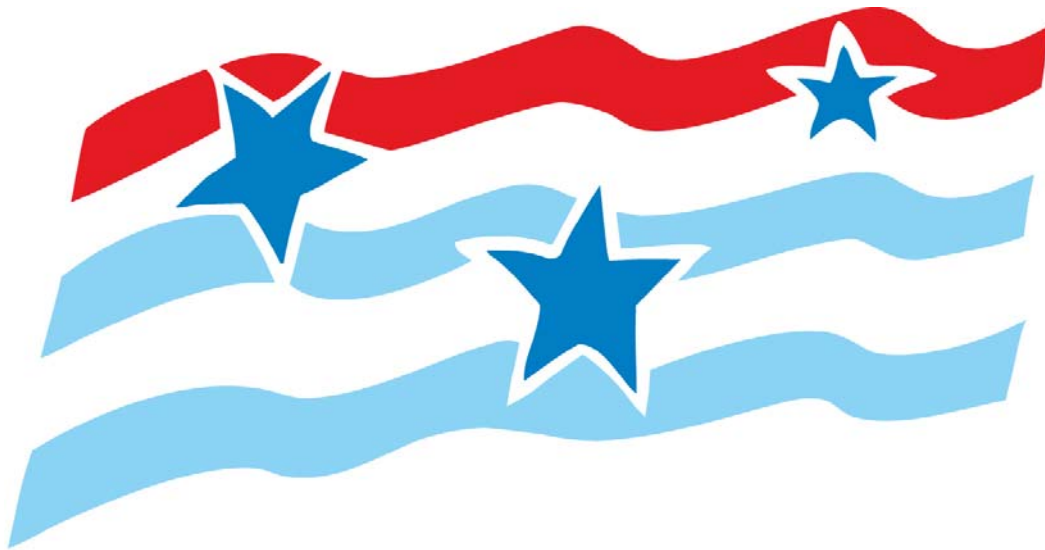


St. Jerome Parish School

Parent Handbook 2010-2011



A+ For America
CATHOLIC SCHOOLS

Archdiocesan Exemplary Accredited School

**St. Jerome Parish School
1001 S. Silver Lake St.
Oconomowoc, WI 53066
262-569-3030**

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PARENT-TEACHER-STUDENT HANDBOOK
2010-2011

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“Reach for Excellence”
(St. Jerome Parish School Motto)

ST. JEROME PARISH SCHOOL

MISSION STATEMENT

St. Jerome Parish School offers a

Catholic Elementary Education

to the children of the

greater Oconomowoc Community

in an environment that

fosters lifelong

Catholic Values.

We are committed to

providing a strong educational foundation

challenging children under the

professional guidance of a

dedicated, enthusiastic staff in

partnership with parents.

June, 2004

May, 2006

May, 2009

ST. JEROME PARISH SCHOOL: OUR BASIC CATHOLIC VALUES

1. A heartfelt sense of being a son or daughter of God who loves each one of us and proves His love for us through all the opportunities and challenges we receive for further growth every year.
2. A grateful awareness of the personal skills which God has given each one of us to develop to the best of our ability.
3. A respect for all forms of life as beautiful gifts of God, each in their own way.
4. An appreciation of what it means to belong to the family of the Church, to be members of the Body of Christ on earth with a responsibility to care about all of God's creatures.
5. An appreciation of the central importance of belonging to a worshipping community gathered together for Sunday Mass.
6. Reverence for the Holy Eucharist and the other six Sacraments as special encounters with our Lord Jesus Christ.
7. An openness also to pray spontaneously in our own words in response to the tugs of God who always speaks to our hearts.
8. A practical sense of "parish" of which our school is an integral part.
9. A realization of what it means to belong to the world-wide Church.
10. A sense of what it means to belong to the Communion of Saints (a lived solidarity with the church on earth, the saints in heaven and the poor souls in Purgatory.)
11. A keen sense of mission to the world through generous forms of service, imitating the concern and self-giving example of Our Lord Jesus.
12. A consistent respect for self and others, with a special deference for persons in authority whom God places here to help and guide us.
13. Honesty with self and others in our everyday dealings with people as well as in the company of our close friends.
14. Conflict resolution by learning good communication skills and other appropriate, non-violent means to work through whatever differences we may have.
15. Zero tolerance of any violent speech or behavior which in the official judgment of our school authorities seriously threatens or harms another's well-being.
16. The ongoing development of good social graces to foster mutual respect for each other.

August 1, 2000
September, 2004
August, 2006, 2009

ST. JEROME PARISH SCHOOL OBJECTIVES

1. To provide a Christian atmosphere which fosters the growth of a positive self concept by encouraging acceptance and respect of self and others in both success and failure.
2. To enrich and deepen the child's relationship with God through daily prayer, participation in the Eucharist and the sacramental life of the Church.
3. To guide the child's moral growth and provide opportunities for sound decision making.
4. To educate for social justice in order to increase global awareness.
5. To provide an environment conducive to academic excellence. This will include, but not be limited to:
 - a) mastery of the basics
 - b) critical thinking and problem-solving approaches
 - c) enrichment activities and opportunities.
6. To encourage students to exhibit qualities of good citizenship through school unity and positive social relationships.
7. To foster the art of communication so as to effectively interact with others.
8. To develop a respect for personal and school property.
9. To meet the changing physical needs of the child.
10. To provide instruction in the fine arts.

revised: August, 1996
reviewed: August, 2003
reviewed: September, 2004
reviewed: September, 2006
reviewed: May, 2009

ST. JEROME PARISH SCHOOL PHILOSOPHY

As a staff, the administration and faculty of St. Jerome Parish School is committed to excellence in Catholic education. We strive to live out this commitment through our own personal development, the example we give to our students and the service we extend to family and community.

The primary goal of St. Jerome Parish School, in cooperation with the parents, is to make the children's faith living, conscious and active through the teaching of Scripture, Catholic doctrine and worship.

We have a special responsibility to build community by developing a Christian atmosphere which is stimulating and challenging, positive and innovative, courteous and congenial.

We strive to provide conditions where the needs of each student can be met and developed spiritually, morally, intellectually, emotionally, culturally, physically and socially.

We strive to prepare our young people to grow in a life-long relationship with God, self and others.

revised: August, 1995
reviewed: August, 2003
reviewed: September, 2004
reviewed: September, 2006
reviewed: May, 2009

**ST. JEROME PARISH SCHOOL FACULTY AND STAFF
2010-2011
“Exemplary Accredited” by Archdiocese of Milwaukee**

<u>TEACHER</u>	<u>GRADE/POSITION</u>	<u>ROOM</u>
Vy. Rev. John Yockey	Pastor, Arch. Dean of District 5	Parish Office
Fr. Erich Weiss	Associate Pastor	Parish Office
Miss Suzanne Zinda	Principal	School Office
Mrs. Helen Bassett	K4	104
Mrs. Kim Sowden	K5	100
Mrs. Peggy Dorn	K5	102
Mrs. Debbie Dew	One	139
Mrs. Victoria Schuch	One	131
Mrs. Lyn Reiter	Two	138
Mrs. Mary Humphrey	Two	132
Mrs. Lisa Adams	Three	141
Mrs. Susan Bass	Three	136
Mrs. Mary Lane	Four	133
Mrs. Deb Thiede	Four	134
Mrs. Nancy Grimm	Five	137
Mrs. Farah Ewing	Jr. High English (H.R. 7)	211
Mrs. Mary Maddente	Jr. High Social Studies (H.R. 8)	216
Mrs. Jo Ann Allen	Jr. High Math (H.R. 6)	217
Ms. Heather Harding	Jr. High Science (H.R. 6)	210
Mrs. Elizabeth Styer	Jr. High Literature	212
Mrs. Lisa Foyer	Jr. High Religion & Computers	214, 127
	Spanish	214
Mrs. Chris Owens	Art	147
Mrs. Lisa Foyer	Computers	127
Mrs. Rhonda McKenna	Librarian	125
Mrs. Megan Dixson	Music	143
Mrs. Louise Jencen	Reading Resource Teacher	145
Mrs. LaVonne Petroskey	Lunch Room Assistant	167
Mrs. Laura Herne	Secretary	School Office
Mrs. Marj Craemer	Child Ministry – LFF	121
Mrs. Colleen Valley	Youth Ministry - LFF	122
Mrs. Laura Jurczyk	Secretary/School Library Assist.	123
Mrs. Chelsea Heinrich	Secretary – LFF	123
Mrs. Anna Simonis	Confirmation Ministry - LFF	122
Mr. Dennis Sylva	Director of Lifelong Faith Formation	Parish Office
Mrs. Mary Simonis	Scrip	115
Mr. Scott Frazer	Maintenance	149
Mr. Randy Lindert	Maintenance	149
Mr. Steve Jaye	Maintenance	149

ACQUIRED IMMUNO-DEFICIENCY SYNDROME (AIDS) (Arch. Policy #5141.4)

In order to provide for the welfare of the general population of the student body and the particular good of the student infected with the disease or the virus associated with (AIDS), the school authorities shall follow these procedures:

1. Each student reported to have reliably diagnosed Acquired Immune Deficiency Syndrome (AIDS) shall be evaluated on an individual basis.
2. The evaluation of an infected student shall be conducted by a team composed of the parent or legal guardian, the physician of the student, a representative of the local health department, and a representative of the local school. Factors to be considered include:
 - a. Clinical condition of the student
 - b. Risk of others in the classroom to the student
 - c. Risk of the student to others in the classroom
 - d. Demographic, environmental, psychological and social factors in the school setting obtained from the evaluation team.

Recommendations from the placement team regarding the type of educational and care setting for the AIDS infected student shall be based on the behavior, neurological development and physical condition of the student, and the expected type of interaction in that particular setting. Children infected with AIDS should be cared for and educated in settings that minimize exposure of others to blood or body fluids.

3. Based on current evidence, casual student-to-student contact as would occur among school children appears to pose no risk for transmission of AIDS. It should be emphasized that any theoretical transmission would most likely involve exposure of open skin lesions or mucous membranes to blood and possibly other body fluids of an infected child. For most infected school-aged children, the benefits of an unrestricted setting would outweigh the risk of their acquiring potentially harmful infections in the setting and the apparent nonexistent risk of transmission of AIDS.

ADMISSION POLICIES (Archdiocesan Policy # 5110)

The parish/school respects the parents as the primary educators of their children and provides an atmosphere which reinforces the educational and formation priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish/school community in a cooperative relationship.

The parish/school respects the dignity of each child. Neither racial, ethnic, or other forms of

discrimination shall prevent a child from being accepted in the Catholic school or religious education program. Children of other religions may be accepted on a seat available basis unless attendance would cause conflict for the child because of the unique religious philosophy of these educational programs.

Additional information regarding Admissions can be found in “Policies and Regulations,” Archdiocese of Milwaukee (#5110, #5220.2(a), #5111.1, #5111.2 and #5112)

ADMISSION OF NEW STUDENTS

St. Jerome Parish School admits students of any race, color and national or ethnic origin.

1. Families who regularly practice the Catholic faith and plan to register their child/ren at St. Jerome Parish School should first register as members of the parish at the parish office. Once registered in the parish, contact the principal regarding school registration. (A copy of the baptismal certificate and an original copy of the birth certificate must accompany school registration information.)
2. Non-parishioners and non-Catholics are eligible for admission but must pay the required fees set by the School Committee. They must follow the schedule of courses determined for their class.
3. A record of immunizations on an official form must be presented by any parent(s) wishing to register his/her child/ren in St. Jerome Parish School.
4. Upon transfer, the student presents the most recent student evaluation form (report card) as evidence of achievement in the school last attended. The principal will request a complete transcript of records from the previous school attended. Prior to acceptance and conditional to it, students will be evaluated through testing, teacher judgment, and the ability of St. Jerome’s to meet the student’s needs.
5. Students who enter St. Jerome’s from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.
6. As a general rule, students will not be accepted if they are more than one year below grade level in math or language arts, e.g., reading, phonics, or English.
7. In the admission of students to St. Jerome Parish School, priority consideration shall be given to these criteria in the following order: (#5110 (A))
 - a. To all children currently enrolled
 - b. To children of families with siblings currently enrolled in school
 - c. To children of parishioners
 - d. To children from other Catholic Parishes
 - e. To children of other religious affiliation

8. Final decision on admission lies with the Pastor and Principal.
9. Once each class reaches capacity (Gr. K4: 16; Grs. K5 & 1: 20; Grs. 2 – 8: 28) a waiting list will be established. To be considered on a waiting list, registration form and fee must be completed.
10. Any student expelled or asked to leave from a previous school due to or because of possession of weapons/firearms will not be admitted to St. Jerome Parish School.
11. New student registration will begin during the month of January (usually the last Saturday of January during Catholic Schools Week). Registrations will be accepted in the order in which they are received until the class limit has been met. Date and time will be noted on each registration form.

In-house student registration forms for families who already have a child/ren attending St. Jerome Parish School will be sent home in early January.

KINDERGARTEN ADMISSION (Archdiocesan Policy # 5111 and WI Statute 118.14)

No child may be admitted to K4 unless he/she is four years old on or before September 1 in the year he/she proposes to enter school.

No child may be admitted to K5 unless he/she is five years old on or before September 1 in the year he/she proposes to enter school.

PROBATIONARY PERIOD (Archdiocesan Policy # 5220 a)

All new students are on probation during the first year of their attendance at St. Jerome Parish School. During this first year the school shall determine if it is able to meet the needs of the student.

CHILDREN WITH EXCEPTIONAL NEEDS

St. Jerome does not offer special educational programs for any child/ren with Exceptional Educational Needs. It follows Archdiocesan Policy which states:

- a. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for an E.E.N. Program relative to Public Law (P.L.) 94-142.
- b. Students eligible for placement under Public Law (P.L.) 94-142 should not be enrolled in the Catholic school unless a program is available through the Catholic school that can meet the student's special needs.

ATTENDANCE (Archdiocesan Policy # 5112)

Students are expected to attend school regularly in compliance with the law for compulsory attendance.

ABSENCES

It is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance. Absences are sometimes necessary due to illness, death in the family, a medical appointment or whenever the principal considers that exemption from attendance is in the best interest of the student. Pupils who are continuously absent or tardy without sufficient reason will be referred to the principal who will take appropriate action as directed by Archdiocesan policy. In cases where absence is necessary, the following procedure should be followed.

