



St. Jerome School

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Middle States
Commission on
Elementary Schools

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Dear Parents and Students:

Welcome to the community of St. Jerome School. We are pleased to present this Parent/Student Handbook to you so that you will know more about the school and how we will work together for the education of your child.

The faculty and staff of our school look forward to working with you to promote academic excellence and spiritual development in the context of the Catholic values of community, service, reverence and leadership.

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

Sincerely,

Rocco Martz, MSA
Principal

Scriptural Prayer

*May the God of Our Lord Jesus Christ,
The Father of glory, grant you a spirit
Of wisdom and insight to know Him clearly.
May He enlighten your innermost vision that you may
know the great hope to which He has called you, the
wealth of His glorious heritage to be distributed among the
members of the church, and the immeasurable scope of
His power in us who believe.*

Eph 1,17ff

Academic Policies

Academic Expectations

St. Jerome School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes/tests regularly, which are worth 60% of his/her grade. After the test is graded, it will be sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher. Also, a student's academic evaluation includes class work, class participation, homework and projects.

Grading Policy

A school wide grading policy giving a breakdown is as follows:

Quizzes/Test	60%
Classroom/Participation	20%
Homework	10%
Projects	10%

Quizzes/Test

All are added together worth 60% of the year's child's grade.

Classroom/Participation

A child daily work and classroom participation is evaluated and worth 20% of your child's grade. Assigned classroom work not completed by the student will be finished for homework in addition to their regular homework.

Projects

Projects are also an integral part of your child's academic growth. Being able to think, plan and create is an important part of a student's life. Projects are worth 10% of your child's grade.

Homework

Homework is an essential part of the instructional program and is 10% of your child's grade. However, homework is meant to reinforce learning and serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The time allotments for homework (written and study) are requirements of the archdiocese of New York:

Grades PreK & K	approximately 15 minutes
Grades 1 & 2	approximately 30 minutes

Grades 3 & 4	<i>approximately</i> 45 minutes
Grades 5 & 6	<i>approximately</i> 90 minutes
Grades 7 & 8	<i>approximately</i> 120 minutes

Students are required to complete all homework and it is expected that parents or guardians sign the completed homework.

Report Cards

Report cards are distributed four times a year for Grades K to 8. Pre-Kindergarten report cards are distributed twice a year. The report card is a link between the school and the home.

Report cards are distributed in November, February, April, and June. Report cards and Awards will be withheld, if financial obligations have not been met and fees are outstanding.

Report cards may not be given before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

The final grade on the report card is an average of the four previous report card grades. This grade will be recorded on the student's permanent record card.

- Numerical marks are recorded on report cards for Grades 1 – 8.
- Passing is any mark 70% or above for Grades 1 – 8.

Character Development

- The conduct/effort mark is placed under Character Development as a "Conduct Grade". This mark indicates that the student 1) follows class and school rules, 2) shows care in the use of personal property, 3) treats teachers with respect, 4) treats other students with respect, 5) exercises self-control, 6) listens attentively, **and 7) uses *technology appropriately.***

Honor Roll

Honor Roll is awarded twice a year.

First Honors: Students whose report card grades are 90/A or above in all subjects and has a conduct grade of A or B. A student with more than 10 absences or lateness is ineligible.

Second Honors: Students whose report card grades are 85/B or above in all subjects and has a conduct grade of A or B. Students with 10 absences or lateness are ineligible.

Good conduct is a requirement to receive First or Second Honors. Therefore, a student must receive an A (excellent) or B (good) in conduct to be eligible for honors. A student who does not receive an A or B in Conduct, will not receive First or Second Honors even though marks might warrant it.

Promotion/Retention

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the year's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

Assessments

In addition to class and school exams your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion test, annual standardized tests and New York State Education Department assessments. These tests measure academic growth over a period of time.

Standardized Tests

ITBS	Grades 1 to 8	October
Cogat	Grades 2, 4, 5, and 7	October

Archdiocesan Tests

Religion Test	Grade 3 to 8	June
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NY State Tests

English /	Grades 4, 6 and 8	January
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Language Arts		
Math	Grades 4, 6 and 8	March
Science	Grades 4 and 8	May
Social Studies	Grade 5 Grade 8	November June

The faculty of St. Jerome School reviews these test results regularly for the purpose of promotion retention ***or summer school in conjunction with classroom performance*** and grouping for reading and math.

