

“Every child is a TREASURE of God”



**PARENT TEACHER STUDENT
HANDBOOK
2016-2017**

St. Jerome Parish School

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

PARENT-TEACHER-STUDENT HANDBOOK - 2016-2017

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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 service and 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
May, 2012, 2013

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.

(Parents of WPCP students may opt out of participating in religious instruction and activities for their child/ren.)

August 1, 2000
September, 2004
August, 2006, 2009, 2011, 2013

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, 2011, 2013

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: June, 2011, 2013

**ST. JEROME PARISH SCHOOL FACULTY AND STAFF
2016-2017**

“Exemplary Accredited” by Archdiocese of Milwaukee in 2007

<u>TEACHER</u>	<u>GRADE/POSITION</u>	<u>ROOM</u>
Rev. Tom Brundage	Pastor	Parish Office
Rev. Joseph Shimek	Jr. High Religion/School Chaplain	214
Miss Suzanne Zinda	Principal	School Office
Mrs. Chris Andersen	K4	104
Mrs. Shauna Wisniewski	K5	100
Miss Anne Burbach	K5	102
Mrs. Debbie Dew	One	139
Mrs. Victoria Schuch	One	131
Mrs. Casey Cremer	Two	141
Mrs. Jamie Dagenais	Two	138
Mrs. Kim Lestina	Three	137
Mrs. Deb Thiede	Three	134
Mrs. Mary Lane	Four	133
Mrs. Lisa Adams	Five	136
Mr. Brad Gross	Jr. High Science (H.R. 6)	210
Mrs. Karen Jungwirth	Jr. High English (H.R. 8)	211
Mr. Edward Paloucek	Jr. High Social Studies (H.R. 6)	216
Mrs. Lindsay Rybold	Jr. High Math (H.R. 7)	217
Mrs. Elizabeth Styer	Jr. High Literature	212
Mr. John Paul Shimek	Spanish	214
Technology Solutions	Computers	127
Mrs. Chris Owens	Art	147
Mrs. Rhonda McKenna	Librarian	125
Mrs. Rose Frohna	Music	132
Mrs. Peg Dorn	A.I.S.E Mastery Center	143
Mrs. Christine Dee	Reading Resource Teacher	145
Mr. Jeff Brinkman	Phy. Ed.	150
Mrs. Laura Herne	Administrative Assistant	School Office
Mrs. Crystie Maroo	School Office and Health Room	School Office
Mrs. LaVonne Petroskey	Lunch Room Assistant	167
Mrs. Terri Moyer	Lunch Room Assistant	167
Mrs. Mary Simonis	Scrip	115
Mr. Tim Boelter	Cemetery/Maintenance	149
Mr. Randy Lindert	Maintenance	149
Mr. Steve Jaye	Maintenance	149
Mr. Jim Snell	Maintenance	149

ACCIDENTS

In the case of minor cuts/scrapes on the playground, students are to be sent to the school office for cleaning of wounds and bandages. Ice packs will be applied when swelling occurs. This is the only first aid treatment that can be administered by school personnel to children.

Best judgment will be exercised by school personnel in determining whether additional treatment should be requested by either placing a 911 emergency call and/or by notifying the child's parents/guardians.

Calls to the parents will be made when an injury involves head wounds and/or limbs. It is advisable that a parent come into school to check serious injuries especially involving the head.

An accident report will be completed by the supervisor and placed in the office file when an accident occurs on the playground or in the school involving serious injury to a student.

Every child needs an updated Emergency Contract Information Sheet filed in the school office in case of an emergency.

ADMISSION/ENROLLMENT 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.

Additional information regarding Admissions can be found in "Policies and Regulations," Archdiocese of Milwaukee (#5110, #5220.2(a), #5111.1, #5111.2(a) #5112 and #6164.3)

ADMISSION OF NEW STUDENTS

St. Jerome Parish School does not discriminate on the basis of race, color, national origin, ethnicity, gender, or disability in the administration of its admission policy. The 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 prior to June 1st. 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.) (WPCP (Choice) Families – see number #12 – requirements)
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. (WPCP (Choice) Families – see number #12 – admission requirements)
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 screening, teacher judgment, and the ability of St. Jerome Parish School to meet the student's needs. (WPCP (Choice) Families – see number #12)
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. (WPCP Families – see #12)
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)) (WPCP (Choice) Families – see #12)
 - 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. (WPCP (Choice) Families - #12)
9. Once each class reaches capacity (Gr. K4: 18; 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. (WPCP (Choice) Families – see #12)
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. (WPCP Families – see #12)
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. (WPCP (Choice) Families – see #12 for program requirements)

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.

12. **WI Parental Choice Program (WPCP):** Student eligibility, which is established by state law, is a combination of student residence, income and prior year attendance. Applications for the WPCP are accepted between February 1st and April 20th. To qualify for the program in the 2016-17 school year, a new student must have a family income equal to or less than 185% of the federal poverty level income. “In addition, all students applying for the WPCP must meet one of the following attendance requirements: (1) have attended a public school in Wisconsin in 2015-16; (2) not enrolled in school in 2015-16; (3) applying in 2016-17 for grades kindergarten, first or ninth or; (4) participated in the WPCP in 2015-16. All students must meet the prior year attendance and residency requirements every year.” (WPCP rules)

If an application is rejected by the school, due to income and/or residency requirements, or

is not completed before the deadline application date as determined by the WI Department of Public Instruction, the parent may appeal the decision in writing within five business days of receipt of the notification. The appeal should be addressed to: St. Jerome Parish School Governing Board – St. Jerome Congregation – 995 S. Silver Lake St. – Oconomowoc, WI 53066 – who will rule on the appeal.

ADMISSION TO KINDERGARTEN (4 AND 5 YEAR OLD) AND FIRST GRADE

(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.

No child may be admitted to the 1st grade unless he or she is six years old on or before September 1 in the year he/she proposes to enter school. Completion of 5 year old kindergarten is a prerequisite to enrollment in first grade unless certain exemptions apply (WPCP families see #12 on page 11).

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 EDUCATION NEEDS (Archdiocesan Policy and Regulation #5111.2(a) and #6164.3)

St. Jerome Parish School follows the Archdiocesan Policy which states:

“In compliance with federal law called the individuals with Disabilities Education Act (IDEA) the public school district where the private school is located is required to identify children with disabilities who attend private schools in the district. Any child suspected of having a disability could be referred to the district for evaluation. The public school district will gather an Individual Education Program (IEP) team including staff from the public and Catholic school, parents and others for all students referred from a parochial school. When making a referral for an IEP evaluation, Archdiocesan schools will follow the guidelines established by the Department of Public Instruction...”

Catholic schools/parishes in the Archdiocese welcome children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. 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 a special education and related services available under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA will only be enrolled in the Catholic school if a program and resources are available to meet the student’s needs.

Archdiocesan parishes should offer religious education programs for persons with exceptional educational needs and/or other special needs. The instructional programs relative to religious education may be best served through networking, collaboration and/or clustering with other parishes.

