



PARENT/STUDENT HANDBOOK

2019-2020

St. Jerome School

3031 Stamford Street Philadelphia, PA19136

Phone: 215-624-0637 FAX: 215-624-5711

Website: www.sjsphila.org

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Dear Parents and Students,

*“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom*

Welcome to St. Jerome Catholic School! In choosing St. Jerome School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Jerome School for the 2019-2020 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Jerome School during the 2019-2020 school year.

The faculty and staff of St. Jerome School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Miss Susan Gallagher

Principal

Mission Statement of St. Jerome School

Through daily teaching, witness, and example, St. Jerome School strives to instill in its students a lifetime Christian value system and a strong sense of their Catholic Identity. In our mission to educate the whole child, we provide a balance of spiritual, intellectual, social, physical, and emotional experiences, aimed at developing the students' full potential as responsible members of society.

ACADEMIC POLICY

1. The faculty of Saint Jerome School follows the curriculum established by the Office of Catholic Education of the Archdiocese of Philadelphia. The prescribed curriculum is followed from the Pre-Kindergarten through the eighth grade.
2. The student is responsible for completing all class assignments and homework on time. Incomplete assignments will affect the student's effort grade. All students should come to school each day with the proper supplies.
3. Students are expected to show respect to the teacher and students by a willingness to share and actively participate in class by responding orally or in writing as circumstances dictate.
4. In order to be aware of the academic progress your child is making, assessments are to be signed by the parents and returned promptly in the Wednesday folder.
5. Progress reports will be available on the Student Information System (Option C) approximately six weeks prior to the end of a marking period. These should be reviewed by the parent/guardian and extra support should be given in those areas where a student is struggling.
6. Summer school will be mandatory for any child (grades one through seven) receiving a failing grade in two major subjects on the final report card. Costs for these services will be the responsibility of the parent. Any eighth grader who receives a failure on his/her report card will be required to attend summer school at a local high school.

ACCREDITATION

St. Jerome School is accredited through the Middle States Association Commissions on Elementary and Secondary Schools®.

ADMISSION POLICY

Nondiscriminatory Policy

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

1. Age requirements:

Pre K 3 – 3 years old by September 1

Pre K 4 - 4 years old by September 1

Kindergarten – 5 years old by September 1

Grade 1 – 6 years old by September 1

NO EXCEPTIONS WILL BE MADE.

2. Required records for registration:

Birth Certificate

Baptismal Certificate

Copy of immunization records

Copy of report card for those entering grades 1 – 8.

Non-refundable registration fee (cost set each year)

3. A test of basic Math and Language Arts skills may be required of new students.
4. All students, regardless of the religion, are required to learn the teachings of the Catholic Church and to participate in prayers and liturgies.
5. All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Jerome School. The recommendation and decision of the school is final. St. Jerome School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. St. Jerome School cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be separated from St. Jerome School. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Jerome School is made by the school, the student's tuition due would be prorated.

ATTENDANCE

1. Parents are to call the school office if your child is going to be absent. Please leave the child's name, grade, and homeroom number.
2. Any student who has been absent from school, even for one day, must give a written excuse to the homeroom teacher on the day of his/her return to school. The note should state the child's name, date(s) of absence, reason for absence, and a parent/guardian's signature. A doctor's note is required for absences of three days or more. The phone call you make reporting an absence, does not take the place of the written note.
3. Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.
4. No student may leave school at any time without permission from a school official. Should it be necessary for your child to leave school early, kindly send a note to the homeroom teacher who will forward it to the office. A parent/guardian **MUST** sign students out in the school office. Any child who leaves school before 1:45 is considered absent for the afternoon. Any student who arrives at school after 10:15 is considered absent for the morning. No student will be permitted to walk home from school outside the prescribed times of regular dismissal.
5. In case of illness, a school official will contact the parent or adult whose name has been submitted to the office as an emergency contact.
6. Students who miss excessive school days without a physician's note or known valid reason are to be considered truants and may be subject to dismissal.
7. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. If a child is absent to go on vacation, it is the child's responsibility to get the work missed when he/she returns. All missing work is to be completed a week after the child returns. Teachers are not required to give make-up tests or assignments due to vacation. The teachers will not give work to do on vacation.
8. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

COMMUNICATION

1. Regular forms of communications include the handbook, a monthly calendar, the monthly newsletter, the Wednesday communication folder, the Church bulletin, parent-teacher conferences, the school website (www.sjsphila.org), the school facebook page, Progress Reports, and Report Cards.