1. Call the school office before 9:00 A.M. State your child's name and the reason for the absence.
2. All absences, excused and unexcused, must be recorded in the legal attendance records kept by each homeroom teacher.
3. It is the child's responsibility to meet the teacher(s) regarding assigned work missed due to the absence. Teachers are not required to provide student assigned work prior to a family vacation.

The principal is authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing.

Pupils are not to be released from school during the school day without the approval of the principal.

ILLNESS

In fairness to all students and personnel, do not send children to school when they are ill. Parents are to make arrangements for child care in the event a child is sent home from school due to illness. Fever, nausea, rashes, earaches, etc. are symptoms that a parent should check before sending a child to school.

Fever – no child/ren with a fever of 100 degrees or higher should be sent to school. Once the child is free of a fever for 24 hours, he/she may return to school. A child who is vomiting or experiencing diarrhea must be kept home from school. Prior to returning to school, he/she must be free of such symptoms for 24 hours. If a rash appears on your child's body, please do not send him/her to school until a physician has given permission to return to school. A child with a

“nasty” cold and a hacking cough belongs in bed, even though a fever is not present. If a child is diagnosed with strep throat, he/she needs to be on an antibiotic for 24 hours and fever free before returning to school.

Except for first aid, treatment for illness or bodily injury may not be given by school personnel. All contagious diseases must be reported to the Health Department.

APPOINTMENTS - ATTENDANCE AND EXCUSES

Parents are to notify the school office in writing with any request to release a student from school for an appointment. This request should be made prior to the appointment time. Parents must pick up their child at the school office and sign them out at the time of pick-up. **PARENTS MAY NOT GO THE CLASSROOM TO PICK UP THEIR CHILD/REN. Parents are to wait in the school office for their child/ren and not in the hallway.**

Students are to sign in at the office upon return to the school. Parents are encouraged to make appointments after school hours whenever possible.

TARDINESS

Prompt, consistently on-time, arrival to school is an important asset to a child’s development. Children must be encouraged to be on time for all classes and events. If a student is tardy to school, he/she must report to the school office first. A parent/guardian note must accompany the child for tardiness. If the child does not bring a note initially from a parent/guardian, the child is considered unexcused.

- Excessive tardiness may result in serious consequences for the student, including:
 - Becoming ineligible for academic recognitions/awards
 - Denial of field trip opportunities
 - Termination of enrollment
- If a student accumulates **six** unexcused “tardies” per quarter, he/she will be given an hour after school detention. (Oversleeping, car trouble, late start or any other non-emergency reason is not an excused tardy.)
- If a child is late to a class because the teacher has detained him/her, that teacher will give the student a pass to his/her next class. If this is not the case, the student must obtain a pass from the school office.
- All tardiness is recorded by the homeroom teacher and indicted on both the child’s Permanent Cumulative Record which is kept on file and on his/her report card.

TRUANCY (Archdiocesan Policy # 5113)

Section 118.61(1) of the Wisconsin Statutes states “Truancy” means any absence of one or more days from school during which the principal or teacher has not been notified in writing of the legal cause for such an absence by parent or guardian of the absent student. It also means intermittent attendance carried on for the purpose of defeating the intent of the Compulsory Attendance Law. In cases of apparent truancy, contact is first made with parents or guardian. The state statutes assign responsibility to the local public school district. If a contact with a parent is unsuccessful, referral should be made to the appropriate person in the public school district.

CALENDAR

A school calendar is made available to all parents/legal guardians at the end of the previous school year. A month to month calendar is sent home at the beginning of the school year via the Tuesday folder.

CHANGE OF ADDRESS/EMERGENCY INFORMATION

Any changes in address or phone numbers should be given to the school office immediately. An emergency information form is given to parents at the beginning of the school year and must be completed and returned to school the first week of school. Please help the office stay current in this regard.

CHILD CUSTODY

When school authorities learn that a student is the subject of a court decree, which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of this court decree. Alternately, a letter from an officer of the court stating the requirements of the court in this matter will suffice.

If a court has issued an order affecting the physical placement of a child pursuant to WI Stat. 767.24 (or a comparable statute of another state), all information regarding the student shall be available to both parents in conformity with WI Statute 118.125 (2) (a) UNLESS one parent has been denied periods of physical placement with the child by the court under WI Statute 767.24(4), in which case, NO student information will be provided to the parent who has been denied periods of physical placement, in conformity with WI Statute 118.125(2) (m). (Archdiocesan Policy # 6124.2)

COMMUNICATIONS

Communication is the bridge between home and school. We make every effort to keep you

informed on what is happening at St. Jerome Parish School. Every Tuesday the oldest or only child in each family will receive a “**Tuesday Folder**” which is to be brought home with any information that needs to reach parents. This folder is to be emptied of its contents, signed and dated, and returned to the teacher the next day. Students will be charged a \$1.00 replacement fee if this folder is lost or not returned. Parents are responsible to read the materials in order to stay abreast of school news.

Tuesday folder inserts must be approved by the principal. All inserts are to be in the school office by Friday prior to Tuesday distribution. It is NOT intended to be used as a “clearing house” for outside organizations, etc. and/or a forum for personal or political opinions. All organizations are to provide their own paper for copy purposes.

COMMUNICATION WITH TEACHERS

In addition to making use of the Parent-Teacher-Student Conference scheduled, parents are encouraged to communicate with teachers any time they have questions. However, no teacher is to be disturbed before, during, or immediately after classes. **Business of any nature between a parent and a teacher is NOT to be taken care of in school hallways or classrooms when students are present.** Appointments are to be made in advance. Out of professional courtesy, please do not call teachers at their home unless asked to do so by a specific teacher. When parents feel that a problem exists, we ask that they make use of the **following procedure** which is an effective means of solving such problems:

1. **Contact must be made first with the teacher (not the principal).**
2. If the problem(s) is not resolved, schedule a conference with the principal. The teacher and principal will then meet with the parent.
3. If the problem is still not resolved, the principal and parent will decide if the problems need to be brought to the attention of the pastor.

COMPUTER USAGE

All students have access to and use of telecommunication resources at St. Jerome Parish School. The use of these resources is a privilege, not a right. Misuses of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. The school reserves the right to access e-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or mis-information to law enforcement authorities. Any information contained on the school’s computer(s) hard drive or computer disks which are purchased by the school are considered the property of the school/parish. An **Acceptable Use Policy for Computers and Telecommunications** signed form is required for all students, parents, and employees to use the school computers.

Computer background images which are not allowed include:

- Guns, bombs
- All weapons real and imaginary
- Making fun of anyone or groups of people
- Making fun of religious symbols
- Blood or gory pictures
- Alcohol, drugs, or smoking images
- Violence of any nature
- Showing body parts or inappropriate poses of people
- Naughty, profane words
- Creepy picture modifications
- Any other images at teacher's discretion

Students must adhere to these guidelines. Students who use/bring laptops must abide by the Acceptable Use Policy Archdiocese of Milwaukee.

CONFERENCES PARENT/TEACHER/STUDENT

Education is a process that involves parent, student and teacher. It is important that all those involved in this process work together for the benefit of the student. Parent-Student-Teacher conferences are held at the end of the first quarter of school. Teacher requested conferences are held after the second and third quarter. Students are expected to be present with their parents at the conferences. Parents and teachers are encouraged to keep lines of communication open all through the school year. Parents should make contact with the teacher if there are concerns about progress or procedures.

Teachers will also make contact with the parents at various times throughout the school year in order to share insights as to the progress of the students. A "Progress Report" form for each student shall be sent home every mid-quarter. Signed by his/her parent, a student will return the form to school the next day.

CURRICULUM

St. Jerome Parish School strives to provide a quality Catholic education to our children. Our curriculum follows Archdiocesan Standards. All textbooks are approved by the Office for Schools, Archdiocese of Milwaukee.

Our curriculum cycle allows for textbooks to be reviewed and/or updated every five years.

Specialists in the areas of Library, Music, Physical Education, Reading, Spanish, and Technology enhance our curriculum offerings.

All school Liturgy is Wednesday mornings at 8 AM in Church. **No out-of-uniform passes may be used on Wednesdays.**

Textbooks

Religion	Silver Burdett Ginn – grades K5 – 8	2010
	“I Am Special” – grade K4	2003
Art	Milwaukee Archdiocesan Curriculum	
Computers	Milwaukee Archdiocesan Curriculum	
Family Life	Love and Life – grades 6 – 8	2005
Human Sexuality		
Language Arts	Houghton Mifflin – grades K5 – 8	2006
Mathematics	Houghton Mifflin – grades K5 – 5	2005
	Houghton Mifflin – grade 6	2009
	Prentice Hall – grade 7	2009
	Prentice Hall – grade 8	2004
Music	Silver Burdett/Sheet music	
Penmanship	Zaner Bloser – grades K5 – 5	2008
Phonics	Modern Curriculum Press – grades K5 – 2	1998
Physical Education	Milwaukee Archdiocesan Curriculum	
Reading	Guided reading books/MacMillan – grades K5 – 5	
	McDougal Littell/Trade books – grades 6 – 8	
Science	Foss (kits) – grades 1 – 5	
	Glencoe – grades 6 – 8	2009
Social Studies	Houghton Mifflin – grades K5 – 5	2008
	MacDougal Littell – grades 6	2008
Spanish	Prentice Hall - Realidades – grades 6 -8	2004
Spelling	Sutton Series – grades K5-8	2006

DAILY SCHEDULE

School doors open -----	7:30 AM
Students are to be in the classroom -----	7:45 AM
Tardy Bell - Classes begin -----	7:50 AM
All school prayer -----	7:53 AM

Recess (Grs. K5 - 3) -----	9:45 – 10:00 AM
Noon Recess -----	11:30 – 12:15 PM - Gr. K5
	11:40 - 12:25 PM - Grs. 4 & 5
	11:50 – 12:35 PM - Grs. 1 - 3
	12:00 – 12:43 PM - Junior High
Dismissal -----	2:30 PM

Four Year Old Kindergarten – 7:45 AM – 11:15 AM (M-F)

DISCIPLINE IN GENERAL (Archdiocesan Policy # 5114 (a-c))

A well-disciplined school is one in which clear guidelines are set for students and then enforced firmly, consistently and fairly. Discipline at St. Jerome’s is directly related to the Christian development of the students. Consistent discipline is also essential for maximum learning and a safe learning environment. Each member of St. Jerome Parish School (staff, students and parents) is asked to live in the spirit of the Gospel values of Christian love and respect. Failure to strive for this ideal behavior will necessitate correction and/or punishment for the offense.

Teachers will provide parents with classroom rules and discipline at the beginning of the school year. Teachers, because of their proximity to the students on a daily basis, bear the most responsibility in exercising judgment of a student’s conduct. General guidelines require the teacher to confer individually with a student who is having disciplinary problems. If no improvement is seen, the parent(s) will be contacted and advised of the situation. If a student’s behavior consistently violates classroom rules and is disruptive to the learning environment, a conference with student, parent and teacher will be called to set up a cooperative plan for correcting the behavior. The principal will be notified of this conference and plan. Failure to make the necessary changes may lead to probation or suspension of the student by the principal, as discussed below.

Suspension and expulsion procedures may be exercised when a student’s conduct endangers property, health or safety of others or is disruptive to the learning environment. Examples of, but not limited to, serious behaviors are:

- Possession or use of weapons or possession of “look alike “weapons”
- Possession or use of illegal drugs or alcohol
- Possession or use of any object deemed potentially harmful to others
- Any physical violence disguised as “play” (fighting)
- Consistent disobedience or disregard for school property (vandalism)
- Consistent disruptive conduct in the classroom
- Defiance of any school-authorized authority
- Harassment and/or verbal threats/abuse toward any school personnel or student
- Stealing
- Threats, verbal or written, which imply physical or mental harm
- Any severe or inappropriate conduct on school premises or at school related activities that endangers the life or safety of another

Forms of punishment used to enforce discipline are those which teach the child that he/she is acceptable but the behavior is not.

Therefore, the following regulations are enforced at all schools throughout the Archdiocese:

1. Corporal punishment is never allowed for any purpose.
2. Punishment is never indiscriminately applied to an entire group of students because of the behavior of one student or a small group of students.
3. The punishment is a natural outgrowth or logical consequence of the behavior.
4. The severity of the punishment is in relation to the gravity of the offense.
5. Other students are never used to assist the teacher in administering punishment to a student.
6. Normally social punishment is not administered as a consequence of academic difficulties. Nor is academic punishment administered for social misconduct.

N.B. Here at St. Jerome Parish School, **the principal has discretionary authority** to determine student participation in all extra-curricular activities, including athletics.

A student must maintain an accumulative academic **GPA of “C” (2.0) in the core subject areas** to participate. (See Extra-curricular Activities).

Students who **serve a detention as a result of behavioral consequences** will be considered in violation of the Athletic Policy. If a student receives a detention, he/she will be **suspended for one (volleyball, basketball) game**. He/she must attend this game and sit on the team bench. Failure to be present on the team bench during the suspended game will result in additional game suspensions. Failure to serve the detention will result in additional game suspensions.

The principal will inform the affected coach or adult leader of this/her detention. (Refer to Extra-curricular Activities heading for further information.)

The principal will inform the affected coach or adult leader of her/his decision. (Refer to Extra-Curricular Activities heading for further information)

7. “Students attending a Catholic School are representatives to the civic community of the school they attend and the church that sponsors the school. Every behavior on the part of the student which causes negative or adverse publicity for the school may be a cause for disciplinary action on the part of the school.” (Archdiocesan Policy # 5144)

DISCIPLINE SYSTEM AT ST. JEROME PARISH SCHOOL

ANTI-BULLYING PROGRAM

We will continue our careful vigilance for any incident of bullying. If your child/ren complains to you, or you suspect any kind of peer abuse, notify us immediately. We purchased a structured program, “Steps to Respect”, which each homeroom teacher uses as part of his/her religion class.

Bullying Guidelines

- I. Maintain a Prevention Plan
 - A. All people have a clear idea of behavioral expectations and students feel safe to share their experiences with adults
 1. What is acceptable and what is not
 2. Why it is not
 3. How and when to modify own behavior
 4. How to ask for help
 5. What kind of responses can be expected to solve the problem
 - B. Educational components for
 1. Students
 2. Staff
 3. Parents
- II. When a student requests help or bullying is observed the response will be:
 - A. Immediate response
 1. Written documentation of incident
 2. Logical, immediate consequence to behavior (i.e., removal from situation, discussion, etc.)
 3. Investigation of the situation
 - B. Long term responses include, depending on severity, frequency, and duration of situation
 1. Parent contacted by phone or letter
 2. Peer mediation
 3. Adult mediation
 4. Referral to counselor
 5. Probation/suspension/expulsion sequence as outlined in school handbook

(Parent Handbook – Level 4: Expulsion) “Expulsion results from repeated disruptive behavior, a refusal to obey school rules or from conduct which endangers the health, safety, or property of others, and is deemed to be in the best interest of the

school. Any extremely serious single offense may also be cause for expulsion...”