Accidents

A student accident insurance fee is added to every child's general fee. In the event of an accident at school, you may obtain a claim form from the office. Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

Admission Policies

Registration for new students takes place in March. Children seeking admission must pass a standard grade level test, submit a recommendation letter from their previous school, present their current/last report cards and meet the following age requirements:

- Pre-K:** **Child must be 4 years of age by December 31st;**
Interview required
- Kindergarten:** **Child must be 5 years of age by December 31st;**
Testing is required
- Grade 1:** **Child must be 6 years of age by December 31st;**
Testing is required.

The principal of St. Jerome School makes the final decision on admissions.

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

All Catholic elementary and secondary schools in the Archdiocese of New York subscribe to this policy whether owned or operated by the Archdiocese, the parishes of the Archdiocese or religious communities with the Archdiocese.

The process for admission to St. Jerome School is: parents must complete the school application form and provide all required documents. Following an interview, testing and evaluation of materials, the parent will be notified regarding the status of their child.

After School Program

The “St. Jerome’s School’s Out After School Program” begins at the dismissal time of your child until 6:00 p.m. Students are to assemble in Room 4 on the first floor. They are given opportunity to first, have a snack, do their homework, study and play. On the first Friday of each month, the after school program is not in session. Payment for the program is payable to the business office. Children who constantly picked up late will be dropped from the program.

Students attending other afterschool programs, parents must make necessary arrangements for their children to report to that site.

Attendance

Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather; all other absences are ***unexcused***.

Lateness:

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable in the main office. ***Repeated lateness affects your child’s ability to be on the honor roll and could impede your child’s re-registration for the coming year.***

A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness; consistent lateness as determined by the Principal, will serve daily detention for amount of lateness.

When the child returns to school, a parent signed note must be given to the teacher.

Doctor or dental appointments should be scheduled for after school or on Saturdays. ***Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to insure that does not happen.***

If it is necessary for a child to be dismissed during the school day, the parent or adult chosen by the parent MUST come to the school for the child. The school must be informed ahead of time about such occurrences.

When a child is absent, parents are required to phone the school by 9:00 A.M. Absence notes are still required in addition to the phone call.

Birthday Parties

Birthday parties for Grades Pre K – 2 may be held with the teacher's permission. Parents must notify the teacher in writing. Parents may bring small individual items such as cupcakes, brownies, etc. Parents may not bring in balloons. There are no birthday parties in grades 3-8.

Books

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

1. ASSIGNED TEXTBOOKS: When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
 - a. the pupil's name be placed in the space provided in each book
 - b. the teacher make a record of the number of the book
 - c. the teacher make a record of the condition of the book
 - d. In September, each child will put a clean cover on each textbook received. In June, all textbooks are collected, extra materials and covers are removed.
 - e. All workbooks are collected in June.

2. SUPPLEMENTARY BOOKS: When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.

3. LIBRARY BOOKS: Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a five cents fine per day per book, payable by the child. All lost library books must be paid for so that the school can purchase an additional copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

Candy & Gum

Candy and gum are not allowed in or on school property. Consistent violation results in detention or a referral. Outside food is prohibited. (See Lunchroom for more details).

Change of Address

The office must be informed immediately if there is a change of home address or telephone number for purposes of mailing and/or emergency.

Child Abuse Laws

Under NYS law, school officials are **legally obliged to** report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect. If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

Child Custody

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents may be asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

Communication

Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a

note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that insures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the principal. If a parent doesn't respond to the teacher request for a meeting, the principal will be notified.

Confidentiality

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students parents or peers. Always the sense of the sacred should prevail.

Crisis Plan

Should a crisis require evacuation from St. Jerome's School building, students will be brought to a safe place located at Eastside Community Center (Mitchell Gym) and parents can meet them there.