Catholic school admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the school’s Learning

Support Team. A student accommodation plan (Archdiocesan form 6164.3) will be developed in order to document the reasonable accommodations the school will provide to a student with special learning needs.

Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodations.

Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process for the identification and intervention of their special needs. A child with exceptional educational needs that cannot be met through reasonable accommodations will be referred to the local public school to determine whether the child is eligible for services.

The final decision for admission, instruction, and retention of any student rests with the principal. Administrators will give careful consideration to the admission of students with special needs or minor adjustments, but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

Minor adjustments:

- Journal to communicate with parents
- Duplicate set of tests
- Allow more time for change of class
- Allow more time for tests
- Vary instructional materials
- Deal with menu changes in cafeteria
- Change student's seat
- Network with student's other teachers
- Differentiate for reading abilities

Non-minor adjustments:

- Establishment of a new program
- Hiring additional personnel
- Persistent disruption of classroom
- Significant use of a teacher's time
- Putting others' health, safety at risk

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 continually absent or tardy without sufficient cause may be referred to the Waukesha County Health Department.

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

Examples of unexcused absences or tardies include the following: family vacations, extra-curricular activities, car problems, oversleeping.

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 (chicken pox, scarlet fever, mumps, measles, etc.) 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 **FIVE** unexcused “tardies” per quarter, he/she will be given an hour after school detention. (Oversleeping, car trouble, extra-curricular activities, family vacation, late start or any other non-emergency reason is not an excused tardy.) A student is considered tardy if not in the classroom by 7:45 AM.

- 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.

A student who is tardy or released early is partially absent, as the Wisconsin Compulsory Attendance Law requires attendance for full periods and hours. An absence or tardy is excusable by the principal under the following circumstances: illness of the student, doctor/dentist appointment for the student, and/or a Court appointment.

TRUANCY (Archdiocesan Policy # 5113 (a) and #5123)

Students are expected to attend school regularly in compliance with the law for compulsory attendance. A pupil who is absent from school without an acceptable excuse for part or all of five days on which school is held per semester is considered habitually truant. In compliance with Wisconsin State Statute 118.15, a child may not be excused from school by a parent for more than ten days in a school year.

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. The principal’s weekly Tuesday letter will be e-mailed to all families.

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.

COMPUTERS/ACCEPTABLE USE OF COMPUTERS AND TELECOMMUNICATIONS **(Archdiocesan Regulation #6161.2(a))**

All students have access to and use of telecommunication resources at St. Jerome Parish School. Any person wishing to use the schools/parish’s computer and/or telecommunications equipment is to read the **Acceptable Use Policy and sign the Acceptable Use Agreement Form** before being permitted to use

such equipment.

Access to the schools/parish's E-mail and similar electronic communication systems is a privilege, not a right, and certain responsibilities accompany that privilege.

Rules for Acceptable use of Computers and Telecommunications:

1. Each individual accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. All usage must be in accordance with the goals/purposes of the parish/school.
2. Network storage areas and school/parish issue or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third party servers being used for educational purposes. Users are not to expect that files will always be private.

The following are **not** permitted:

- a. Sending or displaying offensive messages or pictures
- b. Using obscene language
- c. Harassing, insulting or attaching others
- d. Tampering with or damaging computers, computer systems or networks
- e. Violating copyright laws and plagiarism
- f. Using another's password
- g. Trespassing in another's folders and/or work files
- h. Wasting limited resources
- i. Employing the network for personal financial or commercial gain
- j. Circumventing security measures on school/parish or remote computers or networks
- k. Disclosing, using, or disseminating personal identification information regarding minors without authorization

All users of the school/parish computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules.

Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator/pastor regarding inappropriate use of the computer system is final.

The equipment, software, network capacities and electronic communication systems provided through the school/parish computer system are and remain the property of the school/parish. Access to the Internet and the use of the computer network, including independent use off school/parish grounds, is subject to this policy and accompanying regulations. Mandatory reporting guidelines apply to all use of the school/parish computer systems.

PERSONAL ELECTRONIC DEVICES (Archdiocesan Regulation #6161.2(b))

A personal electronic communication device means any device that a student, staff member, or volunteer

is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, Wi Fi enabled or broadband access devices, laptops, tables, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text or other information.

It is the user's responsibility to:

- View internet sites that are allowed at school
- Respect the privacy rights of others
- Receive explicit consent to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff, or other person during any school activity
- Make sure no unauthorized copyrighted materials enter the network
- Ensure that the use of the device does not disrupt the learning environment.

Unauthorized use of personal electronic devices includes, but is not limited to the following:

- Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, at school events or on school busses shall be prohibited and may result in disciplinary action
- Any files known to carry harmful malware
- Use of device at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other special locations and situations where possession of a personal electronic device is prohibited.

The user of a personal electronic device shall accept sole responsibility for its preservation and care. Users understand:

- The school/parish is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The school will not be held liable for any lost, stolen, or damaged personal devices
- The administration may confiscate and search personal electronic devices when such devices are being used in violation of the law and/or school rules.

GUIDELINES FOR USE OF SOCIAL MEDIA (Archdiocesan Regulation #6161.2))

Each user of the school/parish computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. Students will not be granted access to (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) these sites from school/parish owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites.

If any information raises suspicion that a minor has been abused/ neglected/exploited staff and volunteers are obligated to report to local law enforcement officials or child protective service agencies. This information must be documented and communicated to the proper authorities.

Computer background images which are not allowed include:

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

Students must adhere to these guidelines. Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the principal regarding inappropriate use of social media is final.

A \$25.00 technology fee per (Non Choice) family for grades K5-8 will be assessed at the start of the school year. This money will be used for technology purposes.

I-Pads

The school has purchased twenty five I-Pads and a charging cart. All I-Pads will be used for educational purposes. Responsible use of the I-Pad is expected. The student is responsible for the cost of replacing their I-Pad if damaged. Students are expected to fully participate with their I-Pad in all classroom activities as directed by their teachers.

Students must abide by the same prohibited uses as with the lab computers and laptops as stated in the Computer Acceptable Use Policy. Students are not allowed to access, send, load, download or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

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 are to 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. For the 2016-17 school year, we choose a new reading series in our primary and intermediate grades.