DISCIPLINE SYSTEM

Each teacher has a set of class rules and a discipline system to be observed while in that room. These rules are based on the school policies contained in this handbook. If circumstances warrant, **in the judgment of a teacher or supervisory adult**, the following steps are initiated. Suspension and expulsion procedures will be exercised when a student’s conduct endangers the health or safety of others, damages school property, or is disruptive to the learning environment.

LEVEL 1: MINOR INFRACTIONS OF SCHOOL/CLASSROOM POLICY RULES

- a disturbing outburst in the classroom
- infractions of the dress code
- disrespect for other students
- misuse of another’s property
- lack of cooperation with supervising adults
- making or throwing snowballs or other objects at children, adults, cars or buildings
- gum chewing

Persons involved....teacher/adult and student

Results:

- reprimand
- an incident report

Three incident reports result in a one hour after school detention.

LEVEL 2: SERIOUS INFRACTIONS

(In the judgment of any supervisory personnel, even for a first offense)

- e.g. endangering health, safety, or property of others
- disruptive behavior
- verbal or physical threat or assault of a student, teacher, or other adult staff member
- uncontrollable or repeated outbursts in class
- blatant or repeated disrespect of authority
- insubordination
- refusal to obey the supervising adult
- cheating and/or lying
- fighting
- harassment
- use of vulgar, insulting or obscene language
- possession of soft or hard core pornography
- accumulating more than two detentions (total of six incident reports)
- truancy

- smoking on school premises
- possession or use of controlled substances without proper medical records on file in the school office (prescription medicine)
- possession or use of illegal substances or substances illegal for minors (e.g., drugs, alcohol, tobacco, weapons)
- conduct that continues to disrupt or prevent the orderly progress of teaching and/or learning
- violations of Computer/Telecommunication Acceptable Use policy
- behavior that negatively affects the morale of other students or members of the school staff

Persons involved....teacher/adult, student, parents, principal and pastor

Results:

- one hour detention after school plus one hour of service when two detentions are accumulated. At a conference, goals are drawn up by the student with guidance from the teacher and/or principal. Monitoring of these goals by teacher with follow-up report to the principal
- student and parents are warned in writing that failure to meet these stated goals will incur probation
- **Possible in-school suspension:**
 - parents notified in writing via mail or by phone
 - student must be in school during this suspension
 - student spends the day apart from other students, monitored by another adult
 - work will be assigned for the day(s) under suspension
- **Possible out-of-school suspension (maximum of three school days) (cf. #5144.(c) at 4):**
 - for the duration, a student should never be on St. Jerome Parish property
 - another teacher/adult, student, parent, principal and pastor conference must be held prior to the student's return to school
 - a final warning signed by all in attendance; student is given one final chance

LEVEL 3: PROBATION

Probation will take place after Levels 1 and 2. The principal has discretionary authority to place a student on immediate probation without completion of levels 1 and 2 if a student's behavior endangers the safety and health of others.

After conferences are held with the student's parents and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

Persons involved....teacher/adult, student, parents, principal and pastor meet together

Results:

- student is on probation for an established amount of time, subject to renewal
- improvement must result and continue for the principal to lift the probation
- ordinarily, probationary status ends with a school year and is not carried over to

the start of the next school year. The principal will decide whether a student on probation at the end of a school year can return to St. Jerome Parish School for the start of the next academic year.

LEVEL 4: EXPULSION

As a definition, expulsion is considered a termination of enrollment permanently or for an extended period of time. Expulsion shall be considered a rarity and used only as a very last measure. Expulsion results from repeated disruptive behavior, a refusal to obey school rules or from conduct which endangers the health, safety, or property of others, and is deemed to be in the best interest of the school. Examples of, but not limited to, serious behaviors, are: possession or use of weapons or possession of “look alike” weapons, possession or use of illegal drugs or alcohol, possession or use of any object deemed potentially harmful to others, vandalism, fighting, verbal abuse, harassment, any severe or inappropriate conduct on school premises or at school related activities that endangers the life or safety of another, threats, verbal or written, which imply physical or mental harm. **AN EXTREMELY SERIOUS SINGLE OFFENSE MAY ALSO BE CAUSE FOR EXPULSION.** Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. The Superintendent of Schools or his/her designee will be informed before any action leading to expulsion is taken.

Conversations between teachers and parents are held as situations warrant or at parent’s request. A conference is held with parents when a student reaches Level 2, and the resolution is monitored carefully thereafter by teacher/adult and principal. When possible, solutions will be made available within the school. The process follows these guidelines:

1. Except in the case of serious or immediate concern, the disciplinary process follows steps from Level 1 to Level 4. For particular problems the process may be moved ahead by the principal, acting principal, or pastor to the level deemed appropriate in his/her judgment.

Some examples of immediate or extremely serious concern are the following:

- uncontrollable or repeated outbursts in class
 - physical confrontation with another student or threat of physical harm
 - defiant refusal to follow the directive of the teacher or other adult in charge
 - threat of physical harm to a teacher, student, or others
 - use of vulgar, insulting, or obscene language
 - possession or use of controlled substances without proper medical records on file in the school office (prescription medicine)
 - possession or use of substances illegal for minors, e.g. drugs, alcohol, tobacco, weapons, mace, pepper spray
 - possession of soft or hard core pornography
 - violation of the Computer/Telecommunication/Internet Acceptable Use Policy
2. An expulsion hearing will be scheduled for the student before any expulsion takes place (cf. 5144 (d)). Until resolved, a student incurs an out-of-school suspension and should never be on

St. Jerome Parish property for up to 15 days. Parents/legal guardians will be notified in writing at least five days before the hearing is to take place. This notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. Notice of hearing is also made to the Archdiocesan Superintendent. The Administrative Committee (two trustees, chair of the Parish Council and Gert Wilkinson, senior rep.) and the President of the School Board of St. Jerome Parish will conduct the hearing.

An expulsion hearing is not a legal proceeding; therefore neither party may have an attorney present during the hearing.

- a. The trustee-treasurer of St. Jerome Parish shall serve as the chair of the committee and be assisted by the chair of the Parish Council.
- b. Notified by the pastor, the trustee-treasurer will schedule the expulsion hearing and summon to it the student, parents/guardians, the principal, the administrative committee and any witnesses approved by the chair.
- c. The pastor shall appoint alternates to the expulsion hearing committee, should any of the regularly appointed members not be able to serve.
- d. At the start of the hearing, the chair shall announce to everyone present how the meeting will proceed.
- e. The pastor and principal participate as non-voting members.
- f. Any teacher(s) invited by the principal also participate(s) without a vote.
- g. The school gets a certain amount of time (up to a maximum of 30 minutes) to present the chronology of events that lead up to the initiation of the expulsion process along with the supportive documentation and rationale as to why the expulsion is being sought.
- h. The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- i. Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- j. A brief amount of time (5-7 minutes) is given to both sides for questions, responses and final summary comments. Any last questions from the hearing committee can occur at this time also.
- k. The hearing is ended and the school representatives and the student/parents leave. The hearing committee stays and weighs the facts and issues that were presented and gives the pastor a recommendation as to what it believes is appropriate disciplinary

action; this recommendation should be briefly summarized in writing. The recommendation will be:

- exonerate the student of any wrongdoing
 - not expel but take disciplinary actions
 - allow the student to voluntarily withdraw from school in lieu of expulsion
 - expel
- l. The pastor can accept the recommendation totally, in part, or reject it all together. The pastor has final responsibility for the decision to expel or not.
 - m. The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. Parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). In any event including an appeal, an expelled student is never allowed in St. Jerome Parish School.

3. Appeal

The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish school with a recommendation about which step of the procedure needs to be further processed.

DRUG AND ALCOHOL ABUSE POLICY (Archdiocesan Policy # 5131.6)

The possession, distribution, use of or being under the influence of alcohol or controlled substances, or the possession of drug-related paraphernalia while on school premises, at school-sponsored activities or on school-sponsored transportation is strictly prohibited.

While students violating the policy will be subject to school disciplinary action, including suspension or expulsion from school, the school will also provide support, information, guidance (but no counseling) and referral for treatment for students who show indication of a behavior/medical problem associated with alcohol and other drug abuse, for students who live in a chemically dependent family environment and for students returning from alcohol and other drug abuse treatment.

An important aspect of this policy is prevention, intervention, and treatment services to be provided to students experiencing alcohol and other drug-related problems. The primary service offered for students will be education, assessment, intervention, referral and support services

utilizing professional counseling resources. Students seeking assistance for alcohol and other drug-related problems shall be entitled to confidentiality, except when the immediate health, safety and/or welfare of the student or others is endangered or when the student is in violation of this policy at the time the information is made available.

For the purpose of this policy, “drugs” shall mean:

- All controlled substances prohibited by law
- All alcoholic beverages
- Tobacco products including cigarettes, snuff and chewing tobacco
- Any prescription or over-the-counter drug, except those who which permission to use in school has been granted pursuant to school policy.

IMPLEMENTATION OF SCHOOL DRUG AND ALCOHOL ABUSE POLICY

Implementation shall involve a two-fold approach:

1. Prevention, intervention and treatment measures for student experiencing alcohol and other drug related abuse problems.
2. School disciplinary action for violation of this policy. Enforcement of the policy will be the responsibility of the school principal and/or pastor.
 - a. **FIRST VIOLATION:** The severity of the situation will determine the disciplinary action to be taken. The student will be subject to at least a three-day suspension or elimination from participation in sports and/or extra-curricular activities for a determined length of time.

NOTE: THE FIRST INCIDENT OF ABUSE, POSSESSION, DISTRIBUTION OR INDUCING ANOTHER STUDENT TO USE DRUGS/ALCOHOL MAY BE AUTOMATIC GROUNDS FOR EXPULSION.
 - b. **SECOND VIOLATION:** The student shall be expelled unless it is determined by the principal and pastor that there are extenuating circumstances which justify continued enrollment in the school.
 - c. **THIRD VIOLATION:** Automatic expulsion

EMERGENCY SCHOOL CLOSING - WEATHER RELATED

St. Jerome Parish School observes the closing of school as determined by the Oconomowoc Public School System. On any morning when the weather is such that a parent must question whether school will be in session, the parent is advised to check with the major TV/Radio stations in the area. Decisions regarding the closing of school are announced between 6:00 AM and 7:00 AM. In case of an in-school emergency that necessitates closure of the school, we will also use the local media to inform parents. If conditions permit we will also use other available means appropriate to the emergency.

EMERGENCY RESPONSE PROCEDURES

St. Jerome Parish School has plans in place for emergency preparedness: i.e. tornado, intruder in school, medical emergency, bio-chemical hazards and bomb threats. We are adding the following procedure for possible acts of terrorism/hostilities for what the federal government refers to as a “protect in place” location. Our location is the gym. All teachers, staff, and children will remain in the gym until an all clear announcement has been made by the local federal emergency personnel.

Following the Oconomowoc Area School District Plan, if the disaster is not immediate (one to four hours away), parents/guardians or emergency contacts who wish to pick up their child/ren are asked to report calmly and directly to the school office. We will send for your child/ren from the “protect in place” area and reunite you as quickly as possible.

If the disaster is immediate, please know that all school doors will be locked and everyone will proceed to our “protect in place,” the gym. The doors will NOT be reopened until the local federal emergency personnel issue an “all clear”.

Please know that the staff of St. Jerome takes the safety and welfare of your child/ren very seriously. Each one of us will do our utmost personally and professionally to make your child/ren feel safe and comfortable. We will remain on site to care for your child/ren.

TERRORISM EMERGENCY RESPONSE PROCEDURES:

1. Verify emergency notification. Turn radio/TV on to WTMJ (AM 620) and listen for outside instructions from government authorities.
2. Alert custodial and all instructor personnel of the pending emergency.
3. Follow all instructions issued by the Federal, State, County and local authorities.
4. If the disaster is imminent and the directive is to take shelter, all outside doors will be locked and remain locked. No one will be permitted into the site.

5. Quietly and quickly move entire student body to the gym and bring with:
 - all school walkie talkies/spare batteries
 - flashlights/batteries
 - first aid kits
 - emergency bag – student health records, parent contact forms, student attendance folders
 - battery powered radio/weather radio
 - copy of School Operations Plan
 - faculty/principal cell phones and chargers
6. No entry and/or exit will be allowed during length of emergency.
7. Custodial staff will turn off ventilation system.
8. Remain in gym, monitoring emergency broadcasts on radio until advised by authorities to leave secure area.
9. When advised to leave secure area, VERIFY, then leave the gym or secure area.
10. After leaving gym/secure area, open windows (if necessary), turn on ventilation system. Leave doors secure and admit persons only with permission of principal or person in charge.
11. Continue to monitor radio/TV for further information.
12. Once “ALL CLEAR” has been announced: doors will be unlocked, parents who would like to pick up their child/ren may report to the school office to do so.

EXTRA-CURRICULAR ACTIVITIES (Archdiocesan Policy # 6145)

St. Jerome students are able to participate in the following extra-curricular activities:

- Athletics (boys and girls grades 5-8) (see sports program)
- After school clubs
- St. Jerome Players (January – May)

The principal has ultimate responsibility for all extra-curricular activities. Therefore, persons responsible for any group or event must **KEEP THE PRINCIPAL INFORMED**. The principal is to have the following information:

- Names of adults responsible for each group
- Meeting times and places
- Names of students in the group
- Procedures for emergency cancellations

- Certificate of training completion “Safeguarding All God’s Family”.

Athletic and extra curricular eligibility shall be based on the following:

- 1. Marking periods are: Mid-terms/Progress Reports and the end of the Quarter grades.**
- 2. Athletic and extra curricular eligibility are based on core class grades only: English, Literature, Math, Science, Religion, Spanish and Social Studies.**

A student must meet the following criteria in order to be allowed to practice or participate in any athletic program or extra curricular activity:

1. Completes assignments on a regular basis
2. Displays an attitude of cooperation
3. Demonstrates effort to achieve
4. Maintains an overall “C” average (a 2.0 GPA) at each marking period, unless an exception has been made by the principal on a case by case basis.