For further information concerning the crisis, parents can refer to the following:

Radio	On the Dial	On the Internet
WOR	710 AM	www.wor710.com
WCBS	880 AM	www.wcbs880.com
WINS	1010 AM	www.1010wins.com
WADO	1280 AM (Spanish)	
WPAT	93.1 FM (Spanish)	www.lamusica.com
WSKQ	97.9 FM (Spanish)	www.lamusica.com

Daily Schedule

Grades 6, 7 and 8 are in session from 7:50 a.m. until 2:30 p.m. Grades 1 through 5 are in session from 8:15 a.m. until 2:35 p.m., and Pre-Kindergarten and Kindergarten are in session from 8:15 a.m. until 2:25 p.m. **We will inform you of any changes in schedule or check your child's monthly calendar.**

Early dismissal schedule is as follows:

Grades 6, 7 & 8	arrive 7:50 a.m. - dismiss 11:50 a.m.
Grades 1 thru 5	arrive 8:15 a.m. - dismiss 12:00 noon.
Pre-K & K	arrive 8:15 a.m. - dismiss 11:45 a.m.

We urge parents to please have your child (ren) picked up on time. Often children are left at the school doorsteps in tears because no one came to get them. We cannot express how serious this is. Not only is it upsetting for the child (ren) but also causes security problems.

Please carefully check the monthly calendar for early dismissal times. **If a child is not picked up, they will place in our after school program and the parent will be charged accordingly.**

Before 7:30 AM and after 2:35 PM St. Jerome School does not have staff available to watch out for problems on school grounds or to supervise children on school grounds. Students should not arrive on the school grounds prior to 7:30 AM and parents must arrange pickup at dismissal times. IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 7:30 AM, PARENTS MUST PROVIDE FOR THEIR PROTECTION AND SUPERVISION.

To avoid interruption during the school day, any messages, forgotten lunches, books and boots, etc., must be taken to the OFFICE and not to the classrooms while school is in session. The school office will see to it that the child receives these items.

Discipline Code for Student Conduct

The essence of Christian discipline is self-discipline. The observance of rules is essential to the smooth operation of any organization. Students should be made aware that authority is necessary in order to promote mental and spiritual growth.

Students in St. Jerome School neither lose the right nor escape the duties and responsibilities in a parochial school facility. All students are both members of the education and local communities. Conduct in areas such as of good manners; politeness and courtesy should be in line with this. If an infraction does occur and

disciplinary action is necessary, the school's intent is educational, never punitive and it is in this spirit that we hope parents will assist us in helping our young people develop their own self-discipline.

St. Jerome students are to be polite, considerate and respectful to priests, faculty, staff, volunteers and to one another. If a student demonstrates disruptive or unacceptable behavior, that student may receive a Disciplinary Referral from their teacher in consultation with the principal. Disruptive or unacceptable behavior may be defined as a behavior, which interferes with the learning of the student, the rights of other students, or the duties of a staff member.

Discipline Policy: All Grades Pre-Kindergarten through 8:

In order for students' rights to be respected and maintain good order and safety for all concerned, students are expected to assume the responsibility for adherence to the rules and regulations of our school and conform to teachers' regulation in the classroom. Students are responsible for the following rules of good conduct:

- Obedience and respect to all persons in authority;
- Courtesy and use of appropriate language at all times in all places;
- Respect and cooperate among classmates;
- Completion of assigned tasks and homework;
- Respect and care of school property, including desks and textbooks;
- Basic politeness is expected and encouraged;
- Silence in appropriate places and times;
- Proper safety habits in all areas;
- Regular attendance and punctuality;
- No gum chewing or candy.

Teachers deal with discipline problems throughout all grade levels. When rules are repeatedly disobeyed, teachers will communicate with parents via in letter, telephone or by conference. If further action is required, a conference will be held with the teacher, parents and principal to enable appropriate measures for improvement.

Conduct Referrals will be issued for infractions such as, but not limited to:

- Uncooperative behavior;
- Fire drill infractions;
- Use of inappropriate language;
- Destruction or defacing of school property
- Continuous infraction against the uniform codes;
- Repeated acts of disobedience and defiance of School and Archdiocesan regulations;
- Cheating;
- Forging a parents' signature;
- Repeated disorderly behavior in the hallways;
- Cafeteria violations;
- 5 lateness within a marking period;
- Gang membership;

- Truancy;
- Stealing;
- Drug/alcohol possession;
- Possession of any kind of weapon;
- Sexual harassment;
- Acts of violence against other students or teachers;
- Eating candy or chewing gum after two (2) warnings.

