



# *St. Jerome School Parent Handbook 2009 ~ 2010*

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Dear Parents,

Catholic education is a valuable tool in bringing the world to the child and the child closer to God. The principals, morals and ideals attained through a Catholic education are for life. At St. Jerome School our goal is to provide a high quality Catholic education that helps our students meet the challenges of the ever-changing world that awaits them in the future. St. Jerome School is an integral part of the Church's ministry enlivened by the gospel spirit of freedom and love. It is our responsibility to guide our students, enabling them to live, learn, pray, and to be of service to others. Together, let us continue to prepare our children so that success will be theirs.

The *St. Jerome Parent Handbook* will provide you with the information and guidelines that enable St. Jerome School to operate efficiently and effectively. Together, we must concentrate on achieving the goals of Catholic education. It is important that you review the contents of this handbook with your child or children, so that they understand that the school and the home are partners in their education.

The faculty and staff at St. Jerome School are anxious to be of service to you and your children. We urge your cooperation, your assistance, and your support in fostering the Catholic education your children richly deserve.

Sincerely yours,

*Peter Trumblay*

Principal

## **Mission Statement**

The mission of St. Jerome School is to educate the whole child: physically, intellectually, emotionally and spiritually. In doing so we hope that each child follows the teachings of Jesus Christ and His Gospel, and in doing so becomes life long learners, people of prayer, service and community building.

## **Philosophy**

St. Jerome School is a Catholic School dedicated to the total growth and development of the Christian child. The faculty and staff recognize the dignity and differences of each individual student. Therefore, our faculty will strive to develop each child's spiritual, intellectual, emotional, physical and social potential within a caring environment.

Our school is part of St. Jerome Parish. In cooperation with our school parents, the primary educators and the faculty strives to provide academic excellence in a setting that implements the values and traditions of the Catholic Church.

While recognizing the homogeneous character of the school, programs and projects are designed to extend the focus from their personal culture and the world around them. The emphasis must be that each child respects the dignity of every human being.

The school staff concurs with this belief and invites the students to a greater awareness of Christ's presence in the world through the witnessing of Gospel values. The ultimate objective is to guide the students to strive for the truth, and to live this truth as responsible members of the Church and society.

## **St. Jerome School Board**

St. Jerome School Board meets monthly to discuss issues of concern by parents, teachers and administration. Parents will be informed as to the time and date of open meetings. Concerns must be placed on the agenda prior to the meeting. Meeting dates are announced on the school calendar.

## **Home-School Association**

The Home School Association is an organization designed to provide assemblies and enrichment activities for our students. Their goal is to foster better communication between the school and the home, which will encourage parental involvement in the education of all the children of St. Jerome School

## **Sports Association**

St. Jerome School provides combined competitive and instructional sports programs as an extension of our schools academic program. Student participants will learn the fundamentals of each sport, and be given the opportunity to develop strong, healthy, disciplined minds and bodies. Participants will also develop a sense of good sportsmanship, fair play and team spirit.

## **Discipline Board**

Discipline of a student is done through the teacher and Principal. There are occasions when a variety of interventions are attempted and the results are not positive. In those instances, the student, along with their parents, will be brought before the Discipline Board. The board consists of the following members: the Pastor, the Principal and three board members selected by the Pastor and Principal. Decisions made by the Discipline Board are final.

## **Liturgical Life**

The Pastoral, "To Teach as Jesus Did," states that the fourfold purpose of Catholic education is to proclaim authentically and fully the message of Jesus, to foster an understanding and building of community in all areas of life, to encourage service to each other for the good of all, and to participate in parish worship celebrations.

Parents and guardians are the primary educators of their children. Part of any good teaching is modeling. Therefore, parents and students are expected to participate in Parish life by attendance at Sunday Eucharist Celebrations.

Twice a month is designated Family Sunday. Families are required to attend these Eucharistic celebrations. Family Masses are celebrated at the 9:30 a.m. Mass on Sunday (dates to be determined and scheduled by the Principal)

### **St. Jerome Parish Mass Schedule:**

- Saturday Evenings at 5:30 p.m.
- Sunday Mornings at 7:30 a.m. 9:30 a.m. and 11:00 a.m. (Croatian language Mass)

# Policy and Procedures

## **Attendance / Absence:**

Daily attendance at school is fundamental to success in education. The following attendance regulations have been developed to promote good habits for the future as well as for the present.

1. School doors open at 7:50 for students in Preschool through 8<sup>th</sup> grade.
2. School hours are as follows:
  - 3-year-old Pre-Kindergarten: 8:00 a.m. - 11:00 a.m.;
  - 4-year-old Pre-Kindergarten (half day): 11:30 a.m. - 2:30 p.m.;
  - 4-year-old Pre-Kindergarten (full day): 8:00 a.m. - 2:30 p.m.;
  - Kindergarten - 4<sup>th</sup> Grade: 8:00 a.m. - 2:30 p.m.;
  - 5<sup>th</sup> - 8<sup>th</sup> Grades: 8:00 a.m. - 2:30 p.m.;
  - Office Hours: 7:30 a.m. - 3:00 p.m.
3. A student will be marked tardy if they are not in their homeroom by 8:00 a.m. Students who are tardy must report to the school office first. Students will not be marked tardy if there is an early doctor appointment. A written verification from the medical office is required.
4. If your child is not picked up by 2:30 p.m. they will go immediately into the After-Care Program and you will be charged the standard fee. Payment is required by the next school day. Failure to make payment will result in a late fee.
5. **Parents are required to report any absence by calling the school office at 312-842-7668. A call must be made for each day of the student's absence.** If parents do not call by 8:30 A.M. the school office will call the home to ensure that your child is absent. ***Please call for homework requests by 8:30 A.M.***
6. We discourage appointments being made during school hours. However, if this is unavoidable, a written request from a parent must be submitted to the school office. During school hours appointments should be kept to the minimum and for serious reasons only, when other arrangements are not possible. For the safety of your child, a student cannot wait outside the building. A parent must come into the office and sign out the student.
7. ***Vacations are strongly discouraged when classes are in session.*** Students receive sufficient vacation time at Christmas, Easter and during the summer. If the vacation is absolutely unavoidable, when the student returns, he/she will be given missed assignments; ***assignments will no longer be given in advance.*** The student will have only one week to make up all assignments that he or she missed during their vacation. After the week has expired, the student will get a zero for all assignments not completed. ***Any vacation that is scheduled within two weeks of a report card being issued or at the end of the school year will result in no make up assignments being given (no exceptions).***

## **Administration of Medication:**

The administering of medicine to a child outside the doctor's office or a healthcare institution is a parental responsibility and should not be delegated to school personnel except under unusual

circumstances. Parents should ask their physician if it is possible to prescribe medication so that it can be administered at home. Only when absolutely necessary is the school willing to accept responsibility for administering medications, and only under the following guidelines:

- According to State law, the school cannot administer/dispense medicines (including over the counter drugs) to students without *specific* authorization by both a licensed physician and the parent of the student. An "Authorization for Medication" form signed by the student's physician must be completed and submitted by the parent or guardian. The name of the medication and the *exact* dosage must be indicated on the form;
- Written permission is required from the parent or guardian of the student requesting that the school cooperate with the directions of the current prescription;
- It is unsafe for students to carry any medicine in their book bags. This is strictly forbidden and a danger to students. Parents must deliver authorized medicine to the school office (by exception, students who are asthmatic may carry a prescribed inhaler with them during the school day). Medication must be brought in a pharmacy-labeled container or in an original over the counter container;
- Students are responsible to report to the school office at the proper time to take their medication;
- The school will provide no over the counter medication whatsoever.

### **Admission Policy**

Registration forms are sent home with every eligible student in January. It is necessary that parents complete the form and immediately return it along with the appropriate fee to the school office. If your child is not returning to St. Jerome School, please indicate this on the form. All registration fees are non-refundable. Students must complete all academic requirements for promotion to his/hers respective grade level. The school reserves the right to revoke registration forms due to serious disciplinary matters, poor academic performance, or non-payment of tuition.