N.B. If a student is ineligible to participate because of not meeting the above criteria, he/she has a period of **ten (10) school days** to improve. The principal will notify in writing the parents and the pertinent activity directors/coaches, or in his/her absence, the athletic board president of student ineligibility.

The ineligible student may not attend (volleyball, basketball, track) practice during these ten school days.

On the tenth school day, the ineligible student’s grades will be re-evaluated. If it is apparent that the above stated standards are being met, the student will then be allowed to participate.

Only the school principal may make this decision (in her/his absence: the pastor) which will be communicated to parents, athletic director or in his absence the athletic board president or the extra-curricular advisor.

If sufficient progress has not been made by the student, the principal will re-evaluate the student’s situation every ten (10) school days.

It is the **parent and student responsibility** to stay on top of the student’s grades and check Webgrader continuously.

If a **student is absent from school for the entire day** because of illness, the student is **not allowed** to participate in a practice, game, or any other extra-curricular activity that same day.

Students who **serve a detention as a result of behavioral accumulation** will be considered in **violation of the Athletic Policy**. If a student receives a detention, he/she will be **suspended** for one game. He/she must attend this game and sit on the team bench. Failure to be present on the

team bench during the suspended game will result in additional game suspension. Failure to serve the detention will result in additional game suspensions.

FEES

1. A Home and School fee of \$10.00 per family is to be paid during the first week of the school year. This fee is non-refundable.
2. A playground fee of \$15.00 per family to be paid on Student Orientation Day (September 1).
3. Students/Parents are responsible for all lost or damaged textbooks, library books for the amount determined by the principal, classroom teacher and/or librarian.
4. Individual student book/supply fees are included in yearly tuition fee.
5. There is a daily hot lunch and milk fee for families choosing this option.
6. Additional fees (field trips, athletics, student after school clubs, etc.) may be assessed throughout the school year.

Presently, St. Jerome Athletic Association does not charge families of student athletes in grades 5-8 for participation in school sports. In lieu of payment, parents of student athletes are required to volunteer three (3) hours per student sport at an athletic event. This is an addition to any sign off and/or required 40 hours of school service.

7. Each school family is obligated to pay tuition based on budget projections.
8. As noted in the signed parent-school contract, every school family registered as parishioners of St. Jerome Congregation must contribute time, talent, and/or treasure according to their means directly to the parish each calendar year. Compliance with this responsibility will be monitored by the parish business office and the pastor.

All money sent to school is to be in a sealed envelope with name and purpose clearly marked.

FIELD TRIPS

Field trips are meant to be educational and related to the curriculum. They are scheduled by the classroom teacher with the consent of the principal.

Transportation will be by school buses. Exceptions to this policy may be made depending on the nature of the trip. In such cases, Archdiocesan policies will be followed regarding other modes of transportation.

Teachers will send home a field trip permission form prior to the trip stating pertinent information.

This form will include the purpose and circumstances of the field trip. Parent(s)/guardian(s) must give **WRITTEN PERMISSION** for the student to go on the field trip. No student will be allowed on the trip unless a signed permission slip is on file. Verbal permissions are not acceptable.

If a student is not permitted to accompany his/her class on a field trip due to a disciplinary situation or parent withholds permission, he/she is required to be in school. The teacher will arrange parallel activities to be completed during the field trip.

Regarding the eighth grade class trip, if a student has been suspended during the school year or is not following school rules consistently, a parent must accompany the student on the class trip in order for him/her to participate. Participation by any student is not guaranteed, and is contingent on that student's cooperative compliance with school rules for expected behavior and academic performance. Guidelines for behavior and participation will be provided for parents and students before the trip.

The cost of the trip will be the responsibility of the parents. The teacher will contact necessary parent chaperones. We ask that chaperones do not bring their child/ren on the trip.

Chaperones must have attended a "Safeguarding All God's Family" training session PRIOR to chaperoning. A signed chaperone guideline form must be sent to the school office prior to the field trip. All chaperones must be 21 years of age or older.

FINANCE/TUITION POLICY

St. Jerome Parish School has been established and is subsidized by St. Jerome Parish Community for the purpose of assisting Catholic parents in fulfill their primary responsibility to raise their children in the Catholic Faith.

THE ACTUAL EDUCATIONAL COST PER CHILD FOR THE 2010-11 SCHOOL YEAR IS APPROXIMATELY \$4,787.00 (per parishioner). (Refer to last page of handbook for tuition contract with tuition rates.)

Based on our 2010-11 Budget, a single parishioner tuition is \$2,964.00, St. Jerome Parish subsidy is \$1,500 per student, and fundraisers/other revenue allocations per student is \$323.00.)

8th Grade tuition, fees, and service hours must be paid in full by **May 13, 2011**, for students to participate in the Washington DC trip, Graduation activities and Graduation exercises.

A **signed tuition contract** on file in the parish/school office, registration fees, and the first tuition payment must be paid by the first day of school before the student(s) will be accepted to start the school year. Parish members need a pledge card on file at the parish office by the first day of the new school year in order for their child/ren to start school.

St. Jerome will refuse to accept student(s) for enrollment in a new semester if all payments for the

previous semester have not been made. If a parent withdraws his/her child/ren from St. Jerome Parish School **without the principal's approval**, the parent will pay full tuition costs for the school year.

If a parent becomes more than **30 days delinquent** in making any payment, without making previous arrangements with the Parish Office, at that point, St. Jerome reserves the right to demand payment in full for the balance of all tuition due without notice.

For **registration** in St. Jerome Parish School to be complete, registration fee must be paid in full upon receipt of registration form in the school office. **Registration Fee:** Grs. K5-8 - \$100 per child (non-refundable); Grs. K4 - \$50 per child (non-refundable).

A **book fee** of \$200 per student is included in the tuition rates.

Honoring the spirit of **inter-parish collaboration** for the 2010-11 academic year, St. Jerome welcomes students from other parishes without their own school at the same tuition rate as St. Jerome with no intent that they change their parish affiliation. However, the home parish must pay the parish subsidy amount.

“The support of the entire parish community is needed to operate the school. The support needs to be expressed in moral, pastoral and financial considerations. The financial support should be proportionate to the amount of parish income, determined by local needs and sensitive to the other ministerial needs of the parish” (Arch. #3240(a)).

St. Jerome Parish School is an **integral part** of the total St. Jerome Community and depends upon the active involvement of parents not only in the religious formation of their children but also in the financial support of the parish.

To qualify for **tuition subsidy** from the parish, it is required that each parishioner school family:

- a) attend Mass regularly with their child/ren, the first point specified in the parent-school contract
- b) participate in parish activities by offering time and personal talent
- c) support the parish financially according to their means

In his own pastoral judgment, if a particular school family, registered as parishioners, does not do a fair amount of stewardship for the Church (again: time, talent, and/or treasure), the pastor will amend the parent contract and add on a further fee for the upcoming school year.

“No student shall be terminated during the first semester for non-payment of tuition. Non-payment of a prior year's tuition may however result in non-admission for the following school year.” (Archdiocesan Policy # 3240 (a)).

TUITION ASSISTANCE

Those unable to meet their TUITION obligation must indicate their need for financial assistance on their contract. Tuition Assistance Grants will be no more than 50% of the tuition. If there are extenuating circumstances and you cannot meet the 50% tuition level, please arrange a meeting with the Business Administrator at 569-3020 to discuss your situation. Forms for Tuition Assistance can be picked up at the Parish Office by June 1. These forms must be completed and returned to the Parish Office by June 15. The Parish Business Administrator will discuss the amount of financial assistance for which you qualify. All meetings must be completed by July 20. Confidentiality will be maintained. If financial obligations from the previous year have not been met, registration for the following school year will not be accepted until the matter has been resolved by payment or arrangements made with the Parish Business Administrator.

SERVICE HOUR PROGRAM/VOLUNTEER HOURS

In addition to the yearly tuition, each family is required to provide a minimum of forty hours per school year of volunteer time for school activities between July 1, 2010, and June 30, 2011. Of these 40 hours, a minimum of 25 hours must be served directly serving the school. A maximum of 15 hours may be served in parish activities. If the forty hour requirement is not met, there is a fee of \$25.00 for each hour which remains unfulfilled. Families unable to meet these requirements must contact the principal, via letter or telephone to discuss the situation. All service hours must be completed by June 30. (Eighth grade parents whose last child is in 8th grade must complete their service hours prior to May 13 to have their child eligible for graduation and all related functions. If unable to do so, a fee of \$25.00 per unfilled hour will be assessed and paid in full by May 13.)

SERVICE HOUR PROGRAM: Families with children in K5-8th grades

The following is an explanation of how your service time should be recorded by you and how it will be tracked. Each month you will receive a calendar in your Tuesday Folder. Please record on the appropriate date the AMOUNT OF TIME and the EVENT for which you worked. Record to the nearest 1/4 hour. At the end of each month, YOU are responsible for returning your calendar to the school office for processing by the specified date (see below). Be sure to put your name and total hours worked at the top of the calendar.

It is important to remember to keep track of your time as you work. If your calendars are not returned to school on schedule (see below), you will not be credited for your time. Notes will be sent home periodically to update each family as to their total hours worked to date. If there is a discrepancy, please let us know immediately so it can be resolved.

Service hour calendar due dates:

- September hours are due: October 1
- October hours are due: November 1

- November hours are due: December 1
- December hours are due: January 3
- January hours are due: February 1
- February hours are due: March 1
- March hours are due: April 1
- April hours are due: May 2
- May and June hours are due on: June 1

Again, all families with their last child in 8th grade must have all their service hours completed and turned in by May 13. Listed below are a few specifics of the Service Hour Program:

- Calendars do not need to be submitted AFTER you have received confirmation that you have fulfilled your 40 service hours
- Service hours may not be transferred between families

Activities that do not count toward Service Hours:

- Baking or providing treats for your child's birthday
- Gift Bearers, Lectors and Eucharistic Ministers, during Sunday Liturgy. It is part of your Sunday obligation as a practicing Catholic.
- Endowment Auction donations
- VIRTUS/SAFEGUARDING ALL GOD'S FAMILY Training
- Fundraising and chaperoning for the 8th grade Washington DC class trip
- Girl Scout Cookie Mom
- Chaperoning Scout field trips
- Children's time worked MAY NOT be counted toward a family's total unless the child is high school age or older (must be at least 16, and over 21 to chaperone)

Activities that do count toward Service Hours:

- Adult choir practice (goes toward 15 hours Parish time)
- Ushering (goes toward Parish time)
- Helping at Knights of Columbus functions (goes toward 15 hours Parish time)
- Scout leaders can sign off for 15 hours Parish time

Commitments eligible for Sign-Off

- Athletic Board Director, President, Treasurer
- Basketball Tournament Director
Head coach and one assistant per team (submit after team assignments are confirmed)
- Book Fair Chair(s)
- Box Top Coordinator
- Casino Night Chair(s)

- Endowment Auction Chair(s)
- Health Room Coordinator
- Home and School – President, Secretary, Treasurer
- Magazine Sale Chair(s)
- Market Day Chair(s)
- Playground Coordinator
- Run Walk Chair
- School Board Members, Recording Secretary
- St. Jerome Players Director, Producer, Managers and Music Accompanist
- Track Head coach and 2 assistants (submit at start of track season)
- Volleyball Head coaches only

Weekly commitments sign-off totaling 40 hours:

- Library helper (two or more hours per week)
- Scrip filler/recorder

Commitments not eligible for sign-off:

- Lunch room volunteer
- Playground volunteer
- Health room volunteer
- Home and School President Elect
- Tuesday folder volunteer helper

If you are unable to fulfill your 40 hour service requirement, contact the parish business office for payment arrangements. A fee of \$25 per unfulfilled hour will be charged.

Watch your Tuesday folder for weekly volunteer opportunities. All families are expected to participate in school fundraisers.

FIRE AND TORNADO DRILLS (Archdiocesan Policy # 6114.41)

As required by law, monthly fire drills are conducted to alert the students as to the proper procedure to follow in case of such an emergency. Exit routes are clearly posted. Students and all personnel are to leave the building in complete silence, single file in proper order and remain at a designated safe area until the all clear signal is given.

Tornado drills are conducted each year especially during the designated tornado season. Exit routes and safe areas are clearly posted.

FUNDRAISERS

No student may collect money or sell any product (candy bars, etc.) for any personal gain or organization during school hours without receiving permission in writing from the principal.

Parents are expected to help with school fund-raisers as part of their volunteer hours. Refer to Volunteer/Service Hour section.

Any new school fundraising endeavor must be presented to and approved by the Parish Council at least three weeks prior to implementation. A calendar of both parish and school events will be consulted to prevent any overlap and conflicts of interest.

GRADING SYSTEM/JUNIOR HIGH HONOR ROLL

Our grading system is as follows:

A+	100	C+	83-84	F	69
A	95-99	C	79-82		
A-	93-94	C-	77-78		
B+	91-92	D+	75-76		
B	87-90	D	72-74		
B-	85-86	D-	70-71		

All classes are weighted according to the number of times they meet each week. Students in Grades 6-8 receive Academic Honors if they achieve a grade point average (GPA) of 3.0 or higher. **High Honors:** a GPA of 3.5 or higher. **Honors:** a GPA of 3.0 to 3.49.

Honor roll GPA (grade point average) will include the core classes (subjects) plus the specials (art, computer, gym, music).

Recipients of Academic Honors will be recognized at report card time by awarding of Honor Roll certificates at Liturgy and names will be published in the local paper.

Students in grades K4 – 3 receive an “S” for satisfactory, “P” for progressing, “N” for needs improvement, which indicate academic achievement.

Students in grades 4-8 receive an A, B, C mark to indicate their academic achievement.

At the start of the school year, each student in grades K5-8 is given a personal access code for Webgrader. This tool allows teachers to give parents and students daily updates on assignments (complete, incomplete, late, missing) and grades. Families are strongly encouraged to utilize this program often to stay current with their child/ren’s progress.

Grades are posted online on the 15th and 30th of each month by each teacher on Webgrader. Again, the family has the responsibility to regularly check Webgrader which keeps a record of

each time a parent goes into the system.

GRIEVANCE PROCEDURE FOR PARENTS

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in our schools or parish based religious education programs and an employee (i.e. Principal, Teacher, DRE, Youth Minister, Catechist) of the parish. Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed.

