



*St. Jerome Catholic
School
Parent Handbook
2011 ~ 2012*

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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. Together, we must concentrate on achieving the goals of Catholic education.

The *St. Jerome Parent Handbook* will provide you with the information and guidelines that enable St. Jerome School to operate efficiently and effectively. 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,

Christopher J. Caban
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 become lifelong learners, people of prayer, service and community building.

Philosophy

The goal of St Jerome School is to teach and create a desire within each child to learn about themselves, classmates, community, and the world they live in. St Jerome further desires to instill a greater awareness of faith and Christ's presence in the world through teachings of the Gospel.

St. Jerome School is a Catholic School dedicated to the total growth and development of the Christian child. The faculty and staff recognize the individuality of each student. Therefore, our faculty will strive to develop each child within a caring environment.

As part of St. Jerome Parish and with the cooperation of parents, the primary educators, the faculty strives to provide academic excellence in a safe and comfortable setting with the values and traditions of the Catholic Church.

School programs and projects are designed to expand the focus of the student's culture and the world around them. The emphasis must be that each child respects the dignity of every human being.

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.

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General Information:

Back to School Night:

During the first month of school, our Home School Association sponsors “Back to School Night.” At this event you will have the opportunity to meet the H.S.A. Officers, the Pastor, Principal and Teachers. You will also be given important information regarding the school year, examples: Parent/Student Handbook and teacher expectations. This is a great way to foster communication between the school and the home. The evening usually begins at 6:30 P.M. and concludes at 8:30 P.M.

Birthday Celebrations

In order to try to encourage healthy eating habits in our students in general as well as to keep birthday celebrations modest St. Jerome discourages food as a birthday treat and suggest that parents instead bring books, pencils, stickers, coloring books for classmates to celebrate.

Communicable Diseases: Transmissible, Contagious infection

When a child has been absent from school due to a communicable disease, such as a virus, a doctor’s note must be presented to the teacher and the office before the child will be readmitted to school. The following are examples of diseases that require exclusion from school:

- Chicken Pox
- German Measles
- Mumps

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

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.

Payment of fees:

All payments must be made on time to avoid late fees. Tuition payment dates are included in this book, other payment dates will be sent home or posted on the school website (stjeromeschool.net). These payments include but are not limited to books, tuition, sports, registration, communion, confirmation and field trip fees. All payments should be sent to the school office and should be placed in a *sealed envelope* with the students name, grade, amount and purpose *clearly* written on it. **CASH WILL NOT BE ACCEPTED. PAYMENTS MUST BE MADE BY CHECK OR CREDIT CARD.**

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.***

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.

Meet the Teacher Night:

Meet the Teacher Night is a wonderful opportunity for students and their parents to meet the teacher they will have in the next school year. This event is generally held in May. All students and at least one parent are required to attend.

Office:

The school office is a place of business and is open from 7:30 A.M. until 3:30 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.

Safety:

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

1. When walking to School students should only cross at the crosswalks;
2. Snowball throwing on school grounds is strictly prohibited. Skitching on to vehicles is also very dangerous and is not permitted;
3. Fire Drills are conducted at least once month. All students are made aware of the exits and precautions to be taken;
4. 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.

School Security:

The safety and security of all of our students 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.

Snack List

Approved Snack and Birthday Treat List 2011-2012

Fresh Veggies	100% Fruit Juice Popsicles
Fresh Fruit	String Cheese
Unsweetened Cereal	Sugar free Jell-O or Pudding Cups
Mini Bagels and Cream Cheese	Yogurt
Raisins	Milk
Whole Grain Crackers	100% Fruit Juice
Pretzels	Water
Granola Bars	

The following will not be distributed and will be returned to you. Please do not disappoint your child by bringing the items listed below.

Candy	Fruit Snacks
Cereal Bars	Frosted Cereals
Cookies	Juice
Cupcakes	Potato Chips
Donuts	Rice Krispie Treats
Fast Food of any kind	Soda/Pop

Student Photos:

St Jerome School reserves the right to use student pictures in school publications, school advertisements and the school website. Any parent who 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.

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. Teachers will return phone calls within one business day whenever possible.