### **Non-Discrimination Policy**

St. Jerome School operates in accordance with the Archdiocese of Chicago's Non-Discrimination Policy. This policy is as follows:

- Every Catholic child whether his/her parents are Catholic or not, has the right to attend his/her parish school;
- Neither race, sex, creed, ethnic nor national origin may prevent a child from being admitted;
- As a general policy, any child admitted in August shall be allowed to complete the school year.

### **Order of Admission:**

Admission of students shall be accepted in accordance with the following guidelines in order of priority as listed:

- Students currently enrolled in St. Jerome School;
- Brothers and sisters of currently enrolled students;
- Children of parishioners seeking enrollment for the first time or now reaching school age;
- Applicants who reside in the school community both Catholic and Non-Catholic;

- Transfer students from other Catholic Schools;
- Applicants whose residence is outside the parish boundaries as long as space is available;

**Age of Admission:**

A child entering St. Jerome School must be in compliance with the requirements of the Illinois State Board of Education regarding age of admission:

- 3-Year-Old Pre-Kindergarten: Child must be three years old by September 1<sup>st</sup> and must be potty trained;
- 4-Year-Old Pre-Kindergarten: Child must be four years old by September 1<sup>st</sup> and must be potty trained;
- Kindergarten: Child must be five years old by September 1<sup>st</sup>. *This is a State requirement exceptions will not be made.*

**Admission of New Students:**

Parents of new students seeking admission to St. Jerome School must present the following items:

- An official copy of the child's birth certificate;
- A baptismal record;
- A record of compliance with local and State of Illinois health requirements (immunizations records).

**Admission of Transfer Students:**

Parents shall present the proper transfer documents from the previous school attended. Upon request from St. Jerome School, all records from the former school, including health records, shall be transferred.

All transfer students will be subject to an evaluation and conference at the end of the first quarter. St. Jerome School reserves the right to recommend alternative placement if the student cannot meet the academic standards and expectations of St. Jerome School.

Registration will not be finalized until the parent or the transferring school furnishes previous academic records that are examined by the Principal for proper placement.

**Alcohol:**

Alcohol is not to be served at school events where children are present.

**Assignment Notebooks (Grades 3 through 8):**

Each student is encouraged to keep an assignment notebook of all assignments. It is the student's responsibility to make notes regarding their homework, quizzes, tests, projects, etc. The assignment notebook is a tool that assists parent-teacher communication regarding the student. Therefore, parents should check/monitor agendas regularly.

**Back to School Night:**

During the first month of school, St. Jerome School sponsors "Back to School Night." At this event you will have the opportunity to meet the Home School Association Officers, the Pastor, Principal and Teachers. You will be given important information regarding the school year,

examples: Parent/Student Handbook and teacher expectations. This is a great way to begin the communication between school and the home. The evening usually begins at 6:30 P.M. and concludes at 8:30 P.M.

### **Bingo:**

As part of your mandatory fundraising obligation to St. Jerome School each family is required to work three bingos during the calendar year. Two Saturday morning bingos at the Golden Tierra Bingo Hall located at 3231 N Cicero, Chicago, Illinois and one Tuesday night bingo at St. Jerome School. You may choose to opt out of your bingo obligation by paying \$100.00 per bingo, for a total of \$300.00, at the *beginning* of the school year. Families must schedule their bingo dates by April 1<sup>st</sup> of the current school year, after which you will be automatically scheduled on a need basis. The bingo schedule calendar is located in the school office. If you are scheduled to work a bingo and do not show up or find a replacement you will be charged a \$200.00 fee per missed bingo. This amount will automatically be added to your next tuition payment thus altering your tuition balance. Non-payment of missed bingo fees may result in report cards being withheld and the possible exclusion of the student from school.

### **Books:**

Textbooks are the property of St. Jerome School. Each student is held responsible for the proper care of all instructional materials. Textbooks are extremely expensive with the cost averaging between \$75.00 and \$125.00 per book. With that being said, lost or damaged textbooks will be an added cost incurred by the parent or guardian. Books must be covered and well cared for at all times. Damage or replacement fees for textbooks must be paid *before* final report cards will be issued.

### **Backpacks:**

Students may use backpacks to carry their books to and from school. Once students arrive at school, they must empty their bag and place it in their locker.

### **Bullying:**

Bullying happens when a stronger, more powerful individual hurts or frightens a smaller or weaker person deliberately (on purpose) and repeatedly (again and again, over time). Bullying is one-sided, involves humiliation, and is exclusive. Bullying behavior may be direct or indirect. Direct bullying behaviors may include: teasing, physical attacks, name-calling, threats, intimidation, racial/cultural/sexual harassment, and extortion. Indirect bullying behaviors may include: exclusion, isolation, rejection, gossip, cliques and rumors. ***Bullying behavior is not condoned, and will not be tolerated.*** All employees and students of St. Jerome School are responsible for helping to create a safe and positive learning environment. If any student feels that he/she has experienced or witnessed bullying, that student must immediately notify an adult.

### **Consequences for Bullying:**

- The teachers and principal with the goal of stopping the bullying will investigate the incident;
- In cases of serious bullying, the staff will record the incident and the parents will be notified. A meeting will be set up for both parties to discuss the issues;

- An attempt will be made to help the student change their behavior through counseling and corrective discipline;
- Disciplinary actions will include:
  - a. 1<sup>st</sup> Incident: Investigate all allegations and a verbal warning will be issued;
  - b. 2<sup>nd</sup> Incident: Further investigation by administration, including meetings with parents, witnesses, teachers and students. The possible suspension of the student from school with a mandatory probation period. Note, parents will be required to pay a \$60.00 fee for in school suspensions;
  - c. 3<sup>rd</sup> Incident: If it is deemed that a student continues to exhibit bullying behavior, it may result in their *expulsion* from St. Jerome School;

**Change of Address:**

Please notify the school office immediately if there is a change of address, home or work telephone number or e-mail address. This information is vital to the safety of your child.

**Cheating:**

Presenting as one's own, a piece of work, which has been obtained from another (with or without the knowledge of the other) is considered cheating. No student has the right to a grade obtained in this way. Cheating in the academic world will not be tolerated. In the event of cheating, the student or students involved will receive a zero for the assignment, test or project. If the student continually cheats, a meeting will be set up with parents and a course of action will take place.

**Child Abuse:**

By law the State of Illinois requires school personnel to inform the Department of Children and Family Services of any allegations/suspicion of child abuse and neglect.

**Cell Phones:**

Students are not allowed to use cell phones during the school day. Students that display cell phones during the school day will have their phone confiscated. For the first offense, a parent will be required to pick the phone up from the office. The second offense will result in the phone not being returned.

**Communicable Diseases:**

When a child has been absent from school due to a communicable disease, a doctor's note must be presented to the teacher and the office before the child can return to school. The following are examples of diseases that require exclusion from school:

- Chicken Pox
- German Measles
- Mumps
- Lice

If there is exposure to a communicable disease in the classroom an official letter of notification will go home to the entire school.

**Communication:**

Communication with parents, students, teachers and staff is a vital part of our commitment to ensure that we are all achieving the objectives of your child's educational and emotional needs.

Therefore, we have set up a variety of communication tools so that communication is always available and operating for the benefit of all our students and their families. *See Parent-Teacher Communication Section*

**Computer Lab:**

The schools computer lab is intended for educational purposes only, *not for personal use*. Therefore, personalization of and of the schools computers by students is strictly prohibited. Students are not allowed to download and/or install devices or services onto the computers including, but not limited to, screen savers and instant messaging programs. Violation of this policy or the misuse of any technologically related resource may result in the suspension or loss of privileges in their entirety as well as other potential disciplinary consequences and monetary damage restitution.

**Custody Issues:**

St. Jerome School abides by the provision of the *Buckley Amendment of the Family Educational Right to Privacy Act of 1974* with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to academic records and to other school related information. If there is a court order with specific instructions regarding custodial issues *or* regarding information given to a non-custodial parent, it is the responsibility of the custodial parent to give St. Jerome School an official copy of the court order at the beginning of the school year. Any changes that alter the agreement on file in any way during the school year *must* be submitted to the school immediately. A letter from an attorney is *not* acceptable (No exceptions).