CODE OF CONDUCT

Discipline Code

1. The purpose of rules and regulations is to develop within the student a sense of SELF-DISCIPLINE, responsibility for his/her own actions and a loving concern for others. Teachers will lead the students to proper conduct through a firm, yet Christian approach.
2. Parents will be made aware of the unsatisfactory behavior of a student by telephone calls, notes from teachers or Behavioral Referrals.
3. A record of disciplinary actions is kept in the student's folder and must be sent to any school to which the child transfers.
4. School detentions are issued on a biweekly basis. If four or more detentions are issued in a report period, the parents may need to meet with the Administration to discuss the child's lack of progress and/or his/her ability to remain in Saint Jerome Catholic School.

Harassment

The school follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual Harassment refers to any unwelcome sexual advances, attention, requests for sexual favors or other conduct of a sexual nature. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

Violent/Threatening/Harassing and Inappropriate Conduct

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

- disrespectful behavior of any kind toward or about any staff, student, volunteer, or parent;
- insubordination;
- fighting;
- bomb scares or triggering other false alarms;
- cheating or plagiarism;
- use or possession of drugs or alcohol;
- smoking;
- stealing;
- intimidation, harassment, or threats of kind;
- possessing any weapon
- hazing - forcing someone to perform strenuous, humiliating, or dangerous tasks

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

9. For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

10. Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

Buckley Amendment

St. Jerome School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

BUS/BEHAVIOR OF RIDERS

1. Children riding the bus are expected to be prompt, courteous and respectful of bus drivers and the rules at all times.
2. Children riding the bus must get on and off the bus at their assigned stops and **MUST** ride the bus to which they are assigned.
3. Failure to obey bus company rules will revoke the child's privilege to remain a bus rider. Safety and cooperation come before all else when riding the school buses.
4. No child may assume the right to board a bus to ride home to a friend's house. Only students listed on the bus register are insured to ride on a bus. In the event of an accident, the bus register will be checked for each of the routes.
5. Parents whose children are eligible for bus service need to request this service through the school office at the time of registration. The bus company will send bus confirmation to students' homes before school begins each September.

CELL PHONES

If a student needs a cell phone after school, he/she should give the cell phone to the teacher upon arrival in the classroom. The phone is to be in the off position for the day and may be retrieved at dismissal. At no time during the day should a cell phone be in a student's backpack or in his/her possession. A parent/guardian must come to school to retrieve cell phones taken from a student. The administration reserves the right to search the contents of a confiscated cell phone.

CHILD ABUSE LAWS

St. Jerome School abides by the Child Abuse laws of the Commonwealth of Pennsylvania. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

Conduct by the students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student.

In addition, in the case of threats of violence or harassment by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

** The school reserves the right to search anything brought onto school property.

** Anything contrary to the Gospel values will be viewed as an infraction of the school rules.

Bullying Policy

Bullying is commonly defined as intentional, repeated, hurtful acts, words, or other behavior, such as name-calling, threatening, and/or shunning by one or more individuals against another. Bullying happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Bullying can be either physical or verbal and is never justified.

Cyber-bullying is unacceptable. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, or threatening another student or adult by sending or posting inappropriate or derogatory email messages, pictures or images.

Response to bullying may include:

- verbal warning
- removal from class or activity
- verbal or written apology to the victim
- a parent-teacher conference
- conference with the principal
- detention
- suspension from school

Procedure for Referrals

When a student receives a referral, the parent/guardian must sign it on the night issued. It must be returned the following day. **A parent/guardian signature means that the parent/guardian had seen the referral. It does not indicate the parent/guardian's permission for the student to receive the referral. The teacher issuing the referral and the principal already have made that decision.**

Suspensions

Infractions of a serious nature, as determined by the School, may lead to suspension. Parents/guardians of the student will be informed of the suspension, in writing, as soon as practical. Suspensions will be implemented at the discretion of the Principal. Students will be readmitted to school once a conference has been held with the parent or guardian and the administrator. Suspension may lead to dismissal.

Dismissal

After two formal suspensions, a student may be dismissed. Students who are dismissed may apply for readmission after one full year. The school will determine if readmission is appropriate. In certain instances the infraction may warrant immediate dismissal. The School reserves the right to dismiss any student where the School considers the conduct of the student or parent/guardian to be inconsistent with School policy, the good of the School community, or Catholic teachings. Parents/guardians of the student will be informed of dismissal in writing as soon as possible.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, e-cigarettes, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, toys, trading cards, laser lights, CDs, cameras, or anything that will detract from a learning situation are not allowed at school at any time. The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

CRISIS PLAN

St. Jerome School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event that the school needs to be evacuated, the students will be moved to the church. If the emergency warrants and circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. Across Holme Avenue in the shopping center parking lot.
2. Father Judge High School
3. An alternative site may be chosen if the situation warrants.