Visitors:

For the safety of our students, everyone, *including parents, visiting or volunteering* at St. Jerome School must provide advance notice of their visit *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. Please help us to be good stewards of our planet and provide your child with a clear refillable water bottle on days it is expected to be hot. Only clear water bottles will be accepted.

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. 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).

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)

Mass attendance:

St. Jerome School teaches the message of Jesus Christ to its students as reflected in the Catholic tradition. Therefore, religion is of primary importance in the curriculum with Christian attitudes and actions being an integral part of a complete school day. All students in grades Kindergarten through 8th attend mass together as a school community once a week. Parents bear the greatest influence regarding attitudes toward church attendance. Sunday Mass participation is expected of all Catholic school families. All Students (Kindergarten – 8th grade) must submit proof of Mass attendance in the form of a signed Mass attendance sheet at the end of each semester. Mass attendance sheets must be signed by the Priest celebrating the Mass. Lack of participation in Sunday Mass will result in the lowering of the student’s religion grade by one letter grade. Non-attendance at Sunday Mass will also affect parishioner tuition rates.

May Crowning:

May Crowning most often takes place on Thursday following First Holy Communion and all students are required to attend.

Religious Sacraments:

The sacraments of Reconciliation and First Holy Communion are celebrated in the second grade. The sacrament of Confirmation is celebrated every other year for students in 7th and 8th grade. It is imperative that students participate in weekly Sunday Mass in preparation for these sacraments. Students that do not attend Sunday Mass can have these sacraments postponed at the discretion of the Pastor.

Policy and Procedures

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 to the office along with the appropriate fee. 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/her respective grade level. St. Jerome 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:

1. Every Catholic child whether his/her parents are Catholic or not, has the right to attend his/her parish school;
2. Neither race, sex, creed, ethnic nor national origin may prevent a child from being admitted;
3. 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:

1. Students currently enrolled at St. Jerome School;
2. Siblings of currently enrolled students;
3. Children of parishioners seeking enrollment for the first time or now reaching school age;
4. Applicants who reside in the school community both Catholic and Non-Catholic;
5. Transfer students from other Catholic Schools;
6. Applicants who reside outside the parish boundaries providing space is available.

Admission of New Students:

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

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

All new students will be subject to an evaluation at the end of the first semester. St. Jerome School reserves the right to recommend alternative placement if the student cannot meet the academic or discipline standards of St. Jerome School.

Admission of Transfer Students:

Parents of transfer students must 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.

Non-Catholic in Our School:

The non-Catholic student should understand, accept and 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.

Transfer Students:

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.

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. Assignment notebooks are a tool that assists parent-teacher communication regarding the student. Therefore, parents should check/monitor agendas regularly.

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.

St. Jerome School

Age of Enrollment

(Preschool and Kindergarten)

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

- Pre Kindergarten 3: Child must be three years old by September 1st.
- Pre-Kindergarten 4: Child must be four years old by September 1st.
- Kindergarten: Child must be five years old by September 1st.

However, no child shall attend St. Jerome School at any time if that child is under three years of age, no exceptions.

According to the Illinois School Code, children who will be 5 years old on or before September 1 may begin school. Based upon an assessment of a child's school readiness, a school district may choose to permit a child to attend school prior to that date, or it may choose not to do so.

St. Jerome Catholic School strongly discourages early admittance. Developmental studies demonstrate that a later maturation date far outweighs an early entrance. Students being considered for early entrance should exhibit high academics skills and have strong social skills appropriate to a structured educational environment. Enrollment decisions should be made in the best educational interest of the child.

**Early Admittance to the Early Childhood Program:
(4 Year Old Preschool and Kindergarten)**

The purpose of this policy is to provide guidelines for allowing an early admission to St. Jerome School for a student who has not met the established age requirement.

