

St. JEROME

Parish School

Parent and Student Handbook



Go Lions!

Effective:	September 2020
Revised:	Annually
Reviewed by:	Principal
Date:	September 2020
Approved by:	Pastor and Director of Administrative Services
Date:	September 2020



ST. JEROME PARISH

Catholic Church and School | Oconomowoc, Wisconsin

Contact Information for St. Jerome Parish School (SJPS)

**School Location: 1001 Silver Lake Street
Oconomowoc, WI 53066**

**Email: school@stjerome.org
Phone: (262) 569-3030
Webpage: <http://stjerome.org>**



*“Let yourself be taken over by the light of Christ, and spread that light wherever you are.”
~ St. Pope John Paul II*



St. Jerome Parish School - Go Lions!

Welcome to our school!

At St. Jerome Parish School (SJPS), our students shine! Once you enter through our doors, it is clearly evident that Christ is present in our school. Our students shine the love of Christ to others through their words and actions. It is not unusual to walk through our hallways and see one of our middle school students helping one of our Early Childhood Littles.

We are blessed to offer Catechesis of the Good Shepherd (CGS) 3K through 2nd grade at SJPS. CGS is a Montessori-based Catholic faith formation program where children grow in their relationship with God through a deep engagement in Scripture and liturgy. It is based on the belief that God and the child are already in relationship. Our work as adults is to provide a place for the child and God to come together and grow.

We participate in the Virtues in Practice program by the Dominican Sisters of St. Cecilia Congregation of Nashville, Tennessee. This program helps children grow in virtues and see the virtues as concrete expressions of their Catholic faith. Our students, 4K through grade 8, learn about the same virtue each month. We have decided to focus on the virtue of Hope? this school year with St. Jerome, St. John Paul II and St. Teresa of Calcutta as our patron saints. Since parents are the primary educators of their children, we respect their role by journeying with them throughout the year and including home projects to reinforce the learning of the virtue. We are looking forward to an exciting year of learning all about Charity!

St. Jerome, pray for us!

St. John Paul II, pray for us!

St. Teresa of Calcutta, pray for us!

We became a Theology of the Body campus during the 2019-2020 school year. This is an exciting new learning initiative for us at SJPS! As we journey through our second year with TOB we will learn more about being a gift to others.

We are blessed to incorporate STREAM which integrates science, technology, religion, engineering, art, and mathematics into the curriculum. We do this through the foundation of Project Lead the Way (PLTW) Launch and Gateway, 5