a. Two student representative board members will be selected, one each from the 7<sup>th</sup> and 8<sup>th</sup> class, the candidates of which shall be selected through a peer nomination process.
- b. Student representative board candidates will submit an essay application stating reasons for wanting to be a student representative member and outlining his or her goals as a board member. A panel composed of the teachers, principal and a sitting board member will review the applications and select the student representative members by no later than the end of September.
- c. Student representative board members must be in good standing at the time of selection and must remain in good standing to retain his or her position on the board.

### II. Responsibilities

- a. Student representative board members will attend a board meeting at least once per trimester and will be asked to give a brief report or presentation, the contents of which will be submitted for review to the executive board two weeks prior to the meeting.
- b. Student representative board members will share student concerns or suggestions and will answer questions from other board members regarding school climate or student issues.

Policy passed: May 11, 2016

  
Approved (pastor)