EMERGENCY SCHOOL CLOSINGS

1. Parents/guardians are asked to listen to KYW 1060 AM in the very early morning and throughout the day when extreme weather conditions begin or prevail. Please do not call the school. Saint Jerome Catholic School will be closed if the announcement is:

“PHILADELPHIA PUBLIC AND ARCHDIOCESAN SCHOOLS ARE CLOSED.”

2. If the children are in session and an early dismissal is announced on the radio, please follow the time given. We prefer students not be dismissed on a sporadic basis. The full dismissal will take place at the time given on the radio. Again, we must ensure the safety of ALL in any emergency situations. We will also use Option C to notify parents of unscheduled closings.
3. All children should be made aware of the plan they should follow when and if school is closed early in an emergency. There is NO CARES PROGRAM on the days that the school is dismissed early for emergency reasons. Because an unexpected dismissal can be hectic, children MAY NOT use the phone to find out their emergency plans. Please discuss your plans with them ahead of time.
4. If Saint Jerome Catholic School is closed due to unrelated weather conditions, the name of the school (NOT a number) will be announced on KYW. An Option C call will be issued to inform you of the closing.

EMERGENCY DRILLS

Fire drills, shelter in place drills and other necessary emergency drills are held each month.

EXTENDED CARE

1. A CARES Program (Children Are Receiving Extended Services) is available for children from dismissal until 6 PM on school days. Children MUST be registered in the program before they are legally permitted to stay. Registration is taken in September or upon entrance into the school during the school year.

FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. A field trip is a privilege and not a right.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.
6. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
7. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
8. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
9. All monies collected for the field trip are **non-refundable**.
10. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
11. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip.
12. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
13. All chaperones must have the required clearances in order to chaperone the trip.

FORGOTTEN ITEMS

1. Forgotten items are to be dropped off at the school office. Parents/guardians/visitors are NOT PERMITTED to go directly to the classrooms.
2. No student or parent may return to a classroom after dismissal to retrieve a forgotten item.

GENERAL SUPERVISION OF SCHOOL GROUNDS

The School grounds are generally supervised during school hours, from arrival to dismissal, when school is in session. There will be general supervision in connection with school-sponsored activities. Parents/guardians are responsible for insuring that they and their children are not on the premises during other times. The school has no responsibility for students or parents/guardians on the premises during unsupervised times.

Arrivals

Children must come directly to the schoolyard between 7:35am and 7:55am. During inclement weather children should go directly to the corridor in the school. Parents are asked not to leave a child at school before 7:30am.

Schedule

Morning bell: 7:55 AM
Lunch: 12:00 AM to 12:50 PM
Dismissal: 3:00 PM Monday through Thursday
2:00 PM Friday

Lateness

Students who arrive late for school must go to the school office for a late slip. This slip must be presented to the homeroom teacher. A detention will be issued to a student for every 7 times he/she is late in a trimester. Students who are late an excessive number of times, may be

required to attend detention during a faculty meeting or to attend school on a Faculty In-Service day. Lateness impacts on a perfect attendance record and is a serious infraction.

GIFTS

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

HEALTH SERVICES

1. Medication must be given at home whenever possible. In the event that short-term medication must be taken in school, the following applies:
 - The ORIGINAL PRESCRIPTION CONTAINER with the pharmacy label in place. The label will have the child's name, medication name and instructions for dispensing (dose, time, etc.)
 - A signed note from the parent/guardian must accompany the medication. This note will indicate the time of the most recent dose given at home. The note will specifically request the nurse/school personnel to dispense the next scheduled dose.
2. Students are not permitted to have any medication with them during the school day nor are any staff members permitted to dispense over the counter medications.
3. First Aid care given in the school is limited to first aid in accidents and illness until the parents can be reached to take a child home, to the doctor, or to the hospital. It is important for you to keep the information on your emergency cards up-to-date.
4. **Asthma Medication:** Immediate access to reliever inhalers is vital. Where appropriate, children are encouraged to carry their reliever inhaler. For children who need supervision using their inhaler it will be kept in the office for their use. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name.
5. Due to confidentiality regulations, the nurse may not disclose medical information about a student to ANY personnel. It would be in your child's best interest for you to notify all of your child's teachers of any medical conditions.