**Deadlines:**

In the interest of fairness to all students and parents, deadlines in all areas (tuition payments, fundraising, homework, etc) must be respected and met. If a deadline has passed, a student or parent is in an indefensible position. Students and parents have a right to be informed of deadline dates; the responsibility of meeting those deadlines rests with the student or parent.

**Drug & Alcohol Use:**

The use or possession of illegal drugs, drug-related paraphernalia, alcoholic beverages or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school sponsored activity is forbidden. Transgression of this rule will result in disciplinary action, which can and may include dismissal from the school. Any Student selling drugs on school property or at school functions will be immediately suspended until further notice. The Principal will set up a meeting with the parents of the student that will also include the school counselor. The child will be required to attend drug counseling at the expense of the parents. A letter will be required from the organization providing services to the student before they will be re-admitted to St. Jerome School.

**Early Dismissal:**

Before a student can be dismissed early from school, there must be a request made in writing by the parent or guardian to the teacher. Permission must then be obtained from the Principal. At the prearranged time the parent or guardian must come to the office and sign their child out of

school. Students are not allowed to leave school without permission. Once a student arrives at school, they are not allowed to leave the building.

### **Electrical Equipment:**

Students should not be bringing headphones, cell phones, radios or I-Pods to school. The school will not be responsible for such devices. If the student brings one such device to school, it will be confiscated and sent to the office until a parent picks it up. As previously stated cell phones will be returned *only* to a parent after the first offense. The second offense will result in the cell phone being confiscated and not returned.

### **Emergency Contact Forms:**

At the beginning of each school year parents are asked to complete an “*Emergency Contact*” information form. This form is kept in the school office and provides our staff with direct contact to parents, guardians and or medical services. If there are any changes in your emergency contact information, or if your address, phone number or e-mail address changes, please notify the school as soon as possible so we may update your information. Accurate contact information is vital to the safety of your child.

### **Emergency Crisis Plan:**

St. Jerome School has an Emergency Crisis Plan. Each staff member has a copy of this plan and has had in-service instruction. If parents would like further information regarding this plan, they must to set up an appointment to meet with the Principal.

### **Emergency School Closing:**

If for any reason the school must be closed (i.e. inclement weather), you will be notified via our automated phone relay system. We also list our closings on local television and radio stations. The principal will decide upon the closing of St. Jerome School by 5:30 a.m. Please ***DO NOT CALL THE RECTORY OR SCHOOL OFFICE.***

### **Expulsion:**

Expulsion is the termination of the pupil's privilege to attend St. Jerome School and requires the student to transfer to another school. Except in appropriate cases, expulsion will be imposed only after a suspension has taken place. Expulsion is ordinarily invoked when drastic action is required to prevent the disruption of the school environment.

### **Extended Day Care:**

The Extended Day Program runs Monday thru Friday from 2:30 p.m. to 6:00 p.m. The Extended Day Care Room is located in our Preschool facility. Students are provided a light snack and drink. Parents that do not pick their child up on time will incur a late fee.

### **Field Trips:**

Field trips are planned primarily as a part of, and as an extension of, the school instructional program. These excursions are carefully planned and are a means of broadening and enriching the student's background. Field trips are privileges given to students; ***no student has an absolute right to a field trip.*** Field trips may be denied to students failing to meet academic or behavioral requirements. Written permission by parents is required for all field trips, verbal

permission will not be accepted. Parents may act as chaperones on trips with specific instructions, as determined by the teacher. Virtus training is **required** for all parents that wish to chaperone. Field trips are for students of St. Jerome School only chaperones are not allowed to bring younger siblings along on field trips (no exceptions). St. Jerome School has a Field Trip Emergency Plan and it is the following:

- Most trips will be scheduled no longer than the regular school day unless otherwise advised;
- Students' permission slips with contact phone numbers will be taken on all field trips in case of emergency;
- In case of delay, the teachers will inform the school regarding the nature of the delay;
- The school secretary will relay a message to parents regarding the nature of the delay and expected time of students' return;
- School personnel will be stationed in school until the safe return of all students.

### **Fighting:**

Fighting will not be tolerated. At the discretion of the Principal, the students involved will be suspended for 3 days. A second incident of fighting will result in an automatic 5-day suspension. A third fight will result in the expulsion of the student from St. Jerome School.

### **Fundraising:**

Fundraising is an integral part of the viability of St. Jerome School. St. Jerome sponsors two mandatory fundraisers that parents are required to participate in:

1. Each family must work three bingos during the calendar year. Two Saturday morning bingos at the Golden Tierra Bingo Hall located at 3231 N Cicero, Chicago, Illinois and one Tuesday night bingo at St. Jerome School;
2. Football Mania; One child families must sell 15 raffle tickets at \$20.00 each and two or more children families must sell 20 raffle tickets at \$20.00 each.

These fundraisers are **MANDATORY - NOT OPTIONAL**. Transfer documents and report cards will not be issued until all fundraising obligations have been met. Also, St. Jerome School reserves the right to reject registration forms for the next school year to families that have not met their fundraising obligation for the current school year. In addition, different organizations of St. Jerome hold fundraisers throughout the year. Please support their cause because it eventually benefits all of our students.

### **Football Mania Raffle:**

Every school family is expected to participate in our Football Mania Raffle. This fundraiser has been our most successful one each year since its inception in 2006. As stated above one-child families are required to sell 15 raffle tickets and two-children families must sell 20 raffle tickets. Parents/Guardians will sign a "Football Mania Raffle Ticket Agreement" at the time their tickets are issued. The agreement states that you are aware you are required to sell said tickets and are responsible for any lost tickets. It also states that if tickets are not returned by the agreed upon date the amounts of \$300.00 (15 tickets) or \$400.00 (20 tickets) will immediately be added to your tuition beginning with the October payment and your name will be placed on the tickets as the purchaser. Non-payment of the additional tuition amount will result in report cards and/or transcripts being withheld and the possible exclusion of the student from school. To encourage

families to sell more than their required number of tickets we are offering the following incentives:

- \$150 tuition credit for every 50 tickets you sell;
- \$300 tuition credit to the family that sells the most tickets over and above 50 tickets;
- \$150 tuition credit to the 2<sup>nd</sup> highest ticket seller over and above 50 tickets;
- \$ 75 tuition credit to the 3<sup>rd</sup> highest ticket seller over and above 50 tickets;
- All incentives will be issued in the form of a tuition credit, which will be applied toward your last tuition payment of the school year. School families will only be issued tuition credits;
- These incentives will also apply to any parishioner that sells the required amount of tickets, but will be issued in cash.

**Gangs and Gang Related Activities:**

St Jerome is a gang free school. Being part of any gang organization doesn't foster the educational process. Prohibited activities include but are not limited to:

- The solicitation or recruitment of others for membership;
- Participating in physical violence;
- Extorting money or services;
- Coercing, harassing and threatening others;
- Displaying gang signs;
- Using verbal and nonverbal gestures that promote the gang;
- Engage in activity to promote the gang interest or mission.

Violation of this policy will result in disciplinary action up to and including expulsion from school at the discretion of the Principal.

**Grade Equivalencies:**

The following grading system is used at St. Jerome School. Please contact your child's teacher for additional information or clarification as needed.

<b>Letter Grade</b>	<b>Percentages</b>	<b>Points Awarded</b>
<b>A+</b>	<b>98 to 100</b>	<b>4 points</b>
<b>A</b>	<b>95 to 97</b>	<b>4 points</b>
<b>A-</b>	<b>93 to 94</b>	<b>4 points</b>
<b>B+</b>	<b>90 to 92</b>	<b>3 points</b>
<b>B</b>	<b>87 to 89</b>	<b>3 points</b>
<b>B-</b>	<b>85 to 86</b>	<b>3 points</b>
<b>C+</b>	<b>82 to 84</b>	<b>2 points</b>
<b>C</b>	<b>79 to 81</b>	<b>2 points</b>
<b>C-</b>	<b>77 to 78</b>	<b>2 points</b>
<b>D+</b>	<b>75 to 76</b>	<b>1 point</b>
<b>D</b>	<b>72 to 74</b>	<b>1 point</b>
<b>D-</b>	<b>70 to 71</b>	<b>1 point</b>
<b>F</b>	<b>69 to 0</b>	<b>No points</b>

**Honor Roll:**

The guidelines for the St. Jerome School Honor Roll are as follows:

**Principal Honors:** A special category reserved for those students achieving the highest academic and behavioral standards. The student must have A's in all subjects, must be passing all special classes (Language, Art, Music, Computers & Gym) and have **NO** behavioral checks on their entire report card;

**First Honors:** The student must have a 3.8 - 3.9 Grade Point Average, must be passing all special classes (Language, Art, Music, Computers & Gym) and have **NO** behavioral checks on their entire report card;

**Second Honors:** The student must have a 3.5 to 3.7 Grade Point Average, must be passing all special classes (Language, Art, Music, Computers & Gym) and have **NO** behavioral checks on their entire report card.