STEP I:

If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) working days after the informal meeting noted above. The letter must contain the following:

- the date/time/place of the informal meeting
- the name and position of the employee with whom the disagreement exists
- factual information and background regarding the disagreement
- specific recommendations for resolution of the issue

After the receipt of the letter, the supervisor will provide the employee five (5) work days to respond and then schedule a meeting of all parties within ten (10) days to desirably work through conciliation toward resolution. Should resolution occur, the process is concluded.

If resolution does not occur and involves secondary schools, please go to STEP 3. If resolution does not occur and the potential concern involves elementary schools or parish programs, proceed to STEP 2.

STEP 2:

If resolution does not occur in the informal meeting or STEP 1 and the concern involves elementary schools or parish programs, the parent(s)/guardian(s) will provide the Pastor with a copy of the letter noted in STEP 1 within five (5) working days of the completion of STEP 1. The Pastor will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners;

1. The pastor will convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor is the immediate supervisor begin here). If agreement is reached, the process is done.
2. The pastor may contact the Archdiocesan Office for Schools, Child and Youth Ministries for assistance in resolving the matter. If agreement is reached, the

process is completed.

3. The pastor may direct the local grievance committee (here at St. Jerome, our Administrative Committee - without the pastor) to proceed with a review of all details and submit a recommendation to him.

STEP 3:

If there is no resolution through STEP 2, issues of concern will be heard by the local grievance committee. The local committee of three to five members will hear all sides of the dispute no later than thirty (30) days after the parent(s)/guardian(s) forwards a copy of the letter noted in STEP 1 to the Committee. The Committee, appointed by the Pastor (principal, or president in a secondary school) and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded. If resolution does not occur a final STEP 4 may be initiated.

STEP 4:

Should resolution not occur through STEPS 1, 2, and 3, the parent(s)/guardian(s) can request within ten (10) working days, a written appeal to the Archdiocesan. Should an appeal not occur within the time period, the issue is considered closed.

Upon receipt of the written appeal, the Superintendent will determine the appropriate action and the findings will be communicated to all parties involved.

GUM

Chewing gum in school and/or on field trips is **not permitted** due to sanitation and maintenance problems that often result from this habit.

HARASSMENT/BULLYING (Archdiocesan Policy # 5131.1)

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain a learning and working environment free of any form of harassment or intimidation, be that of minor to minor, adult to minor, or adult to adult.

Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Bullying/"Queen Bee" attitude – ("Put Downs", consistent teasing, name calling)
- Threatening behavior

- Racial/ethnic slurs and/or insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments, jokes or gestures
- Sexually oriented posters, photography, cartoons, drawings, gestures
- Physical or mental abuse
- Retaliation for having reported harassment
- Exclusion of others

Harassment and/or bullying behaviors by a student at St. Jerome Parish School may lead to a detention, suspension, or expulsion.

HARASSMENT/BULLYING - REPORTING PROCEDURE

Any student who feels she/he has been subjected to harassment should contact any adult on the school or parish staff.

The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. According to Archdiocesan protocol, any case involving sexual misconduct must also be reported to the director of the Archdiocesan Response to Sexual Abuse (414-769-3436). An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion
- Probation/Termination

To the extent that a complaint of sexual harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student, the appropriate civil authorities will be notified pursuant to Section 48.981 of the Wisconsin Statutes. No retaliation against a student or adult for reporting harassment will be tolerated.

HEAD LICE

We encourage children not to share personal items such as head coverings, combs, brushes, head bands, etc. Head lice are highly contagious. If a child is found to have head lice, the school office will notify parents immediately to pick up the child. The child may not return to school until the head is free of lice and/or nits for at least 24 hours as directed by the Waukesha County Health Department. Rechecks are necessary every two weeks. The school needs to be notified

immediately if reoccurrence develops. The school will periodically perform lice checks throughout the school year.

HEALTH SERVICES

St. Jerome Parish School works closely with the Waukesha County Health Department in providing a safe and healthy school environment. The health room is staffed by a certified red cross person from 11:30 AM to 1:00 PM.

Additional volunteers are welcome to staff the health room from 9 AM – 11 AM.

Parents will be notified if any serious accident or illness occurs which involves their child. Anytime a child receives a bump to the head area, the parent will be notified by phone in case of delayed symptoms. No child will ever be sent home without parental consent. Parents will be asked to come to school to pick up a sick child.

Emergency health information is on file in the health room. **IT IS IMPERATIVE THAT EMERGENCY INFORMATION BE UPDATED.** In case of emergency, parents will be called immediately. **If parents cannot be reached, the paramedics will be called.**

ADMINISTRATION OF MEDICATION TO STUDENTS (Archdiocesan Policy 5140.2(a))

In an effort to insure the health and safety of each child, the Archdiocese has established a new policy governing the administration of medication to students.

1. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the School Nurse.
 - a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse.
 - b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
 - c. The School Nurse, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
2. Medication to be given in school must have the following information printed on the container:
 - a. Child's full name

- b. Name of the drug and dosage
 - c. Time to be given and
 - d. Physician's name
3. Medication will be taken by the child at the designated time administered by the School Nurse, or by the other individual who has been identified to do so. **It is the responsibility of the student, if appropriate, not school personnel,** to get his/her medication at the designated time.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagons, and Epi Pens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of school staff. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher (refer to Form 5140.2c). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent must provide to the school a copy of a health care plan (refer to Form 5140.2d) for a student who requires an emergency prescription medication.

- 4. Only limited quantities of any medicine are to be kept at school.
- 5. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
- 6. All medication must be kept updated.
- 7. Under no circumstance will the school personnel provide aspirin or other non-prescribed medication (Tylenol) to students without meeting all criteria in 1-6 above.

IMMUNIZATION REQUIREMENT (Archdiocesan Policy # 5141)

St. Jerome Parish School follows all the Archdiocesan policies and Wisconsin State statutes in regard to communicable diseases and their control. To complete a student's registration process, immunization records must be updated and on file in the school office.

HOME AND SCHOOL ASSOCIATION (Archdiocesan Policy # 1210)

St. Jerome Parish School Home and School Association has been formed for the purpose of effective communication and cooperation between parents and educators, coordination of the spiritual and education forces of the home and school, provision of well-planned programs of

information and interest to parents, encouragement of high standards of family life, creation of a greater appreciation of Catholic Education, promotion of cooperation between all approved Archdiocesan organizations working for the advancement of Catholic education, and to organize and/or support appropriate fund-raising activities.

Each family is required to pay a \$10.00 fee to the Home and School Association.

OFFICERS FOR THE 2010-2011 SCHOOL YEAR ARE:

PRESIDENT.....Mrs. Lori Boyer
SECRETARY.....Mrs. Lynn Crain
TREASURERParish Business Manager

There are two Home and School Meetings per year. They begin at 7:00 PM and are held in the cafeteria. Please refer to forthcoming notices in the student folders for meeting dates.

HOMEROOM PARENTS

Parent responsibilities include the following:

1. Communicate with the class families regarding teacher gifts. Offerings of \$1.00 - \$5.00 are suggested but not required. Any collection taken will be presented on behalf of the entire class.
2. Coordinate class families to assist the teacher with specific events. The teacher will contact you regarding what is needed for class parties.
3. Any communications, special requests, etc. will be discussed with the Principal prior to being implemented or distributed to the class.

Seventh grade homeroom parents: Plan and coordinate the graduation dance and reception for the 8th grade graduating class and their families.

Eighth grade homeroom parents: Work with the Principal and the homeroom teacher to plan any fundraisers, graduation activities and the Washington DC trip.

HOMEWORK

Homework is essential to the development of the full academic development of a child. It is the responsibility of both home and school to provide the student with meaningful assignments and the proper environment in which to work. All students should spend some time on academic discipline each day. If your child says they have no homework, they should use a set amount of time for reading, review work, or drill in a weak area. Time to be spent on homework will vary

with the age level of the child, as well as the nature of the assignments. If your child is spending an excessive amount of time on homework, please contact the teacher for clarification. If your child is not coming home with any homework, contact the teacher to find out what is happening in that subject area.

All homework is posted online at www.stjerome.org. This homework site is updated daily by the teacher(s).

The Archdiocesan guide for homework is as follows:

Kindergarten	---	Periodic enrichment activities
Primary grades	---	15-30 minutes (Grs. 1-3)
Intermediate	---	30-60 minutes (Grs. 4-5)
Junior High	---	60-90 minutes (Grs. 6-8)

When students are absent, **THEY** must be responsible for finding out what they have missed. If help is needed from the teacher, the **STUDENT SHOULD REQUEST THIS HELP**.

Students shall be allowed one day for each day absent to complete work missed due to excused absence. Such assignments must be handed to the teacher(s) within the same number of days the student was absent. Those assignments not handed in by that time will be considered missing unless an extension has been agreed upon by the teacher(s) and student.

Late work is any work turned in after it was collected. It will be adjusted down 10% per day. Any work not turned in by the following Monday will be considered a zero, no longer missing.

HOMEWORK FOR AN ILL CHILD

Should you require a teacher to send home school work for your child who is ill, please notify the school office before 9:00 AM. Please pick up the homework in the school office only after 2:30 PM. Do not expect to meet the teacher at this time unless an appointment has been previously scheduled.

HOMEWORK FOR PLANNED ABSENCES

Teachers are not expected nor required to provide assignments in advance for planned absences. Homework will be assigned and completed upon return from the planned absence. It is the responsibility of the student and parent to find out what was missed and to turn it in on time in case of any absence. Such assignments must be turned into the teacher(s) within the same number of days the student was absent. Those assignments not handed in on time will be considered missing unless an extension has been agreed upon by the teacher(s) and student.

LASER POINTERS/LIGHTERS

Students MAY NOT bring laser pointers to school.

LIBRARY

The school library exists for the students to enhance their personal intellectual growth and to promote an interest in and appreciation of books. Students will be assigned a library time in conjunction with their class schedules. Students checking out books are directly responsible for their care and handling. All material taken from the library must be checked out at the desk and returned there. Reference materials such as encyclopedias, etc. may not be checked out. Fines will be issued for damaged or overdue books. Students will be asked to pay full replacement costs of books that are lost. Students who consistently abuse library privileges will not be allowed to use the library.

The library has a number of audio books. Parents need to send permission for students to check out audio books.

Accelerated Reader (Read ups) is managed through the Library. A complete listing of books is found on our school website.

Accelerated Reader requirements are:

The primary purpose of the program is to encourage students to read for enjoyment outside of textbook assignments as well as providing opportunities for instructional use including guided reading and discussion questions.

First grade teachers teach the accelerated reader process by demonstrating and practicing the quiz format (four multiple choice answers), so that every student can successfully complete one book and quiz before the end of first grade.

Second through fifth grade teachers diagnose or determine the reading level or zone of proximal development for each student. They set a goal for each student with a minimum:

- in grades 2 and 3 -

1 book quiz	Quarter 1
5 points earned	Quarter 2
10 points earned	Quarter 3
10 points earned	Quarter 4

- in grades 4 and 5 -
 - 15 points earned per quarter on books designated with a book level within the student's zone of proximal development
 - quiz scores below 80% correct will not be accepted
 - AR Student Summary Records will be included in mid-term and quarterly report card grades

- Junior High
 - Literature teacher will require one quiz each quarter on a book approved by the teacher and will be averaged into the quarterly literature report card grade.
 - Quizzes are to be taken with a Junior High teacher present who knows the student by name
 - In addition, a book report for the same book will be graded and averaged into the quarter grade.

All teachers are to encourage the reading of non-fiction at some time during the year.

LOST AND FOUND

ALL OUTER CLOTHING SHOULD BE MARKED WITH THE CHILD'S NAME TO ASSIST IN ITS RETURN. Lost items can be claimed by checking the LOST AND FOUND BOX outside the school health room located next to school office. Parents are requested to check the box periodically for lost items. Items that remain in the box at the end of each school quarter will be donated to our local St. Vincent de Paul store.

Items lost on the school bus can be claimed at the bus company's central office.

LUNCH PROGRAM

St. Jerome's Lunch Program is part of the National School Lunch Program. We are required to follow the guidelines set by the United States Department of Agriculture.

We contract food services with Taher Foods Incorporated. Parents intending to eat lunch with their child must notify the kitchen prior to 8:30 AM (262-569-3032).

Information about the hot lunch and milk program will be available to you on Orientation Day.

2010-11 Lunch costs are: Grs. K-5 - \$2.30, Grs. 6-8 \$2.35, Adults - \$3.25 per day. Milk is \$.35 per carton. (Milk is included in the cost of the hot lunch.). Reduced hot lunch - \$.40. Extra entrée - \$1.25. A monthly menu is sent home at the end of the previous month.

All student hot lunch counts are taken by the homeroom teacher at the start of the school day. If your child is tardy for school, please call the school office by 8:30 AM to order a hot lunch.

Applications for free and reduced lunch are sent home at the beginning of each school year. If there is a change in your income during the school year or in the size of your family, these applications are available at the school office. All information is held in confidence.

If your child is bringing a cold lunch, please do not send soda along. So too, bags of candy are not appropriate lunch items and are not to be brought into the lunch room.

Birthday treats (pizza) cannot take the place of hot or cold lunch. Please check with your child's teacher well in advance when bringing in birthday treats.

SCHOOL NUTRITION/WELLNESS GUIDELINES - (Archdiocesan Policy # 5140(c))

Nutrition influences a child's development, health, well-being and potential for learning. To afford the students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

The policy of our school is to:

1. Provide a positive environment and appropriate knowledge regarding food.
 - a. Ensure that all students have access to healthy food choices during school and at school functions.
 - b. Provide a pleasant eating environment for students and staff.
 - c. Allow a minimum of 15 minutes for students to eat lunch and socialize in the designated area.
 - d. Enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
2. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
4. Reduce student access to foods of minimal nutritional value.
 - a. Encourage the practice of good nutrition by reducing the distribution of foods of minimal nutritional value through a plan that focuses:
 - on reducing access to non-nutritional
 - foods and educating students about healthy foods.

The principal shall be responsible for ensuring that the school wellness policy is implemented.

CAFETERIA

The cafeteria, in addition to being a lunch room, is also a place where good human relations can be

developed. Here each student is expected to practice the general rules of good manners which should also be practiced in the home.

Some simple rules of courteous behavior which are expected of each student are:

- Observe good table manners
- Speak to friends in a conversational tone
- Eat all food in the cafeteria (food is not to be eaten on the playground)
- Eat his/her own lunch - not beg from others or share food with others
- Refrain from wasting food (to increase awareness of hunger throughout the world)
- Bags of candy or cases of soda are not permitted
- Leave the table and the surrounding area clean
- Put garbage in the proper containers
- Stack the trays properly
- To insure everyone's safety, walk at all times during meals

School Food Allergies - Archdiocesan regulation #5140.4(d)

“The school will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan (Form 5140.2d). The health care plan will be kept on file in the health room/office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school.