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

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

Textbooks

Religion	RCL Benzinger – grade K4 – 5	2013
Art	Milwaukee Archdiocesan Curriculum	
Computers	Milwaukee Archdiocesan Curriculum National Educational Technology Standards (N.E.T.S.)	
Family Life/Human	Love and Life – grades 6 – 8	2005
Language Arts	Houghton Mifflin – grades 6 – 8	2006
	Journey’s Houghton Mifflin grs. K5-5	2016
Mathematics	Houghton Mifflin – grades K5 – 5	2015
	Houghton Mifflin – grade 6	2015
	Holt McDougal – grade 7 – Pre-algebra	2012
	Holt McDougal – grade 8 - Algebra	2012
Music	Silver Burdett/Sheet music	
Penmanship	Handwriting Without Tears K4 and K5	
	Zaner Bloser – grades 1 – 5	2012
Phonics	Modern Curriculum Press – grades K5 – 1	2012
Physical Education	Milwaukee Archdiocesan Curriculum	
Reading	Guided reading books– grades K5 – 5	
	Journeys – grades K5 – 5	2016
	Daily Five – grade K5	
	McDougal Littell/Trade books – grades 6 – 8	
Science	MacMillan – (Foss kits- supplemental) – gr. 1 – 5	2011
	Glencoe – grades 6 – 8	2009
	Project Lead The Way Curriculum	2016
Social Studies	Houghton Mifflin – grades K5 – 5	2008
	MacDougal Littell – grades 6	2008
Spanish	Prentice Hall - Realidades – grades 7 -8	2004
Spelling	Zaner Bloser – grades 1-5	2012
	Vocabulary Workshop – grades 6-8	

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 -----	7:52 AM
Recess (Grs. K5 - 3) -----	9:45 – 10:00 AM
Noon Recess -----	11:30 – 12:15 PM - Grade K4 and K5
	11:40 - 12:20 PM – Junior High
	11:50 – 12:35 PM - Grades 4 - 5
	12:00 – 12:43 PM – Grades 1 - 3
Dismissal -----	2:30 PM

Four Year Old Kindergarten – 7:45 AM – 11:15 AM (M-F) and full day K4 7:45 AM – 2:30 PM

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 will 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 “look alike “weapons”, or any object deemed potentially harmful to others
- Possession or use of illegal drugs or alcohol
- 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 behaviors intended to cause harm or fear
- Physical or verbal harassment, assaults, or behavior intended to cause harm or fear

- Stealing
- Bullying, Cyber Bullying, or any aggressive behavior that includes treats, intimidation, socially exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- 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. Any 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 in all extra-curricular activities, including athletics. (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 his/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

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
- fighting
- physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, socially exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- violations of Computer/Telecommunication Acceptable Use policy
- hazing or hazing-type initiations
- use of vulgar, insulting or obscene language
- cheating and/or lying
- 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), or weapons, “look alike” weapons, or any object deemed potentially harmful to others
- conduct that continues to disrupt or prevent the orderly progress of teaching and/or learning
- 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 during the school year

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. (N/A for WPCP applicants)

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 OR PROLONGED DISRUPTIVE BEHAVIOR MAY ALSO BE CAUSE FOR EXPULSION IN THE JUDGMENT OF THE PRINCIPAL AND PASTOR.**

Students asked not to return the following year for behavior reasons are considered to be expelled (not applicable to WPCP (Choice) students). Students not allowed to return due to failure to meet required academic standards are not considered to be expelled (not applicable to WPCP (Choice) students)

. The Superintendent of Schools or his/her designee will be informed of any action 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:

- any violation of Wisconsin Criminal Statutes
- 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
- harassment: see Harassment/Bullying heading
- 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
- allowing others (parent, student, sibling) to complete homework; downloading information from the internet and submitting it as the student’s work; plagiarism
- cheating, altering grades on assignments, tests, or report cards
- possession or use of guns, knives, lighters, matches, pepper spray, laser pointers/pens, dangerous weapons or any facsimile of a weapon

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. Prolonged disruptive behavior during the school year may forfeit the next year's school parent contract.

- 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).

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 and/or the Oconomowoc website, www.oasd.k12.wi.us. If OASD is closed, so is St. Jerome. 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 and Constant Contact 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.

EXTENDED AFTER SCHOOL CARE

St. Jerome Parish School offers extended care for St. Jerome students from 2:30 PM to 6:00 PM. Information regarding this program is available through the school office.

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)
- Intramural basketball for students in grade 4
- 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” and signed Code of Ethics.

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
5. Must attend at least one half day of school on the day of the activity
6. Sign the Student Sportsmanship Pledge (volleyball, basketball, track).

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, play) 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 Power School 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.

FEES (WPCP Families – #1, 2, 3 are not applicable)

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 \$25.00 per family to be paid on Student Orientation Day (August 25)
3. A technology fee of \$25.00 per family (grs. K5-8) to be paid on Student Orientation Day (August 25)
4. Students/Parents are responsible for all lost or damaged textbooks, library books for the amount determined by the principal, classroom teacher and/or librarian
5. Individual student book/supply fees are included in yearly tuition fee
6. There is a daily hot lunch and milk fee for families choosing this option
7. 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 five (5) hours per student sport at an athletic event. This is an addition to any sign off and/or required 40 hours of school service.

8. Each school family is obligated to pay tuition based on budget projections.
9. 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 (Cost of field trip is not applicable to WPCP Families)

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. Students are not allowed to leave the field trip unless signed out and removed by a parent.

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 field trip(s) 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 as well as a Criminal Background check and signed "Code of Ethics on file.

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.

Administration of medication to a student while on a field trip must be done by a trained staff member/volunteer or the student's parents.

FINANCE/TUITION POLICY/SERVICE HOUR PROGRAM/VOLUNTEER HOURS

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

THE ACTUAL EDUCATIONAL COST PER CHILD FOR THE 2016-17 SCHOOL YEAR IS \$7,207.00. (Refer to last page of handbook for tuition contract with tuition rates.)

Based on our 2016-17 Budget, single parishioner tuition is \$3,750.00. St. Jerome Parish subsidy is \$1,836 per student, and fundraisers/other revenue allocations per student are \$1,621.00.

8th Grade tuition, fees, and service hours must be paid in full by **May 15, 2017**, 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 may 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). (WPCP families – fees are non-applicable).

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

Honoring the spirit of **inter-parish collaboration** for the 2016-17 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.

“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.

“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)). (Not Applicable to WPCP families)

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 Fr. Tom Brundage, Pastor and/or 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 Fr. Tom and/or 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 Fr. Tom and/or 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, 2016, and June 30, 2017. 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. Families unable to meet these requirements are to 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 15 to have their child eligible for graduation and all related functions.) (WPCP families – non-applicable).

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 3
- 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 3
- April hours are due: May 1
- 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 15. 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.
- Legacy (Endowment Dinner) Auction ticket and donation to “Current Fund in Need”
- 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
- Legacy (Endowment) Auction Chair(s)
- Home and School – President, Vice President, Secretary, Treasurer
- Magazine Sale Chair(s)
- School Committee Board Members, Recording Secretary
- St. Jerome Players: Director, Producer, Managers and Music Accompanist
- Track Head coach and 1 assistant (submit at start of track season)
- Volleyball Head coaches only

Weekly commitments sign-off totaling 40 hours:

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

Commitments not eligible for sign-off:

- Library volunteer
- Lunch room volunteer
- Playground volunteer
- Tuesday folder volunteer helper

If you are unable to fulfill your 40 hour service requirement, kindly contact the principal.

Watch your Tuesday folder for weekly volunteer opportunities. All Non-Choice 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.

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

Any new school fundraising endeavor must be presented to and approved by the Principal and 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.