**Grade Point Average:**

A point system is used to determine a student's Grade Point Average. Students will receive the number of points indicated in the chart above for grades received in Religion, Reading, English, Math, Spelling, Science and Social Studies courses. The total of those points is then divided by the number of classes that determined that point total. **Example;** a student receives 3 - A's and 2 - B's. Their point total is 18 (4 points for each A and 3 points for each B). 18 is then divided by 5 which gives you a Grade Point Average of 3.0

**Health:**

Following examination schedules are requirements of the State of Illinois:

- Physicals and updated immunizations for all children entering Preschool;
- Physicals, updated immunizations, and vision screenings for children entering Kindergarten;
- Physicals, updated immunizations and dental exams for children entering grades 2, 4 & 6;
- Physicals, updated immunizations & vision screenings for children entering school for the first time and for children transferring from another state or country.

For the health and safety of all our students St. Jerome school requires that all physical exams, including immunizations, dental and vision exams be kept up to date at all times. In addition, dental exams are now required in Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grades. Vision exams are now required for students entering Kindergarten and students new to St. Jerome School. All medical records are due by the first day of school. Students that do not provide medical records will be excluded from school until all physical, dental and vision records are received. ***There will be no exceptions to this rule.***

**Illness:**

***For the well being of ALL our students and staff; if your child has a sore throat, earache, nasal discharge, skin rash, eye infection, persistent cough or temperature over 99.6 degrees the child should be kept at home.*** If a child becomes ill during the school day, parents will be called at work or home and will be required to pick up the sick child. The student will not be dismissed from school to walk home alone. Note: If your child is sick please keep them home because it affects the entire school community.

**Inclement Weather:**

During inclement weather, children will not be allowed in the school until 7:30 A.M. Doors will only open early if the temperature is below 32 degrees. If you want your child to enter earlier, they must be enrolled in our Before-Care Program. Children who wear boots to school must bring another pair of shoes to wear inside the school building.. These shoes must be kept in a plastic bag for storage. Students should also have some type of cloth to clean off their boots before placing them in a bag. NO SHOE BOOT or CONSTRUCTION TYPE BOOT may be worn during the school day.

**Interviews:**

Teachers are always happy to meet with all parents because the best results are obtained when teachers and families work together. Conferences with teachers will not occur during class time. They must be arranged before class starts or at the end of a school day. Please call the office or e-mail the teacher directly to set up an appointment. *No one will be permitted to visit the classrooms without obtaining the permission of the teacher and the Principal.*

**Lunch:**

Students may bring their lunch from home or purchase hot meals at school. Hot Lunch is available to schoolchildren in All-Day Pre-Kindergarten through 8<sup>th</sup> grade and is paid on a monthly basis. Lunch order forms along with payment (*Checks or Money Orders only*) are due by the date printed on the order form. Lunch payments that are not received by the due date will be subject to a \$5.00 late fee. Lunch payments that are more than five days late will not be accepted. Checks that are returned by your bank for non-sufficient funds will incur a \$30.00 NSF fee and will result in the loss of future check writing privileges. If your child forgets their lunch, the school will provide them with one and you will be required to remit \$4.00 to the office the next day. It is the policy of St. Jerome School NOT to refund money for days a student misses due to vacation, field trips or sick days. Refunds are only given if the school is closed two or more consecutive days due to inclement weather. You may not deduct the fee from your next month's lunch payment; a refund will be issued to you. Lunch orders forms that are not accompanied by the correct fee will be returned and considered unpaid until the proper amount is paid. Each family will receive one standardized lunch menu that is to be used for the entire school year. If you need additional copies or lose the menu, you can download one from the school website at [www.stjeromeschool.net](http://www.stjeromeschool.net). School policy does not permit students to bring fast-food lunches to school, examples: McDonalds, Subway, Taco Bell, etc. Lastly, students are expected to assist in the clean up of their dining area, be compliant with rules, and show respect for other students, staff and lunch supervisors. Lunch detention will be issued without warning to students abusing lunch privileges. Please direct all questions or concerns regarding the lunch program to Pauline Dengler at 312-375-5416.

**Free and Reduced Lunches:**

St. Jerome School participates in the State of Illinois Free and Reduced Price Lunch Program. It is available to all students in grades K-8<sup>th</sup>. Qualifications for this program are based on income and family size. Income requirement as well as applications for this program are available in the school office and can be applied for at anytime during the school year. The identity of the children that participate in the program is kept strictly confidential. We encourage our school

families to take advantage of this worthwhile program. Please direct any questions regarding this program to Pauline Dengler at 312-375-5416.

**Lost and Found:**

Articles turned into the office will be kept for one month. At the end of the month, they will be discarded. Parents are encouraged to place their child's name on all their school clothing and supplies.

**Lunch Recess:**

The students of St. Jerome are given twenty minutes for lunch and ten to fifteen minutes of recess weather permitting.

**Money:**

All monies sent to the office should be placed in a *sealed envelope* with the students name, grade, amount and purpose *clearly* written on it. It is the policy of St. Jerome School to accept only checks or money orders. ***CASH WILL NOT BE ACCEPTED.***

**Non-Catholic in Our School:**

The non-Catholic student should understand, accept and will be willing to support actively the philosophy and goals of the school. They should realize that non-Catholic students will attend liturgies, programs of service and religion classes, as these areas are integral parts of our school. The staff needs to be sensitive to the ability of the non-Catholic student to understand and be respectful of his or her religious convictions. All students will be respectful of each other's religious beliefs and practices.

**Office:**

The school office is a place of business and is open from 7:30 A.M. until 3:00 P.M. All school matters are to be handled during this time. Parents and students are not to contact faculty members at home unless specifically requested and agreed to by the parent and teacher. All persons wishing to meet with the Administration *must schedule an appointment* with the secretary stating the nature of the appointment. In this way all parents can be assured of appropriate time and privacy to address their child's needs. Please be sure to speak directly to the *teacher* regarding a solution to school difficulties *before* requesting an appointment with the Principal.

**Parent-School Communication:**

Communication between the school and the home is vital to a child's education. Parent/Guardian communication is done in a few ways: through a weekly "Thursday Folder", via e-mail or through our automated phone relay system. The "Thursday Folder" is for families who do not have an active e-mail address. These folders are sent home on Thursday and we ask that parents read the information contained in the folder, sign the attached parent sheet and return the folder to school the next day. Our second mode of communication is through our e-mail blast on Thursday. Please check your e-mail regularly for important information and messages. It is important that you notify the school regarding any e-mail address changes. Thirdly, last minute or emergency announcements are sent out through our automated phone relay system.

### **Parent-Teacher Communication:**

Because St. Jerome School strives to be a faith community, parental cooperation and good parent-teacher relations are essential. As a faith community, our first instinct is to assume that each of us; teachers, administrators, and parents have the child's best interest at heart.

While we are as a school excellent in many ways, no one is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will attempt to contact relevant parties to clarify the situation. Parents who have experience problems or are confused with a matter regarding a child's educational experience, are asked to show similar respect by striving first to learn the reasons behind the policy or inquire about the teacher's or school's understanding or decision *before* judging or forming an opinion. Those who are not satisfied with the resolution are asked to contact the teacher to request an appointment to investigate the matter. In this way, positive solutions can be attained and the maximum support is given to our students.