Detention

- Grades 4 thru 8
 - After 2 warnings for the same issue example
 - Lack of Homework
 - Lateness
 - Consistent misbehavior

A student in 4 thru 8 will be assigned to the weekly detention which is on Mondays from 2:35 – 4:00 PM for the previous week's problem.

- Grades Pre-K thru 3
 - After 2 warnings for the same issue the child will have lunch detention (they will sit by themselves during the lunch period)

An accumulation of three (3) conduct referrals will result in a one-day-school suspension.

If a child continues to have behavioral problems and continued attempts to remedy the situation are not successful, the child will not be permitted to re-apply for the next school year.

Fighting: Fighting will not be permitted in our school. If a child is involved in a fight he/she will be issued a conduct referral. If a child is involved in another fight, this will result in a suspension from school.

Suspension: A child may be suspended for infractions such as, but not limited to:

- Accumulation of three (3) conduct referral;
- Cutting class; leaving school grounds without permission;
- Repeated fighting; serious theft,
- Immorality
- Smoking, drug/alcohol possession or use;
- Sexual harassment;
- Truancy;
- Bullying- Verbal/written insults or threats.

The Principal alone can suspend students from school.

Expulsion: The process of expulsion begins when one of the following occurs:

- A student received three (3) suspensions;
- Commits assaults or battery on school personnel;
- Is involved in selling or using alcohol or drugs;
- Possession of weapons.

Three (3) conduct referrals results in a suspension. Questions regarding suspensions should be addresses to the principal.

Dress Code

Your school uniform confirms your attendance at St. Jerome School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform ***always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community.***

Flynn & O'Hara supplies us with school and gym uniforms; students are normally measured in September and May. Uniforms are delivered to the school and parents are billed directly from the company. The school does not accept uniform payments. Parents should send their checks or money orders directly to the company. Ties and Gym tee shirts for students can be purchased in the school office.

Pre-Kindergarteners wear our school gym uniform on a daily basis.

- Velcro Sneakers – black or white

Girls (Grades Kindergarten through 4)

Dark green plaid jumper, light blue blouse and matching plaid tie.

Navy blue knee socks or tights.

Only black or blue solid shoes may be worn strongly encourage Velcro. (No sneaker type shoes.)

Navy blue sweaters or cardigans with the school's logo are permitted.

Also, November through March girls may wear navy blue slacks, blouse, tie and sweater.

Girls (Grades 5 though 8)

Dark green plaid skirt, light blue blouse (pointed collar), matching plaid tie and navy blue vest. Also, November through March girls may wear navy blue slacks (modestly fitted), with blouse, tie and vest.

Boys (Grades Kindergarten through 8):

Navy blue slacks, belts, light blue shirt, matching plaid tie.

Only navy blue or black oxfords or loafer shoes are permitted. (No sneaker type shoes.)

Navy blue cardigans or navy blue sweatshirts with school's logo may be worn during the winter months.

On early dismissal days all students have the option to wear their gym uniform.

Unacceptable:

Head scarves (bandanas) and Du Rags

Sneakers of any other color other than black or white are not allowed

No Heelys (sneaker skates)

Jewelry including rings; (stud earrings or huggies only) one earring (on the earlobe only)

Boys are not allowed to wear earrings or threads in their ears

Makeup (unless it is a special dress-up day, i.e. ring day or graduation pictures)

Elaborate nail polish with tips or wraps

Visible body piercing (including tongue)

Exposed Chains

Personal Appearance

A good personal hygiene routine should be followed daily. When appropriate, children should be instructed in the use of deodorant. Uniforms should be neat and clean.

Hair should be clean and well groomed. The boys' hair should not be below the shirt collar. Bangs should not be so long that they impede vision. Hair cuts with designs are not allowed.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents and with the guidance office will be made by school officials.

Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, St. Jerome School will follow the policy as stated below:

- if a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately
- the principal will verify teacher observation and will notify parents **who must pick up the child immediately**
- should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school
- any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents will be notified and appropriate action will be taken **which may include suspension or mandatory withdrawal from the school.**

Electronic Devices

Any electronic device such as cell phones, hand-held and other personal electronic devices that may distract the student, other students, or the class as a whole during the course of the school day is prohibited. We are not responsible for electronic devices that are lost or stolen. Parents allowing their children to possess such devices must have children leave such in school office on a daily basis. Also, students in after school program these same devices are to be held by the teacher in charge.

Emergency Closings/Delayed Openings

Tune in to WCBS News 88 or 97.9 FM La Mega if the weather is bad. An announcement will be made concerning St. Jerome School or Bronx Catholic Schools.

Expectations and Responsibilities for Students

Students attend St. Jerome School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- try to do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- speak in a well-modulated tone of voice.
- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement.

Extracurricular Activities

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during

the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

Faculty Meetings

Faculty meetings are scheduled throughout the school year, (please refer to school calendar). All children will be dismissed following the early dismissal schedule.

Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has an absolute right to a field trip.

- Field trips re designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip.
- **Verbal or faxed permission cannot be accepted.** Permission slips are due in the office 48 hours before the day of the trip.

Financial Policies

1. TUITION Schedule: Grades Pre-K - 8

Monthly tuition payments are paid directly to the C & E Lockbox (800-239-7646) (no payments are accepted at the school). Payments are due on the 10th of every month. We depend on timely payments of tuition to maintain our school. Please keep your account current to avoid late fees; **as late fees will be applied.** We reserve the right to limit a student's attendance, hold report cards and/or not distribute any paperwork including awards based on outstanding tuition and/or fees. If you have any problems, please speak with the principal. Also, students in grades 5 through 8 whose parent is delinquent will not be able to take mid-terms or finals unless tuition is up to date.

Kindergarten through Grade 8 - Family Plan (immediate members (brother/sister of same family).

\$280 per month - 1 child	-	(August through May)	\$2,800 per year
\$440 per month - 2 children	-	(August through May)	\$4,400 per year
\$570 per month - 3 children	-	(August through May)	\$5,700 per year
\$640 per month - 4 children	-	(August through May)	\$6,400 per year

2. FEES

All fees are to be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be withheld until fees are paid. Problems and/or difficulties involving finances must be taken up with the Principal or Pastor.

Re-Application: \$25 for each child.

General Fee \$275 for each child.

3. FUND RAISING ACTIVITIES

Each family must participate in the annual fundraising by selling a minimum of \$300 worth of fundraising material (catalog or candy) for the school year. If a family chooses not to participate they must contribute \$300 for fundraising.

Fire Drills

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

Graduation

Graduation is an academic function signifying successful school career completion. In order for a student to receive his/her academic diploma, the following requirements must be met:

- Students must receive passing grades of at least 70%;
- Failure in two (2) major subjects would mean no academic diploma according to State and Archdiocesan regulations;
- There is an \$85 Graduation Fee for Grade 8 students that are paid directly to St. Jerome School in May. All tuition and fees must be paid in full before graduation or student will not receive diploma or attend graduation.

Guidance

A guidance program is a resource available to St. Jerome School students. Services may include counseling, psychological intervention and support for families experiencing change.

Guidelines for the Education of Non-Catholics

Parents must be made aware of the intentional Catholic witness in our schools. St. Jerome School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York.

While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

Harassment Policies

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

St. Jerome School provides a safe environment for all. Verbal or written threats made against the physical or emotional well being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services. If you believe that your child is being harassed, please notify the principal immediately.

HIV/AIDS Curriculum

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K –12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York does not discriminate on the basis of HIV or AIDS.

Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student’s physician and parents (or legal guardian), together with the school administrator and pastor. The conditions are:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is unusually physically aggressive, with a documented history of biting or harming others.

Illness

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent’s responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

Immunizations

Students are required to have all inoculations as suggested by the Dept. of Health before admission to school.