FUNDRAISING PARTICIPATION

In addition to the yearly tuition, each Non-Choice family is expected to participate in the school fundraising activities organized to help offset the school's operating expenses. Participation by all families who are financially able is critical in order to meet the fundraising goals set in the annual school budget (SY 2016-17).

Our budgetary need for School Year 2016-17 is \$60,000 which does not include our Legacy Dinner.

Scrip: As part of the normal Scrip program, the first \$40 of profit from the purchase of Scrip is retained by the school in order to run the program. Any additional profit is split 50/50 between the school and the participating family (in the form of a tuition rebate).

Magazine Sale: The school receives 40% of each dollar spent. Our fundraiser goal for the Magazine Sale is set up \$12,000.00. The sale begins in September and generally runs for a two week period. However, all year long, items may be ordered online via Great America Fundraising.

St. Jerome Golf Outing: This annual event is generally held on the fourth Friday in May. Our goal is to net \$12,000.00 (SY 2016-17) to meet our budgetary income. Golfing begins at 12 Noon and usually ends around 5 PM with dinner. Truly, all pros and amateurs have a fun-filled day!

Legacy Endowment Dinner:

This event is an entertaining dinner and auction held in November each year and our goal is to generate a minimum of \$60,000.00 net profit, of which 50% offsets current school needs. The other 50% grows our Endowment Fund whose annual interest (approximately \$50,000) reduces school tuition for everybody. It is essential that all (Non Choice) school families offer their time, talent and treasure to meet this pivotal goal. Since each family benefits from the proceeds, each family's involvement is critical to the success of the fundraiser.

Thank you for your cooperation so that all of us can work together and keep our school strong. God bless and guide our ongoing efforts.

GRADING SYSTEM/JUNIOR HIGH HONOR ROLL

Our grading system is as follows:

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

In grades 6 – 8, grade point average (GPA) is calculated quarterly and is used to honor academic success. When calculating (GPA), classes are weighted according to the number of times they meet each week. **High Honors:** a GPA of 3.50 or above. **Honors:** a GPA of 3.00 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 (end of each quarter) by awarding of Honor Roll certificates at Liturgy and names will be published in the local paper.

Honor Roll requirements are:

- No “D” in any subject
- No zero because of a missing assignment, in any subject
- No more than one late assignment in each of the core subjects (religion, math, science, English literature, and social studies)

Students who have a modified curriculum and achieve a grade point average of 3.0 GPA or higher are not eligible for Honor Roll honors. However, he/she will receive a certificate of effort.

Late work is any work not ready for class. It will be adjusted down 10% for one day late, after it is 20%. If it is not turned in a week from the due date it will be considered a zero, no longer missing.

Absent work is any work that has accumulated due to an excused absence. It is the total responsibility of the student to complete this work upon his/her return. The number of days absent plus one equals the allotted time for this work to be turned in. At the end of the quarter, no extensions can be granted.

Students in grades K4 – 3 receive an “S” for secure, “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 Power School. 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 Power School. Again, the family has the responsibility to regularly check Power School which keeps a record of each time a parent logs into the system.

GRADUATION REQUIREMENTS

The following requirements must be met in order for an 8th grade student to graduate:

1. Achievement of an overall accumulated grade point average of D+ or above
2. Completion of all assignments, projects and other requirements
3. Parent responsibilities completed in full by May 16, 2016

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.

St. Jerome Parish School **does not tolerate** any student public/private displays of romantic affection during school hours, on field trips or on our school campus.

ANTI-BULLYING POLICY

St. Jerome Parish School, in partnership with our school families, strives to make our school a very positive and safe Catholic learning environment for all. Jesus is our role model for treating everyone

with respect. Bullying and/or harassment in any form will not be tolerated. All students, faculty members and staff, and volunteers have the **right** to a positive educational environment free from bullying and harassment.

Our school defines bullying as follows: Bullying is unfair and one-sided, deliberate, repeated and power imbalanced. It happens when someone continually keeps hurting, threatening, intimidating, frightening, or leaving someone out to be hurtful.

Examples of Bullying include: (cf. St. Mary Visitation, Elm Grove)

- Hurting someone physically. Some examples are: hitting, kicking, tripping, and pushing and so on
- Leaving someone out to be hurtful or trying to get other students not to play with someone
- Ganging up on someone
- Teasing someone in a hurtful way, verbal threats, intimidating language
- Using put-downs, such as insulting someone's race, ethnicity, appearance, or making fun of someone for being a boy or a girl
- Taunting or name calling, racist remarks
- Spreading rumors about someone
- Cyber-bullying/harassing electronically. Some examples are using the phone, e-mail, texting, social media or instant messaging in order to hurt someone
- Touching or showing private body parts
- Stealing or damaging another person's things

Staff and volunteers at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Teach the Steps to Respect Program to students
- Respond quickly and sensitively to bullying reports using the Steps to Respect Response Process and coaching models
- Take seriously family concerns about bullying
- Look into all reported bullying incidents
- Assign consequences for bullying based on the school discipline code
- Provide immediate consequences for retaliation against students who report bullying
- Model positive behavior by treating everyone respectfully

Students at our school will do the following things to prevent bullying:

- Treat everyone with respect
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to laugh or join in when someone else is being bullied
- Try to include everyone in play, especially those who may often be left out
- Report bullying to an adult at school and an adult at home
- Live by these rules at the school, at school-sponsored activities (like sports and Scouts), and on the school bus

Our school parents will do the following things to prevent bullying:

- Model positive, respectful, and supportive behaviors for your child/ren
- Teach your child/ren to relate to others in a respectful manner, to be assertive, and to stand up and speak out
- Encourage your child/ren to report bullying when it occurs
- Report bullying to an adult at school when your child won't
- Support changes in your child's behavior if and when necessary

ANTI-BULLYING HIERARCHY OF CONSEQUENCES – Discipline process

Consequences for infractions of behavioral goals or guidelines will follow this procedure. Each step will be documented. Consequences for more serious behaviors, including retaliation against a student who reported bullying, may proceed to Step 4 or 5 if it is determined to be necessary.

Step 1:

- Teacher reviews St. Jerome Parish School anti-bullying policy with the student
- Teacher informs student of the next steps in the discipline process

Step 2:

- Teacher reviews St. Jerome Parish School anti-bullying policy with the student
- Student calls parent with the teacher present
- Teacher informs student of the next steps in the discipline process
- Loss of privileges¹ (teacher's discretion)
- Restitution/making amends² (teacher's discretion)

Step 3:

- Principal reviews St. Jerome Parish School anti-bullying policy with the student
- Student calls parent with the principal
- Principal informs student of the next steps in the discipline process
- Loss of privileges¹
- Restitution/making amends²

Step 4:

- Principal reviews St. Jerome Parish School anti-bullying policy with the student
- Students calls parent with the principal
- Conference with the family
- Principal informs student of the next steps in the discipline process
- Loss of privileges¹
- Restitution/making amends²

Step 5:

- Principal reviews St. Jerome Parish School anti-bullying policy with the student
- Student calls parent with the principal
- Short-term suspension, long-term suspension, or expulsion
- Student referred for counseling
- Restitution/making amends²

¹Loss of privileges may include:

- Loss of recess and/or bus privileges
- Loss of seating choice at lunch
- Privileges that are mutually agreed to with parents

²Restitution/making amends may include: (Restitution does not apply to Choice Students)

- School or Community service
- Requiring the student to read a book about a bullying and do a book report
- Requiring the student to make a poster (for display in the classroom or school) about a hurtful aspect of bullying and how it could be changed

Strategies: What should a child do to stop the bullying?