HOMEWORK

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. The normal time allotments for homework vary depending on the grade level of the student. The following is offered as a guide:

- Grades 1 and 2 - 30 minutes
- Grades 3 and 4 - 60 minutes
- Grades 5 and 6 - 90 minutes
- Grades 7 and 8 - 120 minutes

IMMUNIZATIONS

All students enrolled in St. Jerome School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

LIBRARY

1. Students in Grades K through 8 have scheduled library periods. Students are responsible for the care and return of these borrowed books.
2. Students are not permitted a new selection from the library until the previous book has been returned.

3. Fines will be given for overdue books. Payment is expected if a book is lost or damaged.

LOST AND FOUND

1. There is a Lost and Found box kept outside the office in the Saint Joseph Building. Any article found is to be brought there. Articles may be claimed from the Lost and Found box after morning announcements. Articles not claimed by the end of each month will be donated to charity.
2. We suggest that the **student's name be placed in the back of sweaters, gym uniform pieces, lunch bags etc.** This makes it much easier to return the items to the student.

LUNCH

1. A hot lunch program is available. Menus are sent home monthly. **No fast food may be brought to school.** Further explanations of the program will be sent home each September. There is a required lunch fee each semester. This pays for the services of the lunch monitors.
2. Lunch monitors will be provided for the care of the children. The lunch monitor's primary responsibility is the supervision of the children. The students are expected to treat the lunch monitors with respect.
3. Students must follow the regulations given during lunchtime. Time will be given for eating and also for some fresh air in the schoolyard. Due to the large number of students and the limited space, restricted types of activities will be permitted in the yard.
4. No student may leave the buildings or the school grounds without an adult's permission.

OFF-CAMPUS CONDUCT

The administration of St. Jerome School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

OUT OF UNIFORM GUIDELINES

Students may wear:

- *jeans
- *tennis shoes
- *short socks
- *skirts no shorter than three inches above the knee
- *skorts
- *sweatshirts
- *slacks

Students may not wear:

- *flip-flop sandals
- open back shoes
- *tank tops
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *biker shorts

- *pajama pants
- *yoga pants
- *leggings worn as pants – leggings must be worn with a dress or skirt
- *make-up
- *low cut blouses/tops
- *clothing that is extremely tight
- *hats

Good Rule: If you think you shouldn't wear it, you shouldn't.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

PARENTS AS PARTNERS

As partners in the educational process at St. Jerome School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or a nutritional lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school and support the school's fundraising efforts;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on social media.

PROMOTION POLICY/RETENTION/TRANSFER POLICY

Advancement to the next grade in St., Jerome School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas.

The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

The decision to retain a child is left to the discretion of the Administrator.

If a parent insists on promotion when the school has decided otherwise, the child will be promoted but will not be allowed to continue as a student at St. Jerome School.

REPORT CARDS/PROGRESS REPORTS

Report Cards are important tools for communication. Report Cards will be given three (3) times during the academic school year in December, March, and June.

Progress Reports will be given mid-way between each report card.

No student will be given a Progress Report or Report Card if tuition or fees are in arrears.

SACRAMENTAL PROGRAM

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Jerome School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grade 7. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments.

SCHOOL OFFICE HOURS

The school office is open on all full school days from **7:30 AM – 4:00 PM**.

SEARCH

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

SMOKING

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes, cigars, cigarettes, pipes, tobacco or any type, marijuana, e-cigarettes, or vapors are not permitted on campus.

STUDENT RECORDS

St. Jerome School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. Completed forms will be sent via the U.S. Mail.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

TECHNOLOGY CONCERNS

Blogs: Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

FACEBOOK® AND SOCIAL MEDIA POSTINGS OF STUDENT PHOTOGRAPHS

St. Jerome School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Jerome School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Jerome are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook® page. Such postings are a violation of the St. Jerome School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Jerome School.

Instagram®: Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.seconddlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

TELEPHONE

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

TRANSFERS

The school office must be notified if it is necessary for a student to transfer to another school. Information needed to obtain a transfer slip includes: child's name, new home address, new school address, name of the parish, and date of the transfer. Records will be forwarded when requested by the admitting school. No academic records will be transferred if there is outstanding tuition due.

TUITION

1. Tuition is established on an annual basis.
2. Contracts are signed so that the parents are aware of their obligation in this area.
3. The *tuition officer* maintains all tuition records. Questions concerning tuition accounts must be directed to the *tuition officer*.
4. Tuition payments must be made directly to Smart Tuition. Please do not send tuition payments to the school.