New York State Immunization Requirements for School Entrance and Attendance

New York State (exclusive of New York City)

Pre-K, Nursery, Daycare	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered \geq 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95; DSS licensed daycare centers also require Tetanus and Pertussis vaccinations
K – 12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
K – 12 (born on or after 01/01/85)	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella and 3 Hepatitis B for children born on or after 01/01/93
College (born on or after 1/1/57)	2 Measles, 1 Mumps, 1 Rubella

New York City

Pre-K, Nursery, Daycare	4 DTP, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered \geq 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95
Kindergarten	4 DTP, 3 Polio, 2 Measles, 1 Mumps 1 Rubella, and 3 Hepatitis B for children born on or after 01/01/93
1 – 12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
1 – 12 (born on or after 01/01/85)	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella
College (born on or after 1/1/57)	2 Measles, 1 Mumps, 1 Rubella

New York City Department of Health, Bureau of Immunization, 2 Lafayette Street, 19th Floor, New York, NY 10007 (212) 676-2273

New York State Department of Health, Bureau of Communicable Disease Control - Immunization Program, ESP, Corning Tower, Room 649, Albany, NY 12237 (518) 473-4437

Varicella Vaccine Required

Immunization against varicella (chickenpox) is now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against varicella:

- all children born on or after January 1, 1998 and are entering kindergarten in September 2003
- children born on or after January 1, 2000 and are enrolled in any school.

The administration of varicella vaccine is not recommended for children under the age of one.

Information on varicella vaccine was not required to be entered on the immunization survey form until September 2001.

Liturgy

All students in Pre K to 8 will attend Mass. ***Respectful participation of every child is required at school liturgies.***

Lunchroom

St. Jerome School provides a hot lunch through the Archdiocesan School Nutrition Program or the local Department of Education. In order to participate in a free or reduced lunch program, parents must complete a form that will be distributed in September. Criteria for eligibility are noted on the form.

- Each child is assigned a seat in the lunchroom and is expected to remain in it until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.

Maternity/Paternity Policies

As members of the church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, are faced sometimes with the situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child and the school's educational expectations.

Medications

If a student needs any kind of medication during the school day. The parent must provide school nurse with proper documentation from doctor and comply with New York City Board of Health requests for appropriate documentation.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name

- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self-administer his or her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis **and** will reflect the age and maturity of the child.

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- student has been instructed in the procedure for self administration and can assume this responsibility
- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to insure the child is carrying and taking the medication as ordered.
- Written statement permitting student to use Tylenol, nasal spray, etc. are **not** allowed.

Money/Personal Belongings

Money that is brought to school for a specific purpose (class trip, book fair, etc.) must be put into an envelope with the child's name and grade and small amounts of money (less than \$5) for such purchases. If a student does bring money to school, the money should be kept on the student's person and not left in the school bag, coat pocket, locker or desk. Students should not bring in personal belongings such as, CD players, video games or toys. We do not have facilities to secure these items. The school cannot be responsible for lost money or personal belongings.

Non-custodial Parent

Release of Copies of report cards, school notices, etc.

In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

Release of children - Non-custodial parents may pick up a child only if previous arrangements have been made.

Parents as Partners

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fund-raising activities.

- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the Internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and Home-School Association meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal **abuse** or physical harassment may result in your child being **required** to **withdraw from** the school immediately or not being allowed to re-apply for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parent/Guardian Advisory Board

The Parent/Guardian Advisory Board is an effective channel of communication between parents and principal for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- to provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement
- to assist the school in meeting its financial obligations, primarily through fund-raising activities
- to provide adult education programs.

Philosophy and Goals

St. Jerome School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

Promotion/Retention Policy

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the program's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, ***sometimes*** indicates that some students ***would benefit from the repetition of the school year.*** Therefore, the decision to retain a student presupposes that although the school has done everything to help the student achieve success, the student has not made the student has not made satisfactory progress. ***The decision of the principal is final regarding promotion and retention.***

Re-Application

At the time of re-application, parents will be notified whether or not their child is being invited to return to the school the following September. Students who are consistently disruptive in classroom as determined by teacher and principal will not be invited back.

Release of Students *(during school day)*

The school has a sign-out book located in the main office.