The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.

The school will in good faith provide accommodations for an environment that is as free as possible from allergy producing food products. The school will send a letter of notification to parents in these grade levels requesting snacks, lunches and treats that do not contain the allergen.”

Food/Peanut Allergies – If your child has any significant allergies that require our intervention, please inform us immediately as to what action needs to be taken. Our hot lunch program does not serve any peanut products.

The school will provide an allergy controlled table in the lunchroom for students with severe food allergies.

A **peanut free table** is available for those students allergic to peanut butter and peanut products. If a student brings a peanut butter sandwich to school for lunch, he/she is to eat it on a hot lunch tray. Students must wash their hands immediately after lunch without touching any surface areas along the way because allergens readily stick to surfaces.

Students are not to leave the cafeteria at lunch time without the supervisor's permission. Children have twenty minutes to eat prior to recess dismissal. All children are to remain seated during this

time and are not to get up to visit other classmates and/or friends. The hot lunch supervisor will dismiss the children table by table for outdoor recess.

Food is NOT to be taken out of the cafeteria at lunch time.

If you use the cafeteria after school hours, please do not use the peanut free tables. All tables and benches are to be washed after use and the floor swept.

PARENT-TEACHER-STUDENT HANDBOOK

At the beginning of each school year, a Parent-Teacher-Student Handbook is distributed to each school family. Each family is expected to read through the handbook and sign the contract insert which is to be returned to school immediately stating they will abide by the policies therein. If there is an amendment to a school policy, the principal will promptly alert the families in writing and sign off.

PARTIES AND TREATS

Parties are held in school at the teacher's discretion and with the knowledge and permission of the principal. Parties should be kept to a minimum. Children are permitted to bring a birthday treat to school (one treat only). The treat must not take the place of lunch. When bringing a treat, please be aware of those children who have food allergies and diabetes.

Invitations to parties that do not include the ENTIRE class should be handled from home and not at school. It is insensitive to the feelings of children when they are excluded from a select group within the class at school.

PETS

For health and safety reasons, family household pets are not allowed in the school building.

The school administrator may grant exceptions for special educational events such as St. Francis Blessing of the Animals, High Interest/Career Day, or "Care for Critters".

PHYSICAL EDUCATION

All students are required to participate in our physical education program. Students in grades 1-8 have two class periods per week. Grades are issued at the end of each quarter for students in grades 4-8.

If a student presents a doctor's excuse or a parental excuse signed by the parent(s), he/she will be excused from physical education classes for that time period.

Refer to Dress Code/Uniform Policy for more information regarding gym attire.

PLAYGROUND

Safe play is an essential part of a child's life. When a large number of students are playing in a given area it is extremely important that each child learn to play within the guidelines and rules intended to provide a safe environment for all.

Playground regulations will depend on the age level of the students, but the **GENERAL RULES THAT PERTAIN TO ALL INCLUDE THE FOLLOWING:**

- All students must listen to and comply with the instructions of ALL SUPERVISORS on the playground
- Respect must be shown to all
- No foul, vulgar, or obscene language will be tolerated
- No "sass" will be accepted
- Rough play and/or fighting is not permitted (no jumping on others)
- Tackle football is not allowed due to the fact that it often leads to student injuries
- Jumping off swings is not allowed
- Swinging sideways into the other swing is not allowed
- Primary and intermediate grades will be assigned areas when on the playground

Children in grades K5-3 are not to use the blue and white playground equipment.

During the winter months, **boots and/or second pair of shoes must be worn outside** on the playground for all recesses. Boots/shoes must be changed prior to entering the classroom.

Repeated violations of any of these playground rules will lead to appropriate punishment which may include detention or suspension.

In addition these safety measures will be enforced:

- No snowballing
- No tackling
- No skateboarding or roller blading
- No bike riding on school property during school hours
- No leaving the playground without the permission of the supervisor, teacher or principal

Students are supervised by school personnel fifteen minutes prior to the start of the school day and fifteen minutes after any school day ends. Parents are asked to not bring children any earlier than 7:30 AM, if necessary. During the noon hour recess, school personnel and parent volunteers supervise the playground.

PROGRESS REPORTS/REPORTING PERIOD

MID-TERMS

Mid-term reports apprise the parents of a child's progress or lack of it. Every student will receive a mid-term report approximately half way through each quarter. This will allow time for the child to improve behavior and/or grades before report cards are issued. It should also serve to encourage those students who are making progress for their age and ability.

Mid-term grades are based on the **core class subjects – English, Literature, Math, Religion, Science, Social Studies and Spanish.**

All grades are listed on Collaborative Learning (Webgrader) which is updated by the teacher(s) on the 15th and 30th of each month.

REPORT CARDS

Report cards are issued four times a year. Grades are a reflection of the work a student has accomplished in a particular subject area. They are a combination of written and oral work, classroom participation, homework, effort and test scores.

Report card grades at the end of each quarter include: **English, Literature, Math, Science, Religion, Spanish, Social Studies plus Art, Computers, Music and Physical Education.**

A careful study of the report by the parents will help in our efforts to establish a program of cooperation between the home and school. Parents will find an explanation of the marking system on the report card. If there are any questions, contact the school and schedule a conference with the teacher. Parents should sign the report card envelope and return it to the homeroom teacher within three days of receiving the report card.

PROMOTION, RETENTION AND ACCELERATION (Archdiocesan Policy #5123)

Promotion, retention, and acceleration are based on a number of criteria such as: intellectual ability, chronological age, social development, etc. In the case of a recommended retention or acceleration, conferences will be held with parent(s), teacher(s), and the principal (cf. #5123 (b)). A conference to decide on remedial action should be held at the end of the first nine week marking period. A second conference at the end of the second nine week marking period will also be scheduled. Conferences will include a review of a student's records and other data. A final conference (May 1-15) will inform the parents of the school's final decision.

Currently, our policy for retention is **two failing grades** in any two quarters in two core subject areas on a student's report card.

Conference objectives will aim toward a mutually agreed upon decision between the parents and the school. The final decision regarding retention or acceleration is made by the principal

(Archdiocesan Policy # 5132 and 5123 (b),).

PLACEMENT OF STUDENTS

Student placement with a specific homeroom/classroom teacher is determined by a group of teachers who know a student's background. It is our objective to place a student in a learning environment which will stimulate him/her to work to his/her greatest potential. Secondly, it is our goal to take into consideration a balance in the following areas:

- total class size
- ratio of boys/girls
- student behaviors
- overall abilities/talents in the class
- personalities of individuals within the class
- special need areas

It is recommended that children in the same family be placed in different homerooms.

RADIOS/WALKMAN/COMPUTER GAMES/CELL PHONES/PAGERS/CD'S/i-PODS

Students may not bring radios, walkman, computer games, laser lights, CD players, i-Pods, or CD's to school. These WILL BE confiscated on site.

Personal computers will only be allowed in conjunction with the Computer Telecommunications Network Policy.

Cell phones may be brought to school under the following conditions:

- Cell phones must be kept in the OFF position from 7:30 AM to 2:30 PM.
- No cell phone may be used for picture taking during school hours 7:30 AM to 2:30 PM.
- No harassment or threatening of persons via the cell phone is permitted.
- Cell phones may not be used for game playing, Internet or e-mail access, gambling, or making purchases of any kind.
- Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

Any articles brought to school which go against the above rules will be confiscated and returned to the parent/legal guardian after discussion with parent/legal guardian and school official.

St. Jerome Parish School is not responsible for any lost and/or damaged devices.

REFERRAL OF STUDENTS WITH SPECIAL NEEDS (Archdiocesan Policy # 5111.2)

Individual student testing for evaluation of learning, social, or behavioral concerns may be initiated by the teacher, parents, or principal. If parents wish to initiate a referral, the school staff will give them assistance regarding the referral process. When the school initiates a referral, parents will be informed about the procedures and their verbal approval will be sought. If an assessment of the suspected problem(s) is conducted by a supportive consultant, the local public school district office and/or an outside agency, parental approval is required.

After the testing results have been compiled and discussed by all parties, recommendations will be made as to the course of action most beneficial to the student. If parents elect not to follow through on the recommendations, St. Jerome Parish School will determine whether the student's needs can be met and whether continued enrollment in the school is in the best interest of the student. This determination will be put in writing, shared with parents, and become part of the student's permanent record.

RELIGIOUS OPPORTUNITIES

LITURGICAL CELEBRATION AND PRAYER

We celebrate our life experiences as a Catholic community through liturgy and prayer.

Our students participate in:

- All school morning prayer
- Daily classroom prayer using a variety of methods, formal and informal;
- Classroom or all-school prayer services during various religious seasons;
- All-School Mass on Thursdays at 8:00 AM;
- Class adoration before the Blessed Sacrament.

It is hoped that these experiences will help the student to:

- Continue the practice of prayer experienced at home
- Know and relate to God on a more personal and communal level;
- Learn their Catholic faith through a personal experience of Jesus and His message in the Scripture;
- Grow in their sensitivity to the larger Christian community;
- Respond in word and deed to God present in each person.

RELIGIOUS INSTRUCTION

All religion classes are taught from Archdiocesan approved textbooks. Religion is given a high priority in the school curriculum. Parental example and encouragement are key to the successful implementation of what is taught in class into the daily routine of our students.

RELIGIOUS SERVICES

Children observe the important seasons of the Church year and valued Catholic traditions.

Common prayers are learned by memory. Various devotions are also a part of our Catholic heritage. Students learn about the Rosary, Stations of the Cross, and adoration before the Blessed Sacrament.

SACRAMENTS

Second grade students will prepare to receive the Sacrament of Reconciliation before Christmas and their First Communion during the Easter Season. Sacramental preparations are done in conjunction with the religious education department and under the direction of the Director of Child Ministry.

Parent meetings are conducted throughout the school year to assist students in their preparation. All meetings are held in conjunction with the parish religious education program. Meeting dates are published in the church bulletin and in the school newsletter.

All students who have received these sacraments need the ongoing example of their parents, encouraging them to go to Confession with some regularity and to take part every Sunday at Mass. This parental responsibility given by God is agreed to publicly at a child's Baptism.

“SAFEGUARDING ALL GOD’S FAMILY” PROGRAM REQUIRMENTS

In order to comply with the United States Conference of Catholic Bishops' Charter for the Protection of Children and Youth as applied in the Archdiocese of Milwaukee, all employees and volunteers are required to attend a “Safeguarding All God’s Family” training session. Training must **take place prior** to any parent volunteerism.

- Submit to a Criminal Background check carried out by the employer.
- Read the code of Ethical Standards and the Mandatory Reporting Responsibilities; sign, and submit to the employer the attached verification statement.
- Attend a “Safeguarding All God’s Family” awareness session prior to volunteering service
- Participate in any appropriate “Safeguarding All God’s Family” on-line training

SUPPORTIVE CONSULTANT/RESOURCE SPECIALIST

St. Jerome Parish School employs the services of a Supportive Consultant. The Supportive Consultant program was implemented by the Archdiocese of Milwaukee as an outreach program to help schools identify students with learning and behavioral disabilities. Supportive consultants are trained by the Archdiocesan Office for Schools.

The supportive consultant collects information for the teachers and parents use in dealing with student problems. If a parent/legal guardian, teacher, or the principal requests assistance in dealing with a student problem, the supportive consultant will arrange testing to help identify the problem. The supportive consultant does not counsel, solve problems, or tell parents and teachers what to do.

The Resource Specialist provides additional expertise to those students who need extra help in reading. She also provides an extra “helping hand” to our faculty members who teach reading.

SCHOOL COMMITTEE

The purpose of the St. Jerome Parish School Committee is to promote the well-rounded, holistic development of the students. It exists to further the teaching mission of the Church by promoting whatever forms of Catholic education will serve the needs of the community.

The Committee works in advisory collaboration with the Principal of the school and the Pastor.

Meetings are open to school parents. If parents wish to address the School Committee on a specific topic, please contact the President prior to the meeting date for approval to address the Committee. Committee members should not be expected to discuss issues presented at this time. Comments on specific personnel matters are not an appropriate topic for this forum and should be referred to the teacher and/or principal. Any comments that could violate an individual right of an employee and/or student will not be permitted. Meetings are held on the third Tuesday of the month August – June.

Officers for the 2010-11 School Committee are:

President	Mrs. Andrea St. Thomas
Vice President	Mr. Lou Kowieski
Recording Secretary....	Mrs. Rachel Ganos

SCHOOL COMMITTEE – ST. JEROME PROCEDURAL RULES FOR ORAL AND WRITTEN CORRESPONDENCE

1. The School Committee will only discuss or vote on issues from the public that are communicated in writing and signed. For a topic to be placed on the School Committee agenda, the letter must:
 - State the specific topic or complaint
 - Request that it be put on the Agenda
 - Be received by the School Committee President at least one (1) week before the next meeting.

The President shall place the item on the Agenda for the next meeting if it pertains to

School Committee issues.

The President shall disseminate the letter to all other Committee members and the Recording Secretary.

If a specific issue is brought to the attention of the School Committee by a parent, such person will have 15 minutes to present to the Committee. After that time limit, the person will be asked to leave the meeting to allow the Committee to discuss the issue presented.

2. All complaints or topics regarding school activities should be directed first to the party(ies) involved. If the issue remains unresolved, it may be brought before the School Committee for discussion by following the above procedure.

All personnel issues shall be dealt with in accordance with the grievance procedure outlined in the Parent Handbook.

Issues related to organizations outside the purview of the School Committee (i.e. Home and School, Athletic Association) shall be redirected to the appropriate party by the School Committee President and shall not come before the School Committee.

3. When dealing with a sensitive issue, the School Committee may vote to discuss it in Executive Session before going public.
4. Guests who wish to make a comment on an agenda item scheduled for a meeting are welcome to appear at that meeting and to briefly express their views on the topic during the "Guest Comments" portion of the meeting.
5. Members of the School Committee may or may not choose to respond to statements made by the public during the "Guest Comments" segment of the meeting.

Effective: March 9, 2006
Revised : April 1, 2009

SCHOOL PLANNING AND ACCREDITATION (SPA)

St. Jerome Parish School is in year 7 of a 7 year accreditation cycle. We are Archdiocesan and State accredited. Each year we apply to the Office for Schools and to WRISA (Wisconsin Religious and Independent Schools Accreditation Association) for accreditation. Schools are required to submit the annual standards report to the Archdiocese and WRISA to maintain Accreditation.