Policy:

1. Families seeking early admission into preschool or kindergarten must submit a letter of request for early admission to the Principal including a \$100 non-refundable application fee.
2. The Principal will meet with the parents to discuss the request and decide if the process for early admission should proceed.
3. If it has been deemed appropriate by the Principal for the process to proceed:
 - a. The parents will be provided with the handout describing the Pros & Cons of Early admittance to School.
 - b. The parents will be given a "Parent Questionnaire" to be completed & returned.
 - c. The parents will be given a "Preschool Teacher Questionnaire" to be completed by the child's former pre-school teacher. This form must be completed by all current St. Jerome students, as well as, students transferring from a different school.
 - d. The parents must obtain three (3) letters of recommendation with specific documentation of academic, physical and social maturity. (Recommendations must be obtained from Preschool Teachers, Pediatricians, Speech Pathologists, Psychologists and/or School Administrators with direct knowledge of the child.)
4. Once all forms have been completed & returned to the Principal, the Preschool Teacher and Kindergarten Teacher will be notified of the request.
 - a. The Principal or a certified St. Jerome teacher from the primary grades, as designated by the Principal, shall conduct an informal interview with the child.
 - b. A list of licensed Psychologists approved by St. Jerome School will be provided to the parent to schedule an Educational Psychological Evaluation. The parents are financially responsible for the evaluation.
 - c. Results of the Psychological Evaluation must be provided to the Principal of St. Jerome School no later than two weeks prior to the first day of the school year in which they are seeking early admittance.
5. The Principal, Assistant Principal, and the Early Education Faculty will review the packet containing the results of the Psychological Evaluation (including both academic and emotional results), recommendations, the Parent Questionnaire and the Teacher Questionnaire and make a final decision regarding the request for Early Admission.
6. The Principal will meet with the parents, the Preschool Teacher and the Kindergarten Teacher to discuss the results of the evaluation and the determination of the child's status in the early childhood program. The parents and teachers will sign to indicate that the results of the evaluation were revealed and an explanation of the principal's final determination was provided.

*** All materials will remain in the student's file during their enrollment as a student at St. Jerome School.***

Attendance / Absence:

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

1. School doors open at 7:50 for students in Preschool through 8th grade.
2. School hours are as follows:
 - a. 3-year-old Pre-Kindergarten: 8:00 a.m. - 11:00 a.m.;
 - b. 4-year-old Pre-Kindergarten (half day): 11:30 a.m. - 2:30 p.m.;
 - c. 4-year-old Pre-Kindergarten (full day): 8:00 a.m. - 2:30 p.m.;
 - d. Kindergarten: 8:00 a.m. - 2:25 p.m.;
 - e. 1st - 8th Grades: 8:00 a.m. - 2:30 p.m.;
 - f. Office Hours: 7:30 a.m. - 3:30 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 check in to the school office prior to reporting to their homeroom. Students will not be marked tardy if there is an early doctor appointment. A written verification from the medical office is required. 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.
4. Parents are required to report their child's absence by contacting the school office at 312-842-7668. A call is required 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. Missed class and homework will be available the following day. Students will have one day for everyday of absence to make up assignments.
5. If your child is not picked up by 2:45 p.m. they will proceed 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.
6. St. Jerome School discourages appointments being made during school hours. However, if it is unavoidable, a written request from a parent must be submitted to the school office prior to the appointment. During school hours appointments should be kept to the minimum and for serious reasons only. For the safety of your child, students are not allowed to 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 ample vacation time at Christmas, Easter and during the summer. If the vacation is absolutely unavoidable, when the student returns, he/she will be given their missed assignments; *assignments will not be given in advance.* The student will have one day for every day missed to make up all missing work. After the time has expired, the student

will receive half credit for all assignments not completed. It is the responsibility of the student to turn in all missed assignments. *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 makeup assignments being given which could affect the students overall grade (no exceptions).*

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.

Parent or Guardian requested 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.

Pick Up and Drop Off Procedures:

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, 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, 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 a member of the volunteer parent patrol is usually in front of school to assist if necessary. Again, please be aware of students entering vehicles and crossing streets.

Illness:

For the well being of 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. 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 UGG STYLE BOOTS or CONSTRUCTION TYPE BOOTS** may be worn during the school day.