I. What you should tell BULLIES:

- Stop the bullying immediately.
- Bullying behaviors will **NOT** be tolerated.
- Bullying sets a bad example for other children.
- Bullying may cause you to lose friends.
- Every child deserves to be treated with respect.
- There are other ways to solve conflicts.
- Ask adults for help if you feel angry or upset, or don't know how to stop bullying.

II. What you should tell VICTIMS:

- You are not responsible for a bully's behavior. It's **NOT** your fault.
- Don't respond to bullies by giving in, getting upset, or fighting back – this will encourage them. Instead, stay calm and be assertive.
- Sometimes the best response is **NO** response – just walk away.
- Get help from a trusted adult. Adults can help you figure out new ways to respond the next time a bully bothers you.

III. What you should tell BYSTANDERS:

- **Your involvement makes a difference.** Don't just stand by and watch quietly.
- **Stand up for the person being bullied.** If you feel safe, tell the bully to stop. Use phrases such as "Stop teasing!" "Don't fight!" "Leave him/her alone!" and "It's not funny!"
- **Don't join in.** Don't laugh at the victim or participate in the teasing, harassing, or fight. This encourages the bully to continue and can make the situation worse.
- **Help the victim walk away.** A victim may be too afraid to leave on his or her own, but will do so with the help of a friend.
- **Encourage other bystanders to help the victim.** Tell them not to join in the bullying.
- **Get help from a trusted adult.** Report the bullying.
- **Afterward, tell the victim you feel bad about what happened.** Encourage victims to talk to an adult, and offer to go with them.
- **Include the victim in activities.** Be a good friend.

ADULT INTERVENTION WHEN YOU SEE OR HEAR BULLYING:

- **Intervene immediately.**
- **Intervene even if you're not sure it's bullying.**
- **Stand between or near the victim and the bully, separating them is necessary, so as**

to stop the bullying behaviors.

- **Respond firmly but appropriately.** Remain calm, but convey the seriousness of the situation, bullying must stop, describe the behavior you witnessed and why it is unacceptable.
- **Get help if needed.**
- **Do not respond aggressively.**
- **Avoid lecturing the bully in front of his or her peers.** Your goal is to end the behavior, not humiliate the bully.
- **Don't impose immediate consequences.** Allow time to consider the incident and obtain any clarifying information – then decide the best course of action.
- **Don't ask children to "work things out" for themselves.** Bullying is different from an argument or conflict; it involves a power imbalance that requires adult intervention.
- **Give praise and show appreciation to helpful bystanders.**
- **Stick around. Remain in the area until you are sure the behavior has stopped.**

(source cited: www.eyesonbullying.org)

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 11:00 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 the following policy governing the administration of medication to students.

1. School administrators and school personnel must receive medication training in accordance with DPI regulations. 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) (school office) 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) (school office) administering the medication and/or the 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. Prescription medication must be sent to school in a pharmacy-labeled container with the student's name, the name of prescriber, the name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.
 3. Nonprescription medication must be sent to school in the original manufacturer's package with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.
 4. Medication will be taken by the child at the designated time administered by the School Nurse, or by the other individual (school office) who has been identified to do so.

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 trained school staff/volunteers. 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 home-room 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 emergency medication. 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.

5. Only limited quantities of any medicine are to be kept at school.
6. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
7. The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage time it is to be administered is changed from the original instructions.

8. Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
 - a. It is advisable to have in the Principal's or School Nurses's Office, a list of pupils needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
 - b. An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, and the time given, and the duration.
 - c. School personnel are asked to report any unusual behavior of pupils on medication.
9. Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.

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, and the support of appropriate fund-raising activities.

Each family is required to pay a \$10.00 fee to the Home and School Association. Members of the Home and School Board are appointed, not elected.

Home and School meetings are scheduled in the Fall and Spring of the year. They begin at 6:30 PM and are held in Marian Hall. Please refer to forthcoming notices in the student Tuesday folder for meeting dates, agenda items and the procedure for placing items on the agenda.

Home and School sponsors the following events and fund-raisers:

Events

- New family orientation
- Luncheon for teachers
- School Run Walk Day
- Grandparent's Day
- Family "fun" nights
- Graduation farewells

Fund Raisers

- School Book Fair
- Coordinating Magazine Sale

Special Projects

- School's critical needs
- Technology updates
- After School Clubs
- School historian

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. It is the responsibility of the student to turn in any missing assignments.

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 JUNIOR HIGH

The purposes of homework are twofold: to deepen students' understanding and skills relative to content that has been initially presented to them and to prepare for new content. In most cases, homework should be formative, allowing students to apply what they have learned so they find out what they really do understand and return to class to ask questions about what was not understood.

Homework is a learning activity which should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This should be established through consistent assignments which encourage students to investigate for themselves and to work independently as well with others. (Archdiocesan Policy #6154)

Students should be academically responsible and accountable for their own homework. This is crucially important. Without sufficient practice and application, students will not be able to demonstrate mastery of academic standards.

Teacher/Parent Communications:

1. Teachers will host a parent meeting in September to provide an overview as to what the parents/ students can expect during this school year.
2. Homework pages will be updated on a weekly basis.
3. Power School will be updated weekly to include scores on tests, projects, homework completion and to indicate missing, late, or incomplete student work. It is the parent's responsibility to check this site to view student grades.
4. Email and phone class will continue to be an important communication link between teachers and parent.

Late Work:

1. A "B" is considered mastery. A student may not earn an "A" grade if work is turned in late.
2. Students with special needs will be accommodated through an Individual Learning Plan. The junior high will meet with parents and determine what practices will best help the child.
3. Absences: It is likely that extra sessions with the teacher may be needed for student understanding of missed material. Scheduling of such sessions are the responsibility of the student.
4. In the event of a printer breakdown before project deadline, the student is expected to save the document on a flash drive and print it at school. In rare cases when this is not possible, students may email the document to the teacher as an attachment.
5. Students are encouraged to purchase a flash drive. In the rare circumstance of a missed deadline due to a home computer crash, the student is expected to bring a note from a parent and arrange work time before or after school or at the public library.
6. If a student's assignment is not turned in one week after the due date, he/she will be given a zero for that assignment.

Spelling:

1. Students must use accurate spelling in all homework assignments.
2. Student must use accurate spelling for all tests.

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. St. Jerome Parish School defers to the literary choices made by our trustworthy librarian and the teachers, in purchasing, selecting, and assigning works of literature, consistent with Archdiocesan exit expectations and our Catholic Identity. It shall be the responsibility of all parents to monitor and discuss with their child/ren the literary works being chosen by them in the library or assigned to them in the classroom.