Parents are asked to follow these guidelines for expressing concern over a school matter:

- Contact the teacher first - The parent should initially contact the teacher with concerns regarding their child. For a variety of reasons, parents should never attempt to discuss concerns with staff members while they are on duty during the regular school day. As a policy we do not disturb teachers while they are teaching or supervising students. Telephone messages can be left for the teacher through the school office. Information and requests for appointments will be placed in the teacher's mailbox;
- Administrative Involvement - If the problem persists or becomes more serious, the parent should inform the teacher and then if necessary, the school office to request an appointment with the Principal. Only signed notes from parents or callers who identify themselves and the need for administrative intervention will be taken seriously. Unfortunately, due to school responsibilities, a member of the administration may not be available immediately. Therefore, concerns should first be presented to the teacher. Patience in arranging appointments or in expecting a return phone call is requested;
- Staff members of St. Jerome School attempt to provide prompt attention to problems, privacy in discussing matters, professional courtesy and respect, and a sincere effort to resolve problems in a Christian manner. That is, we try to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically and physically, as well as, his or her fellow-students. With this in mind, parents and guardians are expected to show the same concern and respect for the staff of St. Jerome School as well as, other children and families of our community. The following behaviors, therefore, are unacceptable within our community:
  1. Assaults (verbal/physical) or harassment of staff, members, students or parents;
  2. Verbal intimidation or abuse of any member of the community in person or in writing.
- Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions:
  1. Limiting or refusing permission to enter or use school grounds or facilities;

2. Requesting that someone other than the person exhibiting poor behavior represent the child's interest on school matters;
  3. Refusing to allow the child to re-register, and in extreme cases, initiating procedures to ask the family to withdraw the child from the school.
- When experiencing a concern, issue or problem please adhere to the following chain of command:
    1. Teacher;
    2. Principal;
    3. Pastor.

### **Safety:**

Parents should encourage their children to follow the following safety rules at all times:

- Walking to School: Students should only cross at the crosswalks;
- Snowballs: Snowball throwing on school grounds is strictly prohibited. Skitching on to vehicles is also very dangerous and is not permitted;
- Fire Drills: Fire Drills are conducted at least once month. All students are made aware of the exits and precautions to be taken;
- Tornado Warnings: If a warning is issued, the students will be taken to the parish hall. Students will not be sent home during a severe weather warning.

### **Search and Seizure:**

The Archdiocese of Chicago and the Office of Catholic Education mandate that school personnel be in charge of protecting the health and safety of all students. Fulfillment of these duties may conflict with student's right for the need for privacy. While lockers, desks, and other storage areas are provided by the school, the school retains the control and access to the same. These areas are assigned to students based on the premise that they will be used for school use. School personnel at anytime can inspect these areas with or without the student.

### **Scheduling Conferences:**

Conferences play an important role in creating a partnership between the school and the home. If a parent seeks to meet with a teacher or an administrator, a conference should be scheduled in advance. It is a misconception to assume that such a conference can occur without being arranged well in advance.

### **School Documents:**

Any request for school documents (i.e., health certificates, transcripts, etc.) must be done in writing and presented to the school office. All requests have a twenty-four hour waiting period. The school will provide one copy of the above documents without any charge one time per school year. *Additional copies can be obtained at a charge of two dollars per copy.*

### **School Rules, Regulations and Expectations:**

- Be punctual; come to school on time ready to learn;
- Proudly represent St. Jerome School. Wear the appropriate school uniform at all times;
- Be respectful of others by being quite in the halls;
- Keep our school clean; dispose of litter and garbage in its appropriate place;
- Always keep your hands to yourself;

- Respect the property of your schoolmates;
- Follow directions;
- During recess and lunch stay in your assigned area, and use playground equipment properly;
- No name calling or taunting;
- Absolutely no ***fighting***. St. Jerome School has a Zero Tolerance Policy in regards to fighting.

### **School Security:**

St Jerome School has specific plans to be followed in regards to parentø entry into the school and overall school security. The safety and security of all of our studentø demand that ***only*** authorized personnel be permitted on school property during the school day. The school does not allow parents, relatives, or friends to visit classrooms or deliver items such as clothing, books or lunches. Students from other schools are not permitted on school grounds during school hours.

### **Sports Programs:**

St. Jerome School has a tradition of active and successful sports programs. These extracurricular activities are a very important aspect of a total educational program. In addition to physical fitness, they build character and develop a sense of sportsmanship and fair play. Students are reminded that, as a member of these teams, they represent St. Jerome School and are expected to conduct themselves accordingly. All students who wish to participate in a school sport must submit the Athletic Consent and Release form before their season starts. Sports fees and uniform fees must also be paid to the school prior to the practice season. Remember, team membership is not an entitlement. It is a privilege that ***does not guarantee minimum playing time***. Volunteer coaches give their time and talents in the spirit of generosity. Coaches are to be shown respect at all times. Any discussion with coaches should be limited to private conversations where their full attention may be expected. Parents and players should not argue with or criticize coaching decisions in public during games or practices. The Sports Committee and the Principal are available to assist parents and coaches with understanding these rules and expectations. Students may not be eligible to participate if tuition is in arrears. Any head-coach or assistant-coach of a St. Jerome sports team must complete Vertus training prior to coaching a sports team (***there are absolutely no exceptions to this rule***).

### **Sports Accountability:**

#### Academic:

All students participating in an after school sports program must maintain their academic eligibility. This means achieving a 77% average (77%) or above in ***all*** subjects. Any student who falls below these standards will be removed from the teamø roster and will not be allowed to practice or participate in games until the situation is corrected.

#### Personal Discipline

Persons that behave in a disorderly manner or show unsportsmanlike conduct may be asked to leave school sporting events and/or practices. Refusal to follow this directive may result in removal of the student from the team.

***The school administration maintains complete authority as to a participant's eligibility.***

**Student Photos:**

St Jerome School reserves the right to use student pictures in school publications, school advertisements and the school website. Any parent that does not wish his or her child's photo to be used must notify the administration in writing at the beginning of the school year.

**Tardiness:**

Tardiness tends to be a detriment in the development of good habits. School doors open at 7:50 A.M. each morning. A student is considered tardy if he/she arrives after 8:00 A.M. Students that arrive late must report to the school office for a tardy slip. Following the third tardy the student will be given a detention as an encouragement to be responsible. Remember it is a parental responsibility to help students learn punctuality.

**Telephone Calls:**

School telephones are installed for official school use and for emergency use by students. Children will not be allowed to use the phone for forgotten assignments, gym uniforms, lunches, permission slips, etc.

**Telephone Numbers:**

It is the responsibility of parents to inform the school office immediately of any change in the telephone numbers where a parent can be contacted in case of emergency.

**Telephone Messages:**

Parents and guardians are encouraged to call both teachers and the school office with questions and concerns. Telephone messages for our teaching staff will be placed in their mailbox. The teacher will return your call at their earliest convenience.

**Terra Nova Test Results:**

Terra Nova tests that are administered by St. Jerome School are the property of the school and will not be given to parents or guardians. Student's performance results on these tests will be sent home for their parents review as soon as they are received. If you wish to discuss your child's performance on the Terra Nova test please contact their teacher for an appointment.

**Traffic:**

For the safety of all our students parents/drivers must always observe the school speed zone and be observant of children in the area. In the morning, yellow barricades are placed on Princeton blocking southbound traffic. Out of consideration for those behind you, always pull up to the designated drop off point to let your child out of the vehicle. Students should *always* exit their vehicle from the side nearest the building, *never* on the street side. If you must come into the school building at this time you should park in one of our two parking lots. Parking in front of the school building during school hours is prohibited. During dismissal, yellow barricades are placed on Princeton again blocking southbound traffic. Parents are asked to line up their vehicles in the northbound direction and as students are picked up and their cars leave the area other cars can take their place. *Please* be considerate of other families picking up their children, *never* park in the crosswalk or block the flow of traffic, and *always* be mindful of crossing students. The Principal or some other adult is usually in front of school to assist if necessary. Again, please be aware of students entering vehicles and crossing streets.

**Transfer Records:**

If a student's financial obligations are not met, an unofficial record will be sent to the new school. Official transcripts will be sent only after all obligations have been met.