Uniforms:

Students are expected to appear each day outfitted in proper St. Jerome uniform attire beginning with the first day of school, Pre-school children do not wear uniforms. Uniforms are available for purchase through Schoolbells Uniform Store located at:

6223 W. 79th Street
Burbank, Illinois 60459
708-598-8008

Uniforms can also be purchased on line at www.schoolbelles.com

Girls Kindergarten thru 8th grade:

- Blue polo shirt which can be either short or long sleeved;
- Blue plaid skirt or skort – KNEE LENGTH
- Navy cardigan sweater, navy St. Jerome sweatshirt or St. Jerome fleece pullover only, no exceptions;
- Navy blue slacks – no cargo pants,
- Navy blue shorts may be worn April 1st through November 1st – no cargo shorts;
- Black dress or casual shoes - ***no gym shoes, no exceptions*** ;
- Absolutely no boots are to be worn during school, i.e. Ugg boots etc. Students must bring shoes to wear during school hours;
- Plain white or navy socks (socks must be above the ankle and free of designs.);
- White or navy blue tights, Nylons are not permitted;
- No dangling earrings. Only one small earring is allowed, no double-piercings;
- No makeup or nail polish;
- Girls are permitted to wear simple headbands, scrunchies, barrettes and ponytail holders (**no oversized flowers, large bows, etc**);
- Hair should be kept out of the eyes. No hair fads are permitted, to, unnatural dying and bleaching or excessive ornamentation.

Boys Kindergarten thru 8th grade:

- Powder blue polo shirt – short or long sleeve;
- Navy blue pants – no cargo pants;
- Navy cardigan sweater, navy St. Jerome sweatshirt or St. Jerome fleece pullover only, no exceptions;
- Navy blue shorts may be worn April 1st through November 1st – no cargo shorts;
- Black dress or casual shoes which must be tied at all times – ***no gym shoes, no exceptions***;
- Plain navy or black socks (no designs);
- No earrings or piercings of any kind;

- Hair must be neatly trimmed and above the collar. Hair fads are not permitted including but not limited to long hair, bangs in the eyes, Mohawks, or unnatural dying and bleaching. If a student's hair does not conform to the stated rules, parents will be required to rectify the matter before the student is allowed to return to school.

Gym Uniform:

- Official navy blue gym shirt or sweatshirt;
- Navy St. Jerome T-Shirt;
- Official navy blue gym shorts or sweatpants;
- Gym shoes must be fully laced and tied;
- Failure to wear gym uniform will result in a conduct referral

Our dress code will be *strictly* enforced. Students that do not adhere to the uniform/dress code will be issued a behavior slip. After three (3) conduct referrals, the student will receive a detention. The administration reserves the right to determine if a student's appearance (hairstyle, ill-fitted uniform, etc) unacceptable.

Academic Accountability:

All students participating in an after school sports program must maintain their academic eligibility. This means achieving a “C” average (77%) or above in **all** subjects. Grades will be monitored every two weeks. Any student who falls below these standards will be removed from the team's roster and will not be allowed to practice or participate in games until the situation is corrected. This rule also applies to CCD students.

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. 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 or transcripts 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.

Academic Dishonesty:

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. Dishonesty in the academic world will not be tolerated. In the event of plagiarism, cheating, or any other form of academic dishonesty the student or students involved will receive a zero for the assignment, test or project.

Homework:

Homework is a component of our educational plan that helps guide our students to become confident, enthusiastic learners. It also enables parents to become involved in their children's learning. In general, the goal of homework is to:

1. Provide additional practice of a lesson or skill;
2. Prepare students for new instruction;
3. Help develop good study habits;
4. Inform parents.

Students with three or more incomplete homework assignments will be issued homework detentions.

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.

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

Honor Roll:

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

1. **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 report card or conduct referrals for the quarter.
2. **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.

3. **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 earned 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

Lunch Program:

Students may bring their lunch from home or purchase hot meals at school. Hot Lunch is available to children in All-Day Pre-Kindergarten through 8th grade. The price of lunch is \$3.50 per day and includes your choice of either skim white milk or 1% chocolate milk. Ordering lunch has also been improved this year. As in years past, parents may order lunch for the entire month, which is convenient and eliminates the hassle of preparing daily lunches. Alternatively, now parents may choose to purchase only specific days with a 4 day minimum order. As an incentive for choosing the "entire month" option we are offering a \$3.50 discount off of the monthly rate. Students that participate in the NSLP Free & Reduce Price Lunch Program must use the monthly option only. 8oz bottles of water are also available daily for an additional fee of \$1.00.