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 Computer lab. A complete listing of books is found on our school website through the AR link. Our library books have AR identification.

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:

- Grades 2 - 1 book quiz in Quarter 1; and 1 per week thereafter
- Grade 3 - 1 book quiz per week starting in October
- 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 to 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.

For school year 2016-17, we contracted 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.

2016-17 Lunch costs are: \$2.75 per lunch for the students, Adults - \$3.30 per day. Milk is \$.40 per carton. (Milk is included in the cost of the hot lunch.). Reduced hot lunch - \$.40. Extra entrée - \$1.75. A monthly menu is sent home at the end of the previous month. Students in grades K5-3 may purchase milk during their morning snack for \$.50 per carton.

Payments are to be paid to St. Jerome Parish School. Please enclose one check per family. It's the parent's responsibility to keep lunch accounts current.

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.
 - e. Encourage staff members, volunteers, and parents to serve as role models in practicing healthy eating in school and at home.
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.
5. To form an ongoing Health and Wellness Committee with the purpose of monitoring, implementing and revising the policy as necessary. This committee shall meet a minimum of two times per year.

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

CAFETERIA

The cafeteria 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. EpiPens will be taken along on student field trips.

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 online 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.

Gym shoes are required for all children in grades K4-8. They are to be left at school in your child's locker. All students in grades 4-8 must wear gym shoes, basketball length shorts and t-shirts with sleeves. 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 and other equipment 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 or a 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. Parents are to be prompt in picking up their child/ren at the end of the school day.

PROGRESS REPORTS/REPORTING PERIOD

MID-TERMS/PROGRESS REPORTS

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 Power School 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. If a student fails two subjects, he/she must successfully complete a comparable summer school course to be promoted to the next grade level, with summer school attendance at 90% or better.

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/CLASS SIZE POLICY

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 optimal 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.

Presently, maximum class sizes are: K4 and K5 – 18 - 20 students, and grades 1 through 5 – 25 students per classroom. When necessary, a waiting list for a class will be established and students will be accepted in accordance with the school's enrollment policy.

PUBLICITY/PICTURE POLICY (Archdiocesan Policy #1112)

Photos and/or videos of students may be used throughout the year for marketing purposes. St. Jerome Parish School will abide by the following policy:

1. For inclusion of individual pictures in directories, brochures, websites or any other medium, written permission needs to be obtained from the individual(s) involved, and in the case of minors, from their parents/guardian. (signed form #1112 on file)
2. General group pictures of students, staff, etc. without specific identification of individuals are not subject to parental permission.
3. All official pictures and recordings taken at events and activities of a parish/school by staff or volunteers remain the property of the parish/school. All pictures and recordings should be accounted for and protected from use by any unauthorized person or organization. (N.B. media recordings of school activities can be subpoenaed as evidence in a lawsuit.)

RADIOS/I-PAD'S/COMPUTER GAMES/CELL PHONES/PAGERS/CD'S/I-PODS

Students may not bring radios, computer games, laser lights, CD players, I-Pods, I-Pads, E-Readers, I-Touch or CD's to school. These WILL BE confiscated on site. 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 and placed in the student book bag and/or locker.
- 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.

RELIGIOUS OPPORTUNITIES

FAITH IN ACTION

As a Catholic School Faith Community, we are concerned with the dignity and the needs of the people everywhere especially those people who suffer injustices in our society and throughout the world. Therefore, as a school, we involve our students and parents and assist our parish community in efforts to bring charity and justice to those in need. In doing so, we live out Jesus' own mission:

“The Spirit of the Lord is upon me because He has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord's favor” (Luke 4:18-19).

Each class is dedicated to service throughout the school year. This service may include but is not limited to visiting the elderly, writing a pen pal letter, preparing food for and serving the homeless. Classes may also participate in parish-wide service. These service opportunities teach classes to learn about the need for social change and how to actively help those less fortunate.

The school participates in school wide service during Advent and Lent. Our faculty and staff advisors take on the leadership for this school wide service. In order to participate in the service full and to bring alive Jesus' mission, classes devote some time to age-appropriate education and reflection upon the service experience. Education may include guest speakers or additional reading and study. Reflection is based upon the students' personal experiences, as well as scripture readings, Catholic social teaching, and prayer. It is hoped that through this education and reflections, the students develop a personal responsibility as members of the Catholic Church to serve others as Jesus would.

Helping our sister school in Guatemala is an important out reach for our students. All Mardi Gras proceeds are sent yearly to this school.

Because many of the service experiences are field trips, parents and our parish community are encouraged to participate in these service experiences with their children.

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 retreats;

- 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. Additional requirements:

- Submit to a Criminal Background check by the parish
- Participate in any appropriate “Safeguarding All God’s Family” training prior to volunteering service
- Read the Code of Ethical Standards and the Mandatory Reporting Responsibilities; sign, and

- submit to the parish the attached verification statement
- Sign and return mandatory volunteer form to the school office

SERVING FOR MASS

Girls and boys in grades 5-8 are invited to be trained as Mass servers. They are responsible for serving at assigned school Masses as well as Sunday Masses.

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.

Meeting dates will be announced via the Tuesday letter.

The concerns of the Committee:

- Budget/Financial Stability/Fundraising
- Long Range Planning/Advancement
- Marketing/Public Relations
- Technology
- Collaboration with other district schools

SCHOOL PLANNING AND ACCREDITATION (SPA)

St. Jerome Parish School is in year 4 of a 7 year accreditation cycle. We are Archdiocesan and State accredited. Each year we apply to WRISA (Wisconsin Religious and Independent Schools Accreditation Association) and the Archdiocesan Office for Schools 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, were 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 Regulation # 5145.2)

St. Jerome Parish School reserves the right to search anything brought onto school property.

“Lockers, desks, textbooks, computers and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated and a report will be made to the principal who will determine whether further investigation is warranted.

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

Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court’s order.”

Locks are not permitted on the lockers.

SMART BOARDS

We are privileged to have sixteen 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.

SPORTS PROGRAMS (Archdiocesan Policy # 6145.2)

St. Jerome Parish School provides a comprehensive parish based 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 girls’/boys’ 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, **before the first practice**, all students must submit or have on file:

- A valid physical exam for signed by a physician or PA every two years
- A Medical Information and Emergency Consent to Participate Form
- Risk Acknowledgement and Consent to Participate Form
- Sportsmanship Pledge (Parent and Student Athlete)

St. Jerome Parish School expectations for participation in team sports are:

- comply with established behavior standards
- maintain a good scholastic standing
- sign and comply with the Student Sportsmanship Pledge.