**Tuition:**

Tuition payments are due on the 5<sup>th</sup> of every month. Parents may choose one of two tuition plans: Quarterly due July, September, November and February or ten (10) monthly payments beginning in July. Tuition that is not paid by the 5<sup>th</sup> of the month is considered late and will incur a \$60.00 late fee. Checks that are returned by your bank for non-sufficient funds will incur a \$30.00 NSF fee and will result in the loss of future check writing privileges. Non-payment/delinquent tuition will result in report cards and/or transcripts being withheld and possible exclusion of the student from school until all financial obligations are met. Tuition payments must be paid by personal check or money order only. ***Cash will not be accepted.*** The 2009-2010 Tuition & Fees Schedule is attached at the end of this handbook.

**Tuition (Parishioner Rate):**

Any family (Parishioners) who does not choose to honor the commitment made to the Pastor and St. Jerome Church by attending Mass, as evidenced by the use of weekly envelopes, and be involved in the life of the church may have the Parish discount removed from their tuition at any time. The non-parishioner rate will then be instituted.

**Tuition Refund Policy:**

Registration, fees and tuition are not refundable.

**Uniforms:**

All students are expected to appear in school each day outfitted in proper uniform attire. Preschool children do not wear the school uniform. Uniforms are available for purchase through: Schoolbelles Uniform Store located at:

6223 W. 79<sup>th</sup> Street  
Burbank, Illinois 60459  
708-598-8008

Uniforms can also be purchased on line at [www.schoolbelles.com](http://www.schoolbelles.com)

The St. Jerome uniform code is as follows:

**Girls Kindergarten thru 8<sup>th</sup> grade:**

- Blue polo shirt which can be short or long sleeve;
- Blue plaid skirt, knee length or culottes;
- Navy or white cardigan sweater or school sweatshirt (not the gym sweatshirt);
- St. Jerome navy fleece pull over;
- Plain white or navy socks (socks need to be above the ankle and free of designs);
- White or navy blue tights;
- Dress or casual shoes or a black gym shoes (must be tied at all times);
- School shorts can be worn from April 1<sup>st</sup> to Nov 1<sup>st</sup>

- Navy blue slacks;
- Nylons are not permitted;
- No dangling earrings. Only one small earring;
- No makeup or nail polish.

Girls are permitted to wear simple headbands, scrunchies, bows, barrettes and ponytail holders. Hair should be kept out of the eyes. No hair fads are permitted, including, but not limited to, unnatural dying and bleaching or excessive ornamentation.

#### **Boys Kindergarten thru 8<sup>th</sup> grade:**

- Powder blue short sleeve knit shirt (Polo) or long sleeve powder blue shirt;
- Navy blue pants;
- Navy blue or white sweater or school sweatshirt (not the gym sweatshirt);
- Dress or casual shoes (must be tied at all times);
- Shorts from April 1<sup>st</sup> to Nov 1<sup>st</sup>;
- St. Jerome navy fleece pull over;
- Plain navy or white socks (no designs);
- Hair neatly trimmed;
- No earrings.

Boys haircuts must be neat, trimmed and above the collar. No hair fads are permitted, i.e. long hair, bangs in the eyes, or unnatural dying and bleaching is allowed.

#### **Gym Uniform (Friday Only):**

- Official royal blue gym shirt or sweatshirt;
- White St. Jerome T-Shirt;
- Official royal blue gym shorts or sweatpants;
- Gym Shoes must be fully laced and tied;
- **NO GYM UNIFORM, NO GYM, NO EXCEPTIONS!!**

The administration reserves the right to determine if a student's appearance (hairstyle, ill-fitted uniform, etc) is a distraction and therefore, unacceptable. Failure to follow the uniform code will result in an automatic detention.

#### **Visitors:**

For the safety of our students everyone, *including parents, visiting or volunteering* at St. Jerome School must provide advance notice and have the approval of the Principal. Upon arrival all visitors must sign in at the office and receive a visitor's pass, which must be worn during the visit.

#### **Water Bottles:**

Students are allowed to have water bottles in school when the temperature outside is 80 degrees or above.

**The directives identified throughout this handbook have been established for the administration of St. Jerome School. These contents may be altered at anytime at the discretion of the Principal and or Pastor.**

# Disciplinary Procedures

The word discipline comes from the word disciple. Christ told us how to look and recognize his followers. St. Jerome School is a place where:

- Every person is respected regardless of age;
- Students, staff, teachers and administration work to help each other;
- All exhibit the love and concern in Christ Himself, for Christ is very present in our school today.

In short, our school should be a community of faith, whose bond of unity is shared by the presence of God in each one of us present here today. In order to create the atmosphere where such values and attitudes can grow, it is necessary that all students fulfill their responsibilities. Children must have respect for themselves first, one another, and for the adult members of this school community.

## Student Expectations:

Set a good example to fellow students by:

- Practicing self-discipline and developing a sense of responsibility;
- Obey rules established by the school and the classroom teacher;
- Treating others and their property in a respectful manner.

## Parent Expectations:

- Support the faculty and reinforce the ideals and goals of the school in your home by encouraging your children in their efforts to achieve them;
- Take a conscientious role in your child's development by being aware of his or her academic or social needs;

## Faculty Expectations:

- Implement rules and policies fairly and consistently;
- Communicate to parents any significant changes in their child's behavior, academic or social being. *Meeting with parents needs to be done privately.*

## Student Behavior:

**Discipline and Achievement:** There is close connection between discipline and academic achievement. Achievement demands self-control on the part of the student, mutual respect and the cooperation of the teachers and students in creating a learning environment that is orderly, peaceful and purposeful.

**Philosophy of Discipline:** Discipline is maintained in a classroom or school when students work cooperatively with the Principal, teachers and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and school hours. Students of St. Jerome School should live their Christian life at all times. A student or parent chooses one behavior over another and thus takes upon himself the consequence of the chosen behavior.

**Behavior Improvement Process:** Self-control is a learned process that takes time and effort to develop. Many unacceptable behaviors occur when children make mistakes in their journey to become young adults. This usually means that the school needs to be the

environment that will help the student develop a sense of discipline and self-control. The Behavior Improvement Process can be accomplished through the teacher; the principal or a phone call to the parents, or through isolation from their peers, detention, suspension and even expulsion if necessary. If ordinary disciplinary means fail to convert a student to the point of reasonable behavior, then extraordinary means must be employed including but not limited to:

- Conferences with the student, parent, teacher and principal;
- In-school suspension: Parents will be required to pay a \$60.00 fee;
- Out of School suspension;
- Revocation of privileges and denial of class activities;
- Alternative placement, following an exit conference with student, parent, teacher and principal.

### **Unacceptable Behavior:**

Some examples of behavior unacceptable in a Christian educational community that require the use of extraordinary discipline measures are:

- Chronic lack of effort by the student;
- Disregarding school and classroom regulations;
- The defacement or destruction of School property;
- Frequent disruption of the class;
- Frequent violations of the St. Jerome dress code;
- Stealing;
- Verbal disrespect;
- Insubordination toward any staff member of the school community;
- Frequently hurting student's feelings, bullying them or name-calling;
- Fighting or verbal abuse of fellow students;
- Frequent tardiness;
- Truancy.

Some behaviors merit immediate ***SUSPENSION*** from St. Jerome School, including but not limited to:

- Smoking, drinking and/or drug use in school or on parish grounds;
- Leaving the school without permission;
- Grave disrespect of a staff member;
- Vandalism or theft;
- Causing harm or injury to another through fighting or carelessness;
- Possession or use of a weapon;
- Doing anything that threatens the health, safety, or welfare of the school community;
- Any other serious misconduct.

**Bullying:**

Bullying is defined as verbal and non-verbal behavior that occurs repeatedly over time and causes physical or emotional harm to another. Such behavior may include, but is not limited to teasing, taunting, threatening, hitting, stealing or destroying personal property.

Staff will be responsible for preventing bullying in the following manner:

- Supervise students closely in all areas of the school and playground;
- Watch for signs of bullying and stop it when it happens;
- Respond quickly and sensitively to bully reports;
- Take parents concerns about bullying seriously;
- Investigate all reports of bullying;
- Assign consequences for bullying based on the St. Jerome Disciplinary Procedures;
- Provide immediate consequences for retaliation against students who report bullying;
- Support St. Jerome School Bully Policies.