Two weeks prior to the end of each month you will receive a two-part monthly menu which includes an order section. Complete the order section indicating which option you prefer, entire month, specific days, reduced price or milk only. When ordering only a specific number of days, indicate your choices by drawing a large "X" mark through that day on the menu. Multiply the number of days chosen by \$3.50 to determine your fee. Return the remittance copy of the menu to the school office along with a check or money order to complete your order. Orders will not be accepted if they are more than 5 days late and you will be required to provide your child with a lunch from home.

You may purchase lunch, which includes milk *or* milk only. Price adjustments are not made to lunch fees for students that do not take milk, juice or water will be substituted instead. 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. Payments 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 one will be provided for them. You will be required to remit \$5.00 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. Lunch orders forms that are not accompanied by the correct fee will be returned and considered unpaid until the proper amount is paid. Copies of the lunch menu are available on the school website at 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 the school office.

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-8th. 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 the school office.

Disciplinary Procedures

General Code of Conduct

- Arrive on time to school, classes, and all school activities.
- Maintain an awareness that the purpose for attending school is to learn.
- Follow directions the first time they are given.
- Behave in an appropriate manner that is a positive reflection of self, home, school, and community.
- Respect others.
- Respect the space of others.
- Use appropriate language at all times.
- Use inside voices when in the school building.
- Wear the complete uniform correctly.
- Be aware that actions, attitudes, and achievements are examples to the younger children.
- Be responsible for learning.
- Treat parish property and the property of others with respect.
- Abide by individual classroom rules, procedures, and expectations.

Disciplinary Consequences

The discipline system consists of **three levels**. A severe offense preempts incremental steps and may require the immediate removal from the school setting, suspension, or expulsion of a student.

LEVEL I – MINOR OFFENSES

Description

These are generally observed in the classroom, building or parish grounds, and interfere with the education process. These are more often managed by the classroom teacher.

Examples (Not all inclusive)

- Violation of general school and classroom rules
- Tardiness

- Failure to return required signed papers
- Disruptive behavior
- Incomplete work
- Dress code violations

Possible Actions

- Student Conference
- Conduct Referral
- Parent Contact

LEVEL II – SERIOUS OFFENSE

Description

These generally interfere with the learning environment. The disciplinary action will depend on the offense, previous actions, and the seriousness of the misbehavior.

Examples (Not all inclusive)

- 3rd Conduct Referral
- Plagiarism, cheating
- Bullying, intimidation, harassment
- Verbal abuse, threats
- Use of electronic devices
- Immoral behavior
- Failure to return a signed Conduct Referral the next attendance day.

Possible Actions

- Detention and call home
- Alternative environment
- Loss of privileges
- Excluded from participation in extra-curricular activities
- Discipline Intervention

LEVEL III – MAJOR OFFENSES

Description

These are serious and disrupt the orderly educational process.

Examples (Not All Inclusive)

- 3rd Detention
- Disrespect of adults
- Threatening the use of a weapon
- Vandalism of school, staff or student property
- Fighting
- Sexual harassment/misconduct
- Possession/sale of weapon, alcohol, drugs and/or dangerous instruments
- Gang activity

Possible Actions

- Call home
- Out-of-school suspension
- Police notified

- Non-public graduation
- Involuntary transfer
- Expulsion

Loss of Privileges

Students with disciplinary issues may be denied field trip opportunities, participation in extra-curricular activities and athletics, as well as attendance at social events. Students who participate in a school sponsored athletic program, on receiving a third detention, will be reported to team coaches. The coach, in cooperation with the principal and teacher, has the discretion of suspending or excluding the student from the privileges of athletic participation.

Discipline Intervention

A discipline intervention may be called for by any teacher. The intervention will be a conference attended by the student, teachers, principal, and parents. The goal of the discipline intervention is to correct ongoing behaviors that are detrimental to the classroom environment through the cooperation of all parties involved.

Conduct Referrals

Any teacher may issue a Conduct Referral. The issuing teacher gives a copy of the Conduct Referral to the homeroom teacher. The homeroom teacher keeps track of the number received by a given student. The Conduct Referral, signed by a parent, is to be returned to the issuing teacher the following attendance day. Once a student has received three Conduct Referrals, a detention is served. The series then begins again.