During the 2008-09 school year, we are awarded **Exemplary Accreditation** status in the **areas of School Community, Mission, and Service**. This award is over and above Archdiocesan Accreditation. It signifies the school has achieved a distinctive status of quality in a particular area which makes it a model within the Archdiocese of Milwaukee.

SCHOOL PROPERTY (Archdiocesan Policy # 5145.2)

The students have the privilege of using textbooks, desks, lockers and other materials supplied by the school. Textbooks are to be covered with a properly fitting book cover and to be carried to and from school in a sturdy book bag. Parents of students will be held responsible for the replacement cost of any materials or property which are lost or damaged through their children’s negligence. If any school property is damaged, parents will be notified and a discussion as to the replacement or repair cost will be initiated by the principal.

Book Damage Fines:

- Water damage: full replacement cost
- Broken spine: half of replacement cost
- Torn cover: \$15.00
- Spilled food on/in book: \$10.00
- Ripped, wrinkled, dirty: \$1.00 per page

Grade 8 students must pay book damage fees prior to Graduation. All other grade book damages must be paid by June. 1.

SEARCH AND SEIZURE (Archdiocesan Policy # 5145.2)

St. Jerome Parish School lockers and desks are the property of the school and at no time does the school relinquish its exclusive control of lockers and desks provided for the convenience of the students. Periodic general inspections of lockers and desks and any items in the lockers and desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. Locks are not permitted on the lockers.

The principal shall have the right to access any content, including text messages, photos, or address books on cell phones confiscated from students.

All contraband items such as alcoholic beverages, controlled substances, knives and weapons shall be deposited with the principal.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect per court’s order. The school attorney is to be informed as soon as possible and consulted in regard to any questions of legality.

SMART BOARDS

We are privileged to have nine Smart Boards located in our school. This innovative technology is used to enhance our curriculum offerings by engaging students in the learning process creating a dynamic interactive environment. So too, teachers and students alike are stimulated to promote active, inquiry based learning.

Our goal is to purchase one Smart Board per school year.

SPORTS PROGRAMS (Archdiocesan Policy # 6145.2)

St. Jerome Parish School provides a comprehensive athletic program for girls and boys in grades five through eight. The Athletic Association is a committee that works under the leadership of a volunteer Athletic Director, to coordinate St. Jerome Parish School's Athletic Program. The program is designed to provide participation in team sports (5th through 8th grades basketball and track, 5th through 8th grades girl's volleyball) and athletic development which adds to the spiritual, social, academic and physical training our students receive in school. The program is designed to give competent coaching in the fundamentals of each sport as well as allowing the students to develop a Christian attitude toward competition and teamwork. Detailed information regarding eligibility, physicals, awards, coaching, etc., will be given out at an athletic meeting held in the Fall of the year. (CF. "Extra Curricula Activities")

For a student to be eligible to participate in team sports at St. Jerome Parish School, he/she must:

- have a physical exam every two years
- comply with established behavior standards
- maintain a good scholastic standing.

Our sports program is open to inter parish school collaboration and adheres to the Archdiocesan Rules and Regulations governing the program.

Participants sign up at the Fall sport sign up parent meeting at which time specific details and additional information will be distributed.

At the May Athletic Banquet, one 8th grade boy and girl are awarded the Robert Huber Award and the Jane Packee Award, respectively. Eligibility for the reception of this award is based on Christian attitude and principles, good sportsmanship, good grades, and participation in our sports program.

STANDARDIZED TESTING (Archdiocesan Policy # 5120.0)

The Archdiocesan standardized testing program consists of the IOWA TESTS OF BASIC SKILLS and the COGNITIVE ABILITIES TESTS. It is mandatory for students in grades 3, 5 and 7 to take these tests during the month of March.

The Wisconsin Knowledge and Concepts Exam (WKCE) test is administered to all 8th graders during the Fall of each school year.

Parents receive a narrative and graphic printout explaining their child's standing on these tests.

STUDENT RECORDS: CONFIDENTIALITY (Archdiocesan Policy # 5125)

The school has the responsibility to keep educational records for each student which will reflect the inter-relationships of the physical, emotional, social and intellectual aspects of the student's development. Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history throughout the school system is recorded upon it.

After the student has graduated or terminated his/her education the permanent record should be maintained for 65 years. Thereafter, the permanent records may be offered to the parish for the archives.

Information about students should be used judiciously and should always contribute to their welfare. All reports, tests, and evaluation, upon the request of an adult student or parents of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult student or parent/guardian shall upon request be provided with a copy of the records. However, the original record remains the property of the school.

St. Jerome's follows State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility.

An adult student and/or parents/guardians of minor students may have full access to and the right to challenge the accuracy of data collected. If parents/guardians disagree they may add a written statement of disagreement to the file. No one but school personnel, adult students and parents/guardians of minors should have access to student data without a subpoena or written permission of the parents.

It is the principal's responsibility to send official school records for students transferring so that proper grade assignment can be made upon enrollment in the new school. No written parental permission is required for transfer of records from school to school.

All records to be transferred are mailed to the receiving school and are not carried by parent/guardians and/or adult students.

Evaluations (#5125(c)) that have been performed by the local public school district do not require the written permission of a parent/guardian or adult student before this information can be released to a school. Evaluations performed by a private, outside agency may only be released to a school by the parent/guardian or adult student.

STUDENT RECORDS: WITHHOLDING (Archdiocesan Policy # 5125.2, 4240)

Schools may withhold the transferal of official student records (transcript of credits) for unsatisfied financial obligations. Only those records may be withheld for the semester(s) or scholastic period in which the unsatisfied financial obligation was incurred. Health records may never be withheld.

STUDENT TRANSERS – REQUEST FOR STUDENT RECORDS

Upon receipt of a student transfer record from a neighboring school, St. Jerome Parish School confirms the parent has withdrawn his/her child/ren from St. Jerome Parish School.

N.B. Reception of the “Request for Student Record” release form from another school makes the withdrawal of that student from St. Jerome Parish School final and official.

SUICIDE PREVENTION AND INTERVENTION (Archdiocesan Policy # 5131.7)

Each school shall establish suicide prevention and intervention programs to meet the needs of students who become depressed and suicidal.

Student suicide prevention and intervention is a community issue that necessitates coordination with public and private services available to the school. School based programs need to be supported to prevent suicide among minors. The program shall include: curriculum, staff development, student awareness, and a crisis plan.

An effective communication network is essential to the planning, implementing and evaluation of a suicide prevention and intervention plan.

If a suicide threat should occur, St. Jerome Parish School has a plan in place - refer to St. Jerome Parish School - **Emergency Response Plan** - Suicide Threat.

TELEPHONE

Except for emergencies, no child will be permitted to use the school office phone. Materials needed for the school day should be laid out the night before and be easily accessible for the student before leaving for school. In the event that a student must use the phone, a 35 cent fee will be charged.

Students are not permitted to use his/her cell phone during school hours. They are to be turned off during school hours from 7:30 AM to 2:30 PM..

TRANSFERS (Archdiocesan Policy # 5125)

If a family is going to move, and this will involve a change of schools, parents or guardians are required to notify the school in advance so that the necessary records may be transferred to the new school. When transferring records within the Milwaukee Archdiocesan School System, a written parental request is not required. Behavioral and psychological student records will not be sent to another school without the written permission of the parent or guardian. (St. Jerome Parish School follows both State and Archdiocesan guidelines relative to the maintenance, confidentiality and transfer of school records.) All school and library books must be returned and all outstanding financial obligations met. Selected student records may be withheld because of nonpayment of tuition and/or fees.

TRANSPORTATION

BICYCLES

Bicycles are to be walked on and off school property. They are to be parked and locked in the bike rack. The school assumes no responsibility for damaged or stolen bikes. Skateboards and roller blades are prohibited at school. Students are not to ride through dismissal areas and bus lines especially when leaving the school premise.

BUSES

Bus transportation is provided by the Oconomowoc School District for those students who qualify. All questions concerning busing such as eligibility, routes, schedules, etc., should be directed to the Oconomowoc Transport Company at 920-355-4040. Students who fail to observe the rules of behavior on the bus will be referred to the principal and the bus company will notify the parents. The bus company will suspend a student from riding the bus due to unacceptable behavior. Students are to be on time at the designated bus stop; are to line up single file on the sidewalk; wait until the bus comes to a complete stop before attempting to enter it.

Busing routes are published in the Oconomowoc newspaper prior to the opening of school.

CARS

Parents are strongly urged to be very alert and attentive to students on the parking lot at dismissal times. Your cooperation will provide increased safety for our children. Parents are to obey all procedures for drop off and dismissal. Please refer to drop off/pick up procedure at the end of this handbook. If a relative or friend is dropping off or picking up your child/ren, please inform them of our procedure.

For safety reasons, all transportation changes must be submitted in writing.

All play dates are to be arranged prior to dismissal time.

UNIFORM/DRESS CODE REGULATIONS

A goal of St. Jerome Parish School is to develop in the student a respect for self and others, pride in one's appearance, and good manners. These traits aid in establishing a proper learning environment. To help develop these traits, promote unity, develop a good self and school image, decrease peer pressure by lessening the clothing competition among students, and help keep clothing cost down, St. Jerome Parish School has adopted a dress and uniform policy which will be enforced by the principal, faculty and staff. Cooperation of both parents and students with the policy is essential.

Uniforms from French Toast, Land's End, and Sunrise Clothier is approved for St. Jerome

Parish School.

GENERAL RULES FOR STUDENTS IN GRADES K5-8

1. Uniforms must be worn on the school grounds at all times unless:
 - a. An “out of uniform” day has been announced by the principal;
 - b. A scout uniform is worn for an after-school meeting.
 - c. An out of uniform pass is submitted
2. Uniforms, as well as any clothing, must be neat, clean, and in good repair. Faded clothing is not acceptable.
3. Any clothing which is likely to be removed at school for gym class, playground, or other activities **should be labeled** to help facilitate the return of lost items.
4. Fad clothing, sloppy, baggy, tight fitting, gang related clothing or symbols are not acceptable as part of the uniform.
5. Jeans may be worn only on a designated “out of uniform” day and never with the uniform.
6. On uniform days, official St. Jerome sweatshirts may be worn (excludes Athletic St. Jerome hooded sweatshirts). All other sweatshirts may be worn as jackets only and may not replace a uniform shirt or sweater.
7. Long sleeve shirts may not be worn under short sleeve shirts. **Dark colored shirts are not to be worn under white uniform shirts.** T-shirts worn underneath the uniform shirt cannot be protruding from the uniform shirt.
8. Shoes should be safe and practical for school and playground use. Shoelaces must be properly tied. For safety reasons, **no sandals, crocs, open toed or open heel (clogs) or sling back shoes may be worn.**
9. For safety reasons, earrings must be simple.
10. Distracting, unnaturally colored hair styles are unacceptable.
11. During the winter months, all students are expected to dress appropriately for warmth. Winter boots are to be worn on the playground during recess and changed prior to entering the classroom. (A second pair of shoes is acceptable but must be changed prior to entering the classroom.)
12. Hats may be worn to and from school and during recess. Hats are not acceptable in the school building.
13. **No logos or insignias are allowed on shirts, blouses, sweaters or sweater-shirts other**

than the official St. Jerome wear. Polo shirt colors are solid white, dark navy, true red and hunter green (no shades in between).

14. **Uniforms are required on early release days.** Out of uniform days will be assigned by the principal. Notification of non-uniform days will be via weekly school newsletter.
15. Every child must have a pair of non-marking gym shoes to be left in his/her locker during the school year.
16. Body piercing and/or tattoos of any kind are not appropriate.
17. All shirts are to be worn tucked in the slacks/shorts. **Please purchase shirts that are long enough to be tucked in.**

THE FINAL DETERMINATION OF THE ACCEPTABILITY ON ANY ITEM WHETHER OR NOT SPECIFICALLY COVERED HEREIN SHALL BE MADE BY THE PRINCIPAL.

Note: The uniform is available for purchase at:	Sunrise Clothiers	Land's End
	916 Milwaukee Ave.	1-800-469-2222
French Toast	Milwaukee, WI 53172	Source code:
1-800-373-6248	414-762-9639	900031154
Source code: QS457XD	FAX 414-762-8870	

For the purpose of uniformity, if other items of uniform (especially sweaters and vests) are not purchased from these companies, they must be the same style, color and shade.

DRESS CODE/UNIFORM REGULATIONS:

JUMPER/SKIRT:

- Grades K-8 Belair Plaid Pleated Jumper
- Grades K-8 Belair Plaid Pleated Skirt
- Grades K-8 Solid Navy Blue Pleated Skirt

Skirt hems may not be more than two inches above the knee.

Skirts rolled at the waist is not permitted. No leggings are to be worn under jumpers/skirts.

BLOUSES Blouses/shirts must always be worn and **MUST BE LONG ENOUGH TO**
SHIRTS: **BE TUCKED IN** and **NOT** rolled at the waist.

Colors: *solid white (not off white), dark navy, true red, hunter green*

- Types:
- knit shirt with a collar
 - turtleneck knit tops
 - dress-type with a collar
 - long or short sleeves

- Not Allowed:**
- ruffles or decorative trim fabric
 - fabric of a see-through nature
 - excessively oversized or bulky
 - **skin tight shirts**
 - **mock turtlenecks**
 - **logos or insignias on shirts**

SWEAT SHIRT Official St. Jerome sweatshirts purchased through the annual Spirit Sale are acceptable. A shirt with a collar must be worn underneath the sweatshirt.

VESTS/ SWEATERS: If a sweater is worn, a shirt with a collar must be worn underneath it.

Colors: *solid white, dark navy, true red, hunter green*, (not off white), Belair Plaid

- Types:
- round or V-necked waist length traditional sweater type vest
 - round or V-necked long sleeve pullover
 - cardigan button down
 - **cable and ribbed sweaters and vests are allowed**

- Not Allowed:**
- oversized or excessively bulky
 - velour
 - excessive decorative trimmed

SLACKS: Colors: - *dark navy and khaki* (not light beige) dress pants

- **khaki slacks must be purchased from either of our three uniform companies**

- Types:
- dress fabric only
 - cotton twill fabric
 - corduroy

Slacks must be a length no longer than touching the floor. No rollups are allowed. Slacks must be worn at waist level.