Our sports program is a parish based program. According to Archdiocesan athletic policies, a parish based team is defined as a team composed of children enrolled in the day school or the parish religious education program. Participation on a St. Jerome Parish team requires: (1) the parent(s)/guardian must be registered members of the parish/school (2) the student must attend the parish school or attend the parish religious education classes regularly. Our program adheres to the Archdiocesan Rules and Regulations governing the program. We belong to the WACC League. Visit their website at www.wacconference.org for bylaws of league, sports guidelines, standings, schedules, Archdiocesan policies, regulations and etc.

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

Parents are responsible for 5 hours of volunteer help for each sport that each of this son/daughter participates in annually. An additional 5 hours of volunteer help per student is required for the St. Jerome “Basketball Tournament of the Stars”.

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 February/March. Absences and vacations are discouraged during the two week testing period.

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 TRANSFERS – 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.

"It shall be the responsibility of the principal to transfer all official school records relating to a specific student upon receipt of one of the following:

- A written request from the student's parent or guardian that he/she intends to enroll the student in another school or district.
- A written request from the school or district in which the pupil has enrolled.
- A court document that the student has been placed in a secured correctional

facility, child caring institution or group home.

All pupil records must be transferred to the new school. It shall be the responsibility of the Principal to obtain official school records for transfer of incoming students and to verify the grade assignment with the appropriate faculty before the first day of school.” (Archdiocesan Policy #5125.1)

All school books and library books must be returned. Non-Choice families must meet all/any outstanding financial obligations prior to transferring to a new school.

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/CELL PHONES

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 and placed in the student’s bookbag or locker.**

TRANSPORTATION

BICYCLES/SKATEBOARDS/ROLLER BLADES

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 before, during, and after 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 which is in front of school; 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 children's safety reasons, all transportation changes must be submitted in writing.

All play dates are to be arranged prior to dismissal time (not in the car line). If after school play dates with other school children are arranged, written requests from both families clearly indicating how the child/ren are being transported should be in the school office not later than 9 AM on the day of the event.

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.

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

Acceptable uniform companies are:

French Toast
1-800-373-6248

Source code: QS457XD

Land's End
1-800-469-2222

Source code: 900031154

Goldfish
5102 W. Blue Mound Rd.
Milwaukee, WI 53208
414-476-4343

Dress codes revisions:	revised: November, 1997	May, 2004
	May, 1999, 2001	May, 2009
	April, 2002	May, 2012

Item	Girls	Boys	Not permitted
Blouses/shirts	<p>Colors: solid white, dark navy, true red, hunter green</p> <p>Length: long enough to be tucked in and not rolled at the waist</p> <p>Types: Long or short sleeved collared shirts/blouses (i.e., polo, dress, turtleneck)</p>	<p>Colors: same as girls</p> <p>Length: same as girls</p> <p>Types: same as girls</p>	<p>Oversized, bulky, or tight fitting, see through shirts/blouses</p> <p>No logos/insignias with the exception of the St. Jerome approved left chest logo on shirts sold via our uniform/spirit sales</p> <p>Ruffles or decorative trim fabric</p>
Slacks	<p>Colors: dark navy and khaki <u>full</u> length dress slacks. Khaki slacks must be purchased from our uniform shop</p> <p>Types: dress fabric only, cotton twill fabric, corduroy</p>	<p>Colors: same as girls</p> <p>Types: same as girls</p>	<p>Baggy, oversized, bell bottoms or tight fitting/skinny slacks</p> <p>Slacks worn below the waist line</p> <p>Capris/drawstring</p> <p>Slacks with denim fabric or contrasting stitching</p> <p>Jeans/ denim/nylon/ sweatpants/flairs/ bellbottoms/hip hugger</p> <p>Studs, loops, rivets, chains, zippers or pockets on side pant legs/faded color</p>
Skirts/Jumpers	<p>Belair plaid pleated jumper</p> <p>Belair plaid pleated skirt</p> <p>Skirt - solid navy blue pleated at the waist</p>	Not applicable	<p>Skirts/jumpers more than 2 inches above the knee or longer than below the knee</p> <p>Tight fitting/unpleated</p> <p>Pleats beginning at the middle of the skirt</p>

	Cotton/cotton blend		Skirts worn below the waistline Rolled at the waist Embellishments on skirts/jumpers Jean/denim/corduroy/nylon
Shorts (April 15 – October 15 – only)	Colors: Plain dress type solid Navy or Khaki (khaki to be purchased through uniform shop) Type: Walking length/Mid-thigh Cotton/cotton blend/poplin	Same as girls	Outside pants on sides Baggy, oversized or tight fitting/skinny shorts Worn below the waist line Any embellishment on shorts: contrast stitching Beige (tan) shorts not purchased via uniform shop Drawstrings or denim fabric
Skorts	Not allowed	Not applicable	
Socks	Must be worn at all times	Same as girls	
Shoes	Non-marking tennis shoes or dress shoes Shoe laces must be properly tied	Same as girls	Dress or fashion boots/work or hunting boots/ Uggs/open toe or open back/moccasins/slippers/Crocs/sandals
Sweaters/Vests	Colors: solid white, dark navy, true red, hunter green, Belair plaid	Same as girls	Oversized or excessively bulky/tight fitting Velour

	<p>Types: round or V-necked waist length</p> <p>Round or V-neck long sleeve pullover</p> <p>Cardigan button down</p> <p>Cable and/or ribbed style</p> <p>A shirt must be worn underneath the sweater</p>		<p>Any embellishments/ decorative trim</p> <p>Logos/insignias not approved by school</p>
<p>Fleece jackets/ Sweatshirts</p>	<p>Colors: solid white/true red/hunter green/navy</p> <p>Type: Full zipped fleece jacket or sweatshirt purchased via our school spirit wear sale with school logo on left side of the chest</p>	<p>Same as girls</p>	<p>Oversized/excessively baggy or bulky/tight fitting</p> <p>Any embellishments</p> <p>Logos/insignias not approved by school</p>
<p>Leggings</p>	<p>To be worn under skirts and jumpers only. Must be ankle length – colors white, navy, green, red, black</p>		<p>Leggings shorter than ankle length</p> <p>No designs</p>

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 **are to be labeled with the child’s name** 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.**

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 person 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 are to be kept in their lockers.

Shorts: Students in grades 4-8 are expected to wear shorts that are of basketball length.

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 Phy. Ed. 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.
5. Deodorant is to be stored in the student's gym bag.
6. Gym clothes are to be taken home frequently for washing.

DRESS CODE FOR SCHOOL MUSIC CONCERTS

1. All shirts must be tucked in.
2. Tank tops, cami and spaghetti type shirts **are not** allowed.
3. Skirts are to be knee length.
4. Dress/shirts are not to be skin tight.

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, cami’s
- 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 – no more than 2 inches above the knee
- 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 at our Meet and Greet Night in August. If any parent has an area of expertise they would like to share with the staff or students, we welcome that information. St. Jerome hopes for a strong volunteer corps that is an important asset to the success of many of our programs. All volunteers work under the supervision and direction of a certified staff person.

WEAPONS – SCHOOL/CHURCH FREE ZONES (Archdiocesan Regulation #6114.6)

All schools/churches will be maintained as weapon free zones in protection of the safety of students,

staff and visitors and in accordance with Wisconsin State Statutes.