Detentions

The homeroom teacher will issue detentions as a consequence of having received a third conduct referral or for a serious offense. The cost for any detention is \$15.00. The detention is served on the day indicated on the notice sent home for a parent signature, and is never served on the day on which it is issued. The day detention is served is not a choice made by the parent but made by the teacher. The detention slip, having been signed by a parent, is returned to the issuing teacher the first attendance day following issuance. The signature of the parent is necessary to notify the parent of the infraction so as to elicit support in dealing with the infraction and as a safety precaution. Parents are expected to pick the student up at the end of the detention period. Students not picked up promptly will be sent to after care. Parents are responsible for payment of services rendered at after care. Students who have served detention may be excluded from after care activities such as sports.

Student-Teacher Relations

If teachers are to provide time and effort in guiding students learning, it is necessary that students cooperate. Acceptable conduct may vary slightly in each classroom. Adjusting to personalities, teaching and learning strategies, subject areas, routines, and standards of teachers is part of the students' learning processes. Students are to follow the directives, expectations, and deadlines set by the individual teachers. Students whose conduct is uncooperative are denying others their right to an academic atmosphere which gives students the right to learn and teachers the right to teach.

Bullying Prevention

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying is defined as:

- Any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically.
- occurring on campus or off campus during non-school time,
- Directed toward another student or students, that has or can be reasonably predicted to place the student or students in an unreasonable fear of harm to the student or student's person or property.
- Cause a substantially detrimental effect on the student or student's physical or mental health; interfere substantially with the student or student's academic performance; interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;
- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- **Sexual** which includes, but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all.

Bullying by a student or students may result in suspension and/or expulsion from the school.

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 are

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. 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 Principal's 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 students' 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. 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 they 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.

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.

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.

Gangs and Gang Related Activities:

St Jerome is a gang free school. Being part of any gang organization is in direct conflict with the educational process. Prohibited activities include but are not limited to:

1. The solicitation or recruitment of others for membership;
2. Participating in physical violence;
3. Extorting money or services;
4. Coercing, harassing and threatening others;
5. Displaying gang signs;
6. Using verbal and nonverbal gestures that promote the gang;
7. 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.

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.

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.

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.

Required School Forms:

Change of Address:

Please notify the office immediately when changes in your address, home or work telephone number or e-mail address occur. **This information is vital to the safety of your child.**

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).

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.

Field Trips and Field Trip Forms:

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 students' 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.

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 free of charge one time per school year. *Additional copies can be obtained at a charge of two dollars per copy.*

Health:

The following examination schedules are requirements of the State of Illinois:

1. Physicals and updated immunizations for all children entering Preschool;
2. Physicals, dental examinations, updated immunizations, and vision screenings for children entering Kindergarten;
3. Dental Examinations for grade 2;
4. Physicals, updated immunizations and dental exams for children entering grade 6;
5. 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 Catholic 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, 2nd and 6th 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. **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:

1. 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;

2. Written permission is required from the parent or guardian of the student requesting that the school cooperate with the directions of the current prescription;
3. It is unsafe for students to carry any medicine in their book bags. This is strictly forbidden and a danger to **all** 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 to the school office in a pharmacy-labeled container or in the original over the counter container; Students with asthma must bring their inhalers to physical education class with them or they will not be allowed to participate.
4. It is the student's responsibility to report to the school office at the proper time to take their medication;
5. The school will provide no over the counter medication whatsoever.

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.

Communication with School and Staff:

Communication between the school and the home is vital to a child's educational and emotional needs. Therefore, we have set up a variety of tools so that communication is always available and operating for the benefit of all our students and their families. Teachers are always happy to meet with 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.*

1. **Parent-School Communication:** 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 and are sent home with the student on Thursday. 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.
2. **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 experienced 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.

3. **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.

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

1. **Contact the teacher first** - Parents should initially contact the teacher with any 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;
2. **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 will do their best to provide prompt attention to problems, privacy in discussing matters, professional courtesy and respect, and a sincere effort to resolve matters 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 and will **NOT** be tolerated:

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.