Occasions for the use of a Sign-out book are:

- in the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- when a student is released to a parent or guardian, that adult must sign the book
- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. *[Please note: only the*

principal may approve the release of a student for a prearranged appointment.]

Sacraments

Catholic students in second grade are prepared to receive the Sacraments of Reconciliation and Eucharist as part of their religion curriculum. However, parents must fill out the Sacrament form in the fall if they want their child to receive the Sacrament.

Preparation for the Sacrament of Confirmation is in the seventh grade. Students faithful to this program will receive Confirmation in the spring of their 7th grade.

Schools Right to Amend

St. Jerome School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

Security

To assure the security of the building and the safety of each child, St. Jerome School strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

Sex Offender Policy

This notice is remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor actives including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the year, we may receive from New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where the school is located. Copies

of all the notifications we receive will be kept accessible to parent in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

Smoking

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the St. Jerome School building, and on its property. This prohibition applies to faculty, staff, parents, and all visitors to the school.

Special Learning Needs

Students with learning differences are children of God and members of the Church. St. Jerome School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. Once the results of the evaluation are available the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations.

Summer School

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the Archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal or the assistant principal will notify the parent directly.

The summer school Report Card must be submitted to the office in September. Failure to attend summer school will result in retention. ***It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.***

Technology Program and Telecommunications Policy

Grades Pre-Kindergarten through Grade 8 participates in St. Jerome Schools Education Technology Program and is supervised by our Technology Instructor.

Student Expectations in Use of the Internet

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

- 1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.**
- 2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.**
- 3. After School/Home Access requires students to follow the same student expectations as stated in the “Discipline Code for Student Conduct” and “Harassment Policies” in the student handbook.**
- 4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.**
- 5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school’s discipline policy.**
- 6. Students must sign a contract indicating their understanding and acceptance of the school’s guidelines (see parent/student handbook).**
- 7. Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school**

Standards of Behavior

- Be courteous and respectful in your messages to others.**
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.**
- Never visit inappropriate or offensive websites.**
- Never download materials from inappropriate or offensive websites.**
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.**
- Illegal activities are strictly forbidden.**
- Do not reveal your home address or phone number, or that of other students or staff.**

- **Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.**
- **Proofread your message before you send it.**
- **Never agree to get together with someone you “meet” on-line.**
- **Only public domain software (“share ware”) can be downloaded.**
- **Copyright laws must be respected. Do not make-unauthorized copies of software and do not give, lend, or sell copies of software to others.**
- **Do not use the Network/Internet for illegal activities.**
- **Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.**
- **Do not reveal personal passwords, use or try to learn others’ passwords. Do not copy, change, read or use another user’s files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.**
- **Do not post personal messages on bulletin boards or “list servers.” Send personal messages directly to the person to whom you want to write.**
- **Do not use the network in such a way that you would disrupt the use of the network for other users.**
- **Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.**
- **Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.**
- **If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.**
- **The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.**
- **Technology Use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (PDA’s), chat lines, bulletin boards, etc., are subject to the same guidelines as previously cited in the “Discipline Code for Student Conduct,” “Harassment Policies,” and the “Summary Statement.**
- **The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke,**

or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.

- *Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.*

Telephone

Our school's telephone number is (718) 292-4920 extension 100. All teachers have their own extensions and will be rendered in the September 2009 newsletter.

Withdrawals and Transfers

A transfer request must be obtained from the school secretary. All books must be returned and all bills must be paid before records are transferred to another school.



St. Jerome School

Accredited by the
Middle States
Commission on
Elementary Schools

222 ALEXANDER AVENUE BRONX NY 10454-3800 TEL: (718) 292-4920 FAX (718) 292-3111 WWW.STJEROMEBRONX.ORG

Please read carefully, sign and return to school.

2009-2010 Parent/Student Handbook

St. Jerome School

Parent Signature Page

We have received a copy of the school handbook and have read it.

(Parent's signature)

(Parent's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)



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Photo/Video Release Form for 2009-2010 School Year

TO WHOM IT MAY CONCERN:

I hereby give permission for my son/daughter _____ to be photographed or videotaped at St. Jerome School. I realize that the photo may be published in the newspaper, a magazine, or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum at St. Jerome School.

Signed _____ Date _____