Students will be responsible for preventing bullying in the following manner:

- Treat others with respect;
- Refuse to bully others;
- Refuse to let others be bullied;
- Refuse to watch, laugh or join in when someone is bullied;
- Report bullying to staff;
- Practice the 4 R's: respect of self, respect for others, respect for the environment, and respect for learning.

Procedures for bullying and disciplinary action:

1. Immediately report any bully incident to staff;
2. Teachers and the principal, whose main goal will be to stop the bullying, will investigate the incident;
3. In case of serious bullying, staff will record the incident and both parents will be notified. A meeting will be set up for both parties to discuss the issues;
4. An attempt will be made to help the student change their behavior through counseling and corrective discipline;
5. Disciplinary action will include:
  - a. 1<sup>st</sup> Incident: Investigate all allegations and a verbal warning;
  - b. 2<sup>nd</sup> Incident: Further investigation, including meetings with parents, witnesses, teachers and students. May result in possible school suspension with mandatory probation period. Please note that parents will be required to pay a \$60.00 fee for in school suspension;
  - c. 3<sup>rd</sup> Incident: If it is deemed that a student continues to exhibit bullying behavior, it may result in expulsion from school.

**Detentions:**

The discipline of student is to reflect a respect for authority. When a detention is issued, the slip must be signed by a parent and returned, for acknowledgement reasons, the next school day. The cost to parents for detention is \$15.00 per detention. Detentions are served on Monday's **only** from 2:30 p.m. to 3:30 p.m. Detentions can be given to any student in Kindergarten through 8<sup>th</sup>

grade. Failure to return the detention slip the next school day will result in an additional detention and an additional fee of \$15.00. If a student misses or fails to serve a detention, he/she will not be allowed to return to school until the detention is served. Detentions can be given to a student by any teacher or staff member that witnesses unacceptable behavior by a student.

### **Drug Free Policy:**

All students have a right to attend school in an environment conducive to learning. The use of alcohol and drugs are illegal and interfere with an effective learning climate and the healthy development of children. St. Jerome School has a legal and moral obligation to maintain a drug and smoke free educational environment. We will provide drug education to our students that is integrated with the curriculum at all grade levels to prepare students for decision-making against drug and alcohol use. At St. Jerome School students are not allowed to smoke in school, on school grounds or at any school sponsored event. Furthermore, alcoholic beverages may not be served if students are present at a school-sponsored event. If a student is found to be in possession of any type of drugs or alcohol, they will *immediately* be suspended until further notice. The student's parents will be called and a meeting between them, the principal and the school counselor will take place. The principal and counselor will give the parents a variety of resources that they can use to help their child. Pursuant to the outcome of the meeting between all parties the student *may or may not* be readmitted to the school at the Principals discretion.

### **Search and Seizure:**

The Archdiocese of Chicago and the Office of Catholic Education mandated that school personnel be in charge of protecting the health and safety of all students. Fulfillment of these duties may conflict with student's right for the need for privacy. There needs to be a balance between the student's rights and protection of society.

While St. Jerome School provides lockers, desks, and other storage areas, the school retains control and access to all such areas. These areas are assigned to students based on the premise that they will be used for school use. School personnel at anytime can inspect these areas with or without the student being present.

### **Searches of School Property:**

All property of the school including student's desks and lockers as well as their contents may be searched and/or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

### **Searches of Student's Person and Personnel Property:**

The search of a student or the personal property currently being carried is permissible when there is suspicion that a student may be carrying contraband.

### **Conducting the Search:**

- When conducting a search at least one other authorized member of school personnel must be present. Where possible one person must be of the same gender as the student;

- The principal must always have another school authority present when a search is conducted;
- If a weapon or other illegal substance is found the school will call the Chicago Police Department immediately;
- If a weapon or illegal substance is seized, the principal will call the police and report the incident to them, then hand over then contraband when they arrive;
- The Chicago Archdiocese and the Rectory (Pastor) will also be notified;
- The appropriate parent/guardian will be informed of the situation as soon as possible;
- If a student refuses to voluntarily empty his or her pockets, open a school bag or purse, the student will be detained under supervision until their parents arrive.

### **Sexual Harassment Policy:**

Sexual harassment by one employee of another or by a student is unacceptable. Employees or students engaged in any type of harassment will be subject to appropriate discipline, including suspension and or dismissal. *A meeting with the counselor will be required.*

Retaliation in any form against an employee or student who exercise their right to make a Sexual Harassment complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly make false charges against an employee or another student in an attempt to demean, harass, abuse or embarrass that individual shall be subject to sanctions for misconduct set forth above (suspension or dismissal).

St. Jerome School will gather all the facts regarding any allegations and the appropriate action will take place.

### **Typical Consequences in Dealing with Behavioral Issues:**

- Verbal warning;
- Conference with teacher and/or Principal;
- Detention;
- Parent conference;
- In School suspension;
- Out of School suspension;
- Expulsion from School.

Note: These are suggested guidelines, at the digression of the Principal, a student can move down the list depending on the rule violated.

### **Weapons:**

If a student is found to be in possession of a weapon, the Chicago Police Department will be called. The student's parents will be informed of the incident and disciplinary actions will occur. The Principal in conjunction with the Pastor will make the final decision as to whether the student will remain at St. Jerome School or not. Disciplinary action will include suspension and/or expulsion. Examples of weapons are any item that can do physical harm to another student. This would include: guns, tools, and sticks, just to name a few. Students that are aware

of a weapon in the school should inform a teacher or Principal immediately. If they do not inform the administration they can also be subject to a detention or suspension.

***THE PRINCIPAL HAS THE FINAL SAY IN ALL DISCIPLINARY SITUATIONS AND MAY WAIVE ANY DISCIPLINARY RULES OR PROCEDURES FOR JUST CAUSE AT HIS OR HER DISCRETION.***

**The directives identified throughout this handbook have been established for the administration of St. Jerome School. These contents may be altered at anytime at the discretion of the Principal and or Pastor.**

## St. Jerome School Contact Information

Office: 312-842-7668

FAX: 312-842-3506

Principal:	Mr. Peter Trumblay	<a href="mailto:JEROMESCHOOL@AOL.COM">JEROMESCHOOL@AOL.COM</a>
Assistant Principal:	Carm Parilli	<a href="mailto:8thgrade@stjeromeschool.net">8thgrade@stjeromeschool.net</a>
Pastor:	Father Joe Grbes	<a href="mailto:jgrbes@gmail.com">jgrbes@gmail.com</a>
School Secretary:	Jennifer Gurgone	<a href="mailto:jgurgone@stjeromeschool.net">jgurgone@stjeromeschool.net</a>

### Teaching Staff

<u>Grade</u>	<u>Name</u>	<u>E-mail Address</u>
Preschool:	Mrs. Karen Mizera	<a href="mailto:preschool@stjeromeschool.net">preschool@stjeromeschool.net</a>
Kindergarten:	Mrs. Courtney Sherman	<a href="mailto:gradeK@stjeromeschool.net">gradeK@stjeromeschool.net</a>
First Grade:	Sister Kim Mulhearn	<a href="mailto:grade1@stjeromeschool.net">grade1@stjeromeschool.net</a>
Second Grade:	Ms. Nicolette Bernardi	<a href="mailto:grade2@stjeromeschool.net">grade2@stjeromeschool.net</a>
Third Grade:	Mrs. Sara Mandile	<a href="mailto:grade3@stjeromeschool.net">grade3@stjeromeschool.net</a>
Fourth Grade:	Mrs. Sara Aguilar	<a href="mailto:grade4@stjeromeschool.net">grade4@stjeromeschool.net</a>
Fifth Grade:	Mrs. Kelly Carillo	<a href="mailto:grade5@stjeromeschool.net">grade5@stjeromeschool.net</a>
Sixth Grade:	Ms. Jadranka Juric	<a href="mailto:grade6@stjeromeschool.net">grade6@stjeromeschool.net</a>
Seventh Grade:	Mr. Michael Jewell	<a href="mailto:grade7@stjeromeschool.net">grade7@stjeromeschool.net</a>
Eighth Grade:	Ms. Carm Parrilli	<a href="mailto:grade8@stjeromeschool.net">grade8@stjeromeschool.net</a>
Computers:	Mrs. Anna Babich	<a href="mailto:computers@stjeromeschool.net">computers@stjeromeschool.net</a>
Spanish:	Mrs. Patricia Herrera	<a href="mailto:Spanish@stjeromeschool.net">Spanish@stjeromeschool.net</a>
Italian:	Mr. Mauricio Malfeo	<a href="mailto:Italian@stjeromeschool.net">Italian@stjeromeschool.net</a>
Art:	Ms. Raecheal Karas	<a href="mailto:art@stjeromeschool.net">art@stjeromeschool.net</a>
Physical Education	Mrs. Kellie Galvin	<a href="mailto:gym@stjeromeschool.net">gym@stjeromeschool.net</a>
Music:	Mr. Larry Haptas	<a href="mailto:music@stjeromeschool.net">music@stjeromeschool.net</a>