3. Harassment, bullying or intimidation of *any* member of the school community via text message or social networking sites such as Facebook.com, My Space.com or Twitter.com.

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

Use of Electronic Equipment:

Electronic Equipment:

Students should not be bringing headphones, radios or I-Pods or I-Pads 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. Kindle or other electronic books will be allowed only at the appropriate class time and only with the permission of the classroom teacher.

Mobile Phones:

Student mobile phones must be turned off and put away upon entrance to the school building. Mobile phones that ring in class or students are caught using will be confiscated and turned in to the office. Phone will be returned *only* to a parent on the first offense. The second offense will result in the cell phone being confiscated and returned for a fee of \$20.00. A third offense will be confiscation and a \$50.00 fee.

Computer Lab:

The school's computer lab is intended for educational purposes only, *not for personal use*. Therefore, personalization of the schools computers by students is strictly prohibited. Students are not allowed to download and/or install devices, programs or services onto the computers including, but not limited to, screen savers and instant messaging programs. **Students are also prohibited from accessing social networking websites such as Facebook.com, Myspace.com or Twitter.com while on school computers.** 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.

Fundraising:

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

1. **Bingo:** You are required to work three (3) bingos during the calendar year. Two (2) Saturday mornings at the Golden Tierra Bingo Hall located at 3231 N. Cicero and one (1) Tuesday night at St. Jerome School. You may choose to opt out of this obligation by paying \$100.00 per bingo, for a total of \$300.00, at the **beginning** of the school year. Bingo obligations must be completed by April 1st of the current school year after which time you will automatically be scheduled on a need basis. 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 thus altering your tuition balance. Non-payment of bingo fees will result in report cards being withheld and the possible exclusion of the student from school. You can schedule bingo dates by contacting Jan Ferro at 312-225-9751 or by completing the bingo calendar located in the school office.

2. **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 2005. Single child families are required to sell 15 raffle tickets and multiple child 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 required to sell the tickets and are responsible for any that you lose or misplace. It also states that if tickets are not returned by the agreed upon date your name will be placed on the tickets as the purchaser. The applicable amounts of \$300.00 (15 tickets) or \$400.00 (20 tickets) will immediately be added to your tuition balance beginning with your November payment. 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, field trips and extra-curricular activities. To encourage families to sell more than their required number of tickets we offer the following incentives:
 - \$150 tuition credit for every 50 tickets you sell;
 - \$300 tuition credit to the family that sells the highest number of tickets over and above 50 tickets;
 - \$150 tuition credit to the 2nd highest ticket seller over and above 50 tickets;
 - \$ 75 tuition credit to the 3rd 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. Any parishioner with no children in the school that fulfills any of the above requirements will be issued their incentive payment in the form of a check.

3. **Lions Roar Benefit:** A \$100.00 commitment to the annual Lions Roar benefit is required from each family.

These fundraisers are **MANDATORY - NOT OPTIONAL**. Report cards and/or transfer documents will not be issued until all fundraising obligations have been met. Noncompliance with the St. Jerome fundraising policy can result in the possible exclusion of the student from school, field trips and extracurricular activities. Lastly, 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.

Sports/Athletic 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 at all times. 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 and are **non-refundable**. 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 Virtus training prior to coaching a sports team (**there are absolutely no exceptions to this rule**).

Tuition:

Tuition payments are due on the 10^h 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 10^h 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 2010-2011 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, or who is not 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 non-refundable.

2011



2012

Kindergarten - 8th Grade Tuition Rates

Parishioner			
	Total Tuition	4 Payments	10 Payments
One Child	\$3475.00	\$868.75	\$347.50
Two Children	\$5400.00	\$1350.00	\$540.00
Non-Parishioner			
	Total Tuition	4 Payments	10 Payments
One Child	\$4350.00	\$1087.50	\$435.00
Two Children	\$6600.00	\$1650.00	\$660.00
Family Rate Parishioner & Non-Parishioner			
3 to 5 Children	\$6950.00	\$1737.50	\$695.00