UNIFORM POLICY

1. A regulated dress code is an advantage to the parent and to the student. It teaches our children that there is a proper time and place for everything, including dress. We want our children to take pride in their appearance by coming to school neat, clean and well groomed. Uniforms are worn in Grades K through 8.
2. No make-up, jewelry, tattoos, body art, or false nails may be worn in school. If a girl's ears are pierced, only small post earrings may be worn (one earring in each ear). There should be no other visible body piercings. Boys are not permitted to wear earrings in school.
3. No *extreme* hairstyles are permitted for girls or boys. No student's hair should be covering his/her eyes or eyebrows. Boys' hair should be neatly trimmed and may not be below their shirt collar. Hair should be the child's natural color, no "fad" colors are permitted. The principal will determine what constitutes an extreme hairstyle.

Girls' Uniform Grades 1 through 4

- Blue plaid jumper (worn to the top of the knee)
- Light blue school uniform blouse
- Navy blue knee socks (worn to the knee) or navy blue stockings/tights.
- Navy blue oxford shoes (No sneakers)

Girls' Uniform Grades 5 through 8

- Blue plaid skirt (worn to the top of the knee)
- Light blue oxford blouse or golf shirt, tucked in at the waist at all times.
- Navy blue knee socks (worn to the knee) or navy blue stockings/tights.
- Navy blue oxford shoes (No sneakers)
- Navy blue sweater vest (must be worn October 7th through April 24th)

Boys' Uniform Grades 1 through 8

- Navy blue dress slacks and a dark belt. Absolutely no jeans, levis, corduroys, wranglers or the like may be worn.
- Light blue shirt and plaid tie or
- Light blue golf shirt (long or short sleeve)
- Black oxford shoes with non-scuff soles. **No athletic shoes or sneakers may be worn.**
- Navy blue sweater vest (must be worn October 7th through April 24th)

** Sweaters are not a mandatory part of the uniform. However, if a sweater is to be worn, it must be a blue cardigan, button down sweater. No sweatshirts, team shirts or sweaters of other descriptions are acceptable.

Summer Uniform (Optional) Grades 1 through 8, boys and girls.

- Navy blue walking shorts, with a belt. No short- shorts, jeans etc.
 - Light blue golf shirt. Shirts must be tucked into the shorts at all times.
 - White socks that cover the ankles
 - White sneakers or white with blue trim sneakers
 - Summer uniforms may be worn from the beginning of school until October 4th and from April 27th to the end of the school year.
1. All of the above items, with the exception of the shoes, may be purchased at DiGiulio's and/or Flynn and O'Hara. There is no obligation to purchase anything at these stores with the exception of the girls' uniforms.

Kindergarten Uniform

1. Gray gym shirt and burgundy shorts
2. Burgundy sweat shirt and burgundy sweatpants
3. Socks and sneakers
4. Uniforms must be ordered through the school office.

Gym Uniforms

1. Gray gym shirt and burgundy shorts
2. Burgundy sweatshirt and burgundy sweatpants
3. Sneakers, crew socks that cover the ankles.
4. These must be ordered through the school office.
 - Shorts and gym shirts may be worn from the beginning of school until October 4th and from April 27th until the end of the school year.
 - During the time from October 7th until April 24th the regulation uniform consists of the sweatshirt and the sweatpants. The tee shirt may be worn under the sweatshirt for removal within the school building if the student is too hot. Shorts may not be worn under the sweatpants.
 - Colored or imprinted tee shirts may not be worn under the gym uniform shirt.
 - Sneakers, unless worn with summer uniform, may only be worn in school on the gym day.

VISITORS

1. All visitors to the school are to report to the school office.
2. Teachers are not to be interrupted during class time. The teachers cannot answer questions for a parent on the phone or via conference during the school day unless it is scheduled in advance during the teacher's preparation time.
3. If you wish a conference with your child's teacher, please send a note to the teacher requesting an appointment.
4. To assure the safety of the school buildings and an atmosphere of learning for the students, no parent is permitted access to any part of the school buildings unless the Administration is aware of the reason. No unauthorized individual is permitted in the buildings.
5. No one is allowed to visit their child/children anytime during the school day including lunch.

VOLUNTEERS

All volunteers, including those chaperoning a class trip, must have current Child Abuse Clearances and Criminal Checks before being able to work with our children. All volunteers must also attend the Archdiocesan classes on Standards of Ministerial Behaviors and Boundaries and have that certificate on file in the school office.

RIGHT TO AMEND

St. Jerome School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Wednesday folder or through e-mail communication.