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school/church grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school/church property, school vehicles, or at any other school/church related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

WEBSITE/INTERNET USAGE

St. Jerome Parish Facebook page is:

https://www.facebook.com/SaintJeromeOconomowoc?ref=aymt_homepage_panel.

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 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.

4. All official pictures and recordings taken at events and activities of a parish/school by staff/volunteers remain the property of the parish/school. All pictures and recordings should be accounted for and protected from use by any unauthorized person or organization. (N.B. media recordings of school activities can be subpoenaed as evidence in a lawsuit.)

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 prior approval.

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

WELFARE, HEALTH AND SAFETY

For the safety of children and staff, all doors accessing our facility are to be kept locked during the school day. Entrance into our building will be via the main office.

Incidents of illegal entry, theft of property, vandalism or damage to property from other causes will be reported to the local law enforcement officials as soon as discovered.

The local law enforcement agency will be called for unauthorized vehicles on parish/school property. For the health and safety of all, our school/parish is 100% tobacco-free and smoke free. The use and/or possession of all tobacco products or paraphernalia by students, staff, and visitors are prohibited within school facilities, vehicles, grounds, and at all school sponsored events.

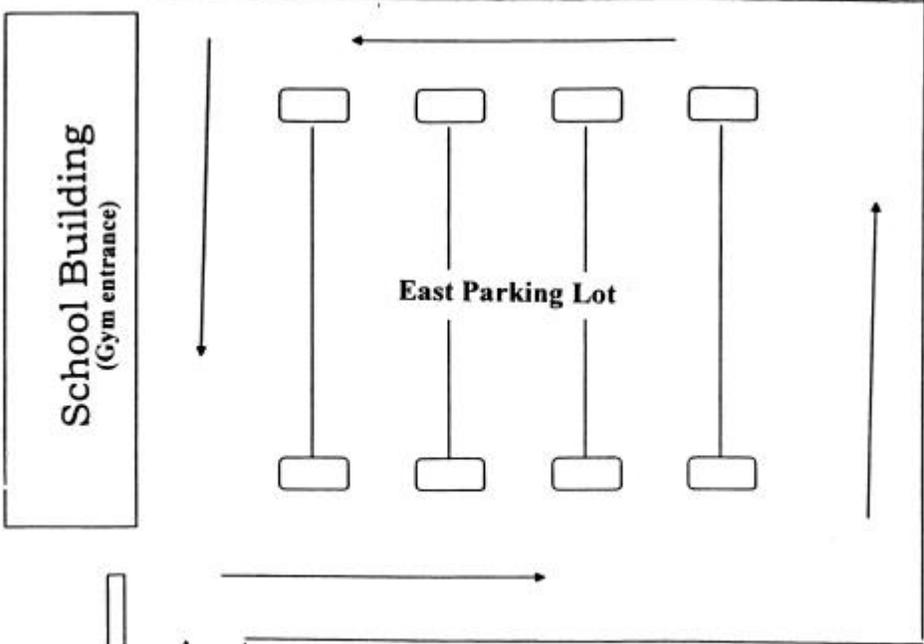
The possession/use of any weapons on school/parish property is strictly prohibited.

ST. JEROME PARENT STUDENT TEACHER HANDBOOK --- “The principal is the final recourse and reserves the right to amend this handbook for just causes. Notice of amendments will be sent to parents via the Tuesday folder. This parent student teacher handbook is an contract between the parents/guardians of minor students and St. Jerome Parish School.”

**Thank you for the gift you and
your family are to
St. Jerome Parish School!**

N

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



W

E

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

ST. JEROME PARISH SCHOOL

Tuition Contract for the 2016-17 School Year

We (I), the parents/guardians of the following students,

Student Last Name	Student First Name	Grade (16-17)

ask that he/she/they be enrolled at St. Jerome Parish School, Oconomowoc, Wisconsin, for the school year 2016-2017 and agree that:

This contract is made by us for the benefit of the above student(s). If we are registered parishioners, we realize that before God, we are the first and most important teachers of our child/ren in Roman Catholic beliefs and practices. We accept our responsibility to worship with our child/ren on a regular, weekend basis with the rest of the Faith Community of St. Jerome. 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 2016-2017, 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 Office, we understand that St. Jerome Parish will charge a \$25 per month late fee. 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, 2016 and June 30, 2017. *(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 make arrangements with the Principal or Pastor of St. Jerome. We accept the moral responsibility we have to do our fair share to sustain the mission of St. Jerome Parish School.

Please check one of the following options:

- We are unable to fulfill our 40 hours. We will consult with the Principal or Pastor by September 30, 2016.
- We will complete our 40 hours of service.

We understand that in addition to our tuition, St. Jerome Parish and our fellow parishioners subsidize approximately \$1,800 of the cost to educate each parishioner's child for the 2016-17 School Year. We agree to support our Parish, according to our means, to insure the on-going viability of all parish ministries, including the day school. **We understand that failure to support the Parish (time, talent and/or treasure) will cause us to be billed at the non-parishioner rate. We recognize that this will be reviewed annually.**

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

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.

*****Please see back page for additional information and required signatures*****

We (I) accept total responsibility for payment of our child/ren's tuition for the 2016-17 school year as indicated below:

<u>Children in Family</u>	<u>Tuition Rate</u>
K4 (5 half days)	\$ 3,116 (per child, including books)
1 (K4 full day - 8)	\$ 3,750 (per child, including books)
2	\$ 3,562 (per child, including books)
3	\$ 3,384 (per child, including books)
4	\$ 3,216 (per child, including books)
5	\$ 3,056 (per child, including books)
Non-Parishioner	\$ 7,207 (per child, including books)

Total Tuition Due: \$ _____

To qualify for the Parish tuition rate, you must be a registered Catholic parishioner of St. Jerome Parish prior to June 1, 2016 with a pledge card on file. After the June 1 parish registration date, parishioner tuition rate **MUST** be approved by the Pastor of St. Jerome. If you are a school family affiliated with another parish, please contact the Pastor.

Select payment plan:

_____ One Payment	7/15/16
_____ Two Payments	7/15/16 & 1/15/17
_____ Four Payments	7/15/16, 10/15/16, 1/15/17, 4/15/17
_____ Eleven Payments	7/15/2016 ending 5/15/2017

(Billing statements will be sent prior to payment due date)

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

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Parent/Guardian signature _____ Date _____

Parent/Guardian signature _____ Date _____

BOTH SIGNATURES REQUIRED

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

Pastor signature _____ Date _____

**WELCOME TO OUR SCHOOL!!
WE ARE HAPPY YOU ARE WITH US!!**

**St. Jerome Parish School
Disclosure of Information Document**

Contact Information

Governing Board Members:

**Father Thomas Brundage, Pastor
262-569-3020**

**Mr. Dale Drewek, Parish Trustee
262-966-7336**

**Mr. Roger Mayer, Parish Trustee
262-567-7153**