### Lunch Program

Coordinator:	Pauline Dengler	312-375-5416	<a href="mailto:Paulinemdengler@aol.com">Paulinemdengler@aol.com</a>
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Correspondence with the above faculty members can be done by either leaving a message with the school office or via the e-mail addresses provided.

# St. Jerome School Board

## School Board Officers

Jan Ferro, President  
e-mail: [nickrf@aol.com](mailto:nickrf@aol.com)

John Perseghin, Vice-President  
e-mail: [johnp@speedsite.com](mailto:johnp@speedsite.com)

Denise Bertucci, Treasurer  
e-mail: [ponobeach@aol.com](mailto:ponobeach@aol.com)

Leslie Kish, Secretary  
e-mail: [lkish@sbcglobal.net](mailto:lkish@sbcglobal.net)

## School Board Members

Anna Babich  
Cathy Mancine

Bobby DeGrazia  
Dave Matual

Pauline Dengler

## School Board Subcommittees & Chairpersons

Academic Committee:	Cathy Mancine <a href="mailto:Trt133@sbcglobal.net">Trt133@sbcglobal.net</a>
Development Committee:	Bobby DeGrazia <a href="mailto:Dawndeg@aol.com">Dawndeg@aol.com</a>
Finance Committee:	John Perseghin <a href="mailto:johnp@speedsite.com">johnp@speedsite.com</a>
Fundraising Committee:	Jan Ferro <a href="mailto:nickrf@aol.com">nickrf@aol.com</a>
Health & Safety Committee:	Dave Matual <a href="mailto:dsmatch9697@sbcglobal.net">dsmatch9697@sbcglobal.net</a>
Technology Committee:	John Perseghin <a href="mailto:johnp@speedsite.com">johnp@speedsite.com</a>

Correspondence with School Board members can be done via the e-mail addresses provided or in writing through the school office.

# St. Jerome School Board

## Open Meeting Format

### 1. Format for Open Meetings:

- An agenda will be distributed in your Thursday folder at least ten (10) days prior to the meeting;
- School parents wishing to address the Board and receive an answer to a request, concern, or comment at the meeting must submit their request in writing to the School Board President stating the issue they wish to present;
- All submissions must include the contact information of the submitter (name, phone number, etc.) whether the comment will be addressed at the meeting, or in the form of a letter from the Board. Anonymous submission will not be addressed;
- Comments, concerns and requests can be submitted to the school office in an envelope marked "School Board President", by fax to 312-842-3506, or via email to [janferstjerome@aol.com](mailto:janferstjerome@aol.com). You must submit your written request no later than five (5) days prior to the meeting. The School Board President will respond to your written request at the meeting;
- Only persons who have submitted questions in advance can expect to receive an answer at the meeting. We would like to limit the meeting to 1-½ hours so we ask that parents limit their time to five (5) minutes. This will ensure that everyone will have a chance to express his or her comments to the Board;
- Following the Board and Committee presentations, speakers who submitted comments in advance will be first on the agenda. Parents that expect an answer regarding a question, comment or concern must submit it in advance as stated above. If you did not submit your issue in advance you may bring it to the meeting and submit it to the Board at that time. All matters *not submitted in advance* will be discussed in Executive Session and a written response will be issued before the next meeting. Non-written requests will be on a first-come, first-serve basis, time permitting;
- After all committees have given their brief overview and all parents have been heard from the Board will either conclude the meeting, or go into executive session;
- All non school Board members must leave when the meeting goes into executive session.

2009



2010

Parishioner	4 Payments	10 Payments	Total Tuition
One Child	\$800.00	\$320.00	\$3,200.00
Two Children	\$1,237.50	\$495.00	\$4,950.00
Three Children	\$1,625.00	\$650.00	\$6,500.00
Four Children	Provided Upon Request		

Non-Parishioner	4 Payments	10 Payments	Total Tuition
One Child	\$1,005.00	\$402.00	\$4,020.00
Two Children	\$1,512.50	\$605.00	\$6,050.00
Three Children	\$2,023.75	\$809.50	\$8,095.00
Four Children	Provided Upon Request		

Pre-School 1/2 Day: 3 or 4 Year Olds	4 Payments	10 Payments	Total Tuition
Parishioner	\$462.50	\$185.00	\$1,850.00
Non-Parishioner	\$610.00	\$244.00	\$2,440.00

Full Day Pre-School: 4 Year Olds Only	4 Payments	10 Payments	Total Tuition
Parishioner	\$770.00	\$308.00	\$3,080.00
Non-Parishioner	\$850.00	\$340.00	\$3,400.00

Fees	Paid by May 1st	Paid After May 1st	
Registration Fee	\$60.00	\$120.00	
Book Fee K - 8th Grades	\$200.00	\$400.00	
Pre-School Book Fee	\$50.00	\$100.00	
H.S.A. Membership Fee	\$10.00	\$20.00	
Gym Fee Per Student	\$75.00	\$150.00	
Retreat Fee 5th - 8th Grades	\$50.00	\$100.00	

Tuition Payment Dates			
4 Payments Per Year:	July 5th	September 5th	November 5th February 5th
10 Payments Per Year:	Due on the 5th of Each Month July through April		

Additional Fees			
Return Check Fee	\$30.00	Per Check	
Delinquent Tuition Fee	\$60.00	Per Month	

### Mandatory Fundraising: Bingo & Footballmania

Each family is **REQUIRED** to work three (3) Bingos per year. One (1) Tuesday night Bingo at St. Jerome School and two (2) on Saturday mornings at The Golden Tierra Bingo Hall (3231 N. Cicero). If you do not wish to work Bingo, a fee of \$100.00 per Bingo must be paid prior to the beginning of the new school year. A \$200.00 fee will be assessed for any Bingo you schedule and do not work without prior notice. **In addition**, families are **REQUIRED** to sell Football Mania Raffle Tickets: One (1) child families must sell or buy 15 raffle tickets at \$20.00 each. Multiple children families must sell or buy 20 raffle tickets at \$20.00 each. Incentives in the form of tuition credits are given to families for every 50 tickets sold!!

# St. Jerome School

## Student / Parent Handbook Agreement Form

This handbook is prepared to assist you in becoming familiar with the policies of St. Jerome School. A study of its contents and adherence to school policies will be of great value in assuring a successful school year.

It is our sincere hope that each student will take pride in St. Jerome School and that they will make a positive contribution to help our school to be a truly Christian community.

Any student action that is not in keeping with the philosophy of St. Jerome School is subject to review by the administration and may lead to withdrawal from the school.

The principal and/or Pastor are the final recourse in all discipline situations and may waive any or all regulations for just cause at their discretion.

The School reserves the right to initiate, change or modify the policies of this handbook at anytime.

**I certify that I have carefully read the Parent/Student Handbook and agree to abide by the rules and regulations contained herein.**

_____	_____	_____
Date	Parent Name (Print)	Parent Signature
_____	_____	_____
Date	Parent Name (Print)	Parent Signature
_____	_____	_____
Date	Student Name (Print)	Student Signature
_____	_____	_____
Date	Student Name (Print)	Student Signature

Do not remove. A separate form will be provide for you to sign and return to school.