- Not Allowed:**
- slacks with denim fabric
 - slacks with contrasting stitching
 - sweatpants

- wind or warm-up pants
- decorative trim, extra zippers or studs
- pockets on leg
- zippers on the legs, sides, waist
- baggy or oversized
- studs or rivets on back pockets
- **outside pockets of any kind**
- **flairs or bellbottoms**
- **hip hugger slacks**

SHORTS: May be worn from April 15th through October 15th

Colors: *dark navy and khaki* (not light beige)

- Type:
- dress shorts of walking length (mid-thigh or longer)
 - no outside pockets of any kind. No drawstrings or denim fabrics.
 - *khaki shorts must be purchased via the uniform companies*

Navy shorts may be purchased anywhere as long as they are of walking length and follow all guidelines listed in the slacks section of the dress code.

SOCKS: Socks must always be worn.

SHOES: Tennis shoes or dress shoes. No open toe or open backs shoes. Crocs/sandals are not allowed.

revised: November, 1997
 May, 1999
 May, 2001
 April, 2002
 May, 2004
 revised: May, 2009

Determination of whether a student is in/out of compliance with this dress code policy will be the discretion of the principal. St. Jerome Parish School is a parochial educational institution and reserves the right to determine and insist upon a norm of appearance for its students. School time is a time for serious academic purposes. Not adhering to the guidelines set by the school undermines the climate. Clothing and accessories which draw unusual attention to the wearer, are not appropriate.

DRESS CODE FOR PHYSICAL EDUCATION (PE)

Students in grades 4 through 8 are expected to change apparel for PE classes.

Socks: For the safety of all students, socks are to be worn at all times.

Shoes: All students will need appropriate non-marking gym shoes to be worn for PE class only. They can be kept in their student lockers.

Shorts: Acceptable shorts that can be worn for PE class shall be no higher than mid-thigh and loose fitting. They may be plain, have an athletic team logo or have a Nike, Adidas, Reebok, or any other athletic endorsement on them.

T-shirts: T-shirts with sleeves are allowed. Tank tops, sleeveless shirts, spaghetti straps are not allowed.

Personal Hygiene: Students are encouraged to use deodorant after PE class.

General PE Dress Guidelines:

1. All clothing shall be clean and in good repair.
2. Student are to bring PE clothes in a separate bag.
3. Clothing worn should be comfortable for the activity.
4. Any item containing advertisements for drugs, alcohol, rock groups, or which are objectionable are not acceptable.

UNIFORMS ON SCHOOL FIELD TRIPS

Uniforms are to be worn on all field trips unless the nature of the trip makes it more expedient to be in different attire. On trips that are outdoors or nature-like the uniform may be modified.

OUT OF UNIFORM DAY

Uniforms are to be worn on ALL early release days. Other “out of uniform” days will be assigned by the principal and communicated via the school’s weekly newsletter.

Children may be out of uniform on their actual birthday.

APPROPRIATE “OUT OF UNIFORM” CLOTHING

Appropriate clothing must be worn on these days. Please check the Tuesday letter to see what type of out of uniform day is being offered. Special days vary from sports days to dress up days. Jeans are not appropriate on dress up days, etc.

Clothing must always be clean and in good repair, not ripped or torn.

Not allowed are:

- Bare midriffs (tummies)
- Tank tops
- Sleeveless shirts and blouses
- Spaghetti straps
- Inappropriate logos: any shirt referencing alcohol, tobacco, sex, gangs, rap artists
- Skin tight, excessively small, clinging or see thru fabrics
- Short shorts, shorts must be at least mid thigh
- Skirts must be at least mid thigh
- Undergarments may not be visible
- Sweat pants

This applies to the 8th grade Washington DC Trip as well.

VACATIONS

There is no way to duplicate the classroom experience after a child has been absent. For this reason, parents are urged to avoid scheduling vacations on school days, especially an entire week or more at a time, and especially with a student who struggles academically. If a vacation during school time is unavoidable, parents must notify the school office at least two weeks prior to the time the student will be away. A form is to be filled out by parents and to return to school prior to the start of vacation.

Depending on the nature of the vacation, it is generally more beneficial to the student to develop skills through activities that fit the nature of the trip. This does not excuse the student from any classroom work that is missing during his/her absence. The work is to be made up after the vacation. **TEACHERS ARE NOT OBLIGATED TO HAVE WORK PREPARED AHEAD OF TIME FOR THE CHILDREN WHOSE PARENTS PLAN VACATION DURING THE SCHOOL TERM.**

VANDALISM (Archdiocesan Policy # 5131.5)

Parents of students shall be responsible for any vandalism by their children.

Vandalism comprises those acts which result in damage to school or school property, including but not limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

Vandalism against parish/school property by students is reprehensible.

The principal is directed to:

1. Identify the student(s) involved.
2. Call together persons, including the parents, needed to study the causes.
3. Decide upon disciplinary action and/or upon assessment of costs against the parents of students under 18, or against the student, if 18 or over.
4. Take any constructive actions needed to prevent future vandalism.

VISITING AND CALLING SCHOOL

Parents are welcome to visit the school during the day. However, due to necessity of order and the learning environment, we ask that you call the school one day or more in advance of your visit. This information will enable the teacher to be informed as to the nature of your visit. **ALL PARENTS AND VISITORS TO SCHOOL ARE TO REPORT TO THE OFFICE UPON ENTERING THE BUILDING.** They are to sign in and wear a visitor's badge. This policy is necessary for the safety of all students. No visitor's are allowed to enter school via the gym, parish, and employee/student entrance doors.

Your understanding and co-operation are essential to promote the kind of vigilant security called for by these dangerous times.

Parents are not to wait outside the classroom door when picking up their child.

No teacher is to be disturbed during class or immediately before a class period (especially before school and during dismissal time).

Teachers will be available for parent needs outside of class hours. Business of any nature between a parent and teacher should not be taken care of in the school hallways or in classrooms when students are present. Appointments should be made in advance.

When telephoning to speak with a teacher, please inform the office as to the general nature of your call and this message will be relayed to the teacher. ***TEACHERS WILL NOT BE CALLED TO THE PHONE AT ANY TIME WHILE CLASSES ARE IN SESSION. A voice message can be left on the classroom telephone for the teacher. Voice messages are checked at the end of the day.***

VOLUNTEERS (Refer to Service Hour Section)

Volunteers are not only welcome but essential to the operation of our school. Areas of service are noted on the volunteer forms given out at registration. If any parent has an area of expertise they would like to share with the staff or students, we welcome that information. St. Jerome has a strong volunteer corps that is an important asset to the success of many of our programs.

WEBSITE/INTERNET USAGE

St. Jerome Parish School Website is www.stjerome.org.

Each teacher places the day's homework on the website at the close of the school day. However, this listing is NOT to replace the use of student assignment notebooks.

WEBSITE POLICY – (Archdiocesan Policy # 1112.1)

Any organization or individual who establishes a website that contains information related to any Archdiocesan Parish or School **will need to secure the approval of the school pastor and/or school administrator** for the content of this site, and the use of the Parish/School name on this site.

The Administrator and/or Pastor will ensure that the site information is current and accurate and has a link established to the Parish School website. All appropriate Archdiocesan policies relating to telecommunications will be adhered to. Failure to follow such policies may result in revocation of permission to use the name of the Parish School.

Sites approved need to contain the following statement: **“This site contains information that is authorized and approved by St. Jerome Parish School.”**

Photos of students may be used on Parish School websites under the following guidelines:

1. Identified photographs of students may be published with written and dated permission from parents. Such photos would usually be for special reasons such as winning the Kohl Scholarship, contest winners, or athletic achievement.
2. No publication of student's addresses, phone numbers, or other personal information is permitted.
3. Group photos are permitted without permission as long as the caption identifies the activity or class, not the individual students in the photo. Individuals may not give out any personal information while on the Internet. This includes, the name, phone number, and address of the individual and the school.

Individuals may not use the Internet to access any pornographic material, inappropriate text files, or files dangerous to the integrity of the computer they are using.

Hate mail, harassments, flaming/discriminatory remarks, or any other anti-social behaviors are prohibited on the Internet.

Tampering with the equipment, altering programs, installing programs without authorization, or reconfiguring any part of a computer are prohibited and will result in loss of Internet privileges.

Flash drives may not be plugged into our school computers without the knowledge of the computer teacher.

The staff reserves the right to define inappropriate behavior and/or malicious use of the Internet.

ST. JEROME PARENT STUDENT TEACHER HANDBOOK --- “The principal is the final recourse and reserves the right to amend this handbook. Notice of amendments will be sent to parents via the Tuesday folder.”

**I assure you,
unless you change and become like little children,
you will not enter the kingdom of God.**

Matthew 18:3

September 6, 1927 --- September 6, 2007

Happy 83th Birthday, St. Jerome Parish School!

A special thank you to the School Sisters of Notre Dame,
the many teachers, the parish priests and the dedicated families
over the years who have brought us to this
distinctive milestone.

Welcome to you and your child/ren
as we begin a new academic year full of so much
promise and hope as Divine Providence blesses us
with the completion of our beautiful Church.
May our prayers, our work, our sharing together
in the Lord give our children a strong,
holistic foundation for the future.

Total Tuition Due:

\$ _____

We (I) are registered at another parish and they have agreed to contribute the required parish subsidy to St. Jerome Parish for our children. Parish Registered at: _____ We are required to fill out the Tuition Contract Addendum and have our pastor authorize/sign it.

We, parishioners and non-parishioners, commit our children and ourselves to full compliance with standard school policy for the common good of all concerned. We realize that expulsion may result from repeated refusal to obey school rules, which seriously disrupts the learning environment, or from conduct which endangers the safety, health or property of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion in the professional judgment of the principal and/or pastor.

We understand that the first tuition payment must be paid before our student(s) will be accepted into classes in the Fall. We agree that St. Jerome will refuse to accept our student(s) for enrollment in a new semester if all payments for the previous semester have not been made. Furthermore, we accept responsibility to pay our full tuition for the school year 2010-2011, even if we withdraw our child/ren from St. Jerome Parish School without the principal's and pastor's approval.

If we should become more than 30 days delinquent in making any payment, without making previous arrangements with the Business Manager, we understand that St. Jerome Parish will charge a \$25 per month late fee, and if we become more than 60 days delinquent St. Jerome reserves the right to demand payment in full for the balance of all tuition due.

In addition to tuition for grades K5 through 8, we agree to provide **40 hours of service** to the school and/or parish (only 15 hours can be to the parish) between July 1, 2010 and June 30, 2011. (*Eighth grade parents MUST complete their service hours prior to May 15th to have their child eligible for graduation and all related functions.*) If unable to do so, we will pay a fee of **\$25.00 for each hour** which remains unfulfilled, unless other arrangements have been made with the Business Manager, Principal, or Pastor of St. Jerome.

Please check one of the following options:

____ We are unable to fulfill our 40 hours. Please add \$1,000 on to our tuition statement.

____ We will complete our 40 hours of service.

____ We will complete _____ hours and add the remaining \$ _____ to our tuition statement.

In the event that we default on this contract, we understand that we will be liable for reasonable costs of collection including reasonable attorney's fees. We acknowledge that this contract is not binding upon either party until approved by St. Jerome.

Select payment plan:

_____	One payment	7/15/10
_____	Two Payments	7/15/10 & 1/15/11
_____	Four Payments	7/15/10, 10/15/10, 1/15/11, 4/15/11
_____	Eleven Payments	7/15/2010 ending 5/15/2011

The School Committee and parents of St. Jerome Parish School are responsible for yearly fundraising throughout the academic year. The Pastor and Administrative Committee reserve the right to assess additional fees if the school does not meet budget.

If we are registered parishioners, we understand that in addition to our tuition, St. Jerome Parish and our fellow parishioners subsidize approximately \$1,500 of the cost to educate each parishioner's child for the 2010-11 School Year. We agree to support our Parish, according to our means, to insure the on-going viability of all parish ministries. We understand that failure to support the Parish (time, talent and/or treasure) will cause us to be billed at the non-subsidy rate. We recognize that this will be reviewed every December.

____ We agree to, and have, an annual pledge card on file with the Parish.

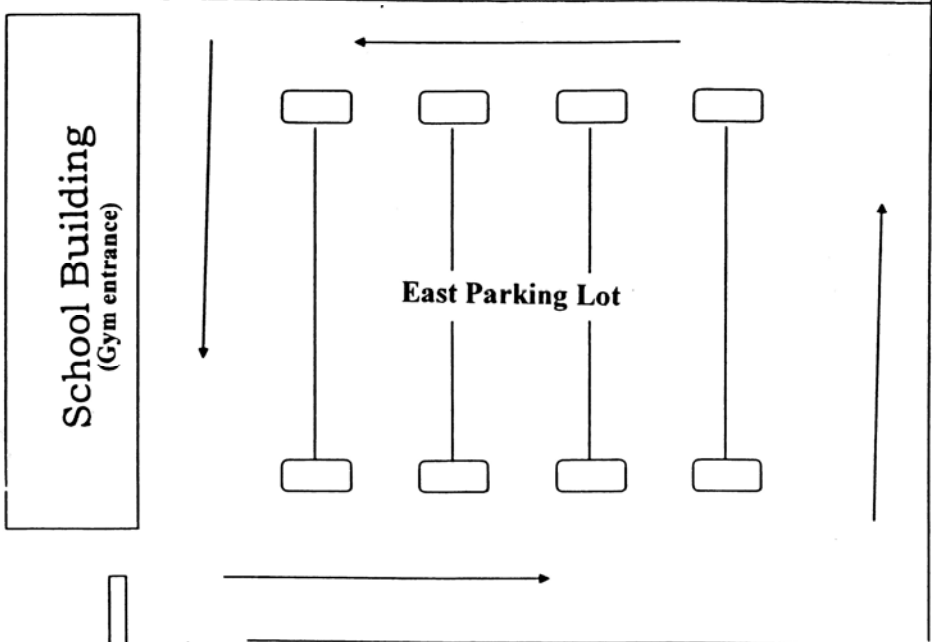
Parent signature _____ **Parent signature** _____

The above tuition contract is hereby accepted by St. Jerome Congregation, Oconomowoc, Wisconsin.

Pastor _____ **Date** _____

N

**TRAFFIC ROUTE
FOR
STUDENT DROP-OFF AND PICK UP**



W

School Building
(Gym entrance)

East Parking Lot

E

sidewalk

ONE WAY ONLY
Parked Cars - Do Not Turn Left. Follow arrows-
All cars are to move in one direction only after
picking up. Thank you.

S