Pre-School Tuition Rates

All Day Pre-School: 4 Year Olds Only			
	Total Tuition	4 Payments	10 Payments
Parishioner	\$3300.00	\$825.00	\$330.00
Non-Parishioner	\$3550.00	\$887.50	\$355.00
½ Day Pre-School: 3 or 4 Year Olds			
	Total Tuition	4 Payments	10 Payments
Parishioner	\$2000.00	\$500.00	\$200.00
Non-Parishioner	\$2550.00	\$637.50	\$255.00

School Fees			
	K - 8 th Grade	Pre-School	
Registration Fee	\$60.00	\$60.00	
Book Fee:	\$200.00	\$50.00	
Gym Fee	\$75.00	N/A	
Retreat Fee: (5 th - 8 th Grade Only)	\$50.00	N/A	
H.S.A. Membership Fee (Per Student)	\$10.00	\$10.00	

Student fees are due by May 1st and are non-refundable

Additional Fees

Non-Sufficient Fund Checks	\$30.00	Per Bounce Check	
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Tuition Payment Dates

4 Payments Per Year:	July 10 th ~ October 10 th ~ January 10 th & April 10 th
10 Payments Per Year:	Due on the 10 th of Each Month July through April

Mandatory Fundraising

St. Jerome School families are required to commit to the additional financial and personal responsibilities listed below:

- **Bingo:** Three days per year, one Tuesday night at St. Jerome School and two Saturday mornings at the Golden Tierra Bingo Hall, 3231 N. Cicero, Chicago, IL.
- **Football/Mania** Raffle Tickets: Single child families must sell or purchase 15 tickets at \$20.00 each and multiple children families must sell or purchase 20 tickets at \$20.00 each.
- \$100.00 commitment to an additional major school fundraiser.

Details about fundraising obligations will be provided in your Parent Handbook and Parent Agreement.

Parishioner Status

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

St. Jerome School Contact Information

Office: 312-842-7668

FAX: 312-842-3506

Principal:	Mr. Christopher Caban	principal@stjeromeschool.net
Assistant Principal:	Ms. Carm Parilli	8thgrade@stjeromeschool.net
Pastor:	Father Joe Grbes	jgrbes@gmail.com
School Secretary:	Mrs. Jennifer Gurgone	office@stjeromeschool.net

Teaching Staff

<u>Grade</u>	<u>Name</u>	<u>E-mail Address</u>
Preschool:	Mrs. Karen Mizera	preschool@stjeromeschool.net
Kindergarten:	Miss Anne Zurkowski	gradeK@stjeromeschool.net
First Grade:	Mrs. Elena Balcer	grade1@stjeromeschool.net
Second Grade:	Ms. Nicolette Bernardi	grade2@stjeromeschool.net
Third Grade:	Ms. Elizabeth Hatfield	grade3@stjeromeschool.net
Fourth Grade:	Ms. Mary Kate Stinn	grade4@stjeromeschool.net
Fifth Grade:	Mrs. Kelly Carillo	grade5@stjeromeschool.net
Sixth Grade:	Ms. Jadranka Juric	grade6@stjeromeschool.net
Seventh Grade:	Mr. Michael Jewell	grade7@stjeromeschool.net
Eighth Grade:	Ms. Carm Parrilli	grade8@stjeromeschool.net
Computers:	Mrs. Anna Babich	computers@stjeromeschool.net
Spanish:	Mrs. Patricia Herrera	Spanish@stjeromeschool.net
Italian:	Mr. Maurizio Malfeo	Italian@stjeromeschool.net
Art:	Ms. Raecheal Karas	art@stjeromeschool.net
Physical Education	Mr. Eugene Zaja	gym@stjeromeschool.net
Music:	Mr. Larry Haptas	music@stjeromeschool.net

Lunch Program

Coordinator:	Pauline Dengler	Paulinemdengler@aol.com
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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

John Perseghin, President

Janice Ferro, Vice-President

Michael Passarelli, Treasurer

Anna Babich, Secretary

School Board Members

Bobby DeGrazia

Pauline Dengler

Dave Matual

Cathy Mancine

School Board Subcommittees & Chairpersons

Academic Committee: Cathy Mancine

Development Committee: Bobby DeGrazia

Finance Committee: John Perseghin

Fundraising Committee: Jan Ferro

Health & Safety Committee: Dave Matual

Technology Committee: John Perseghin

Correspondence with School Board members can be done 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. 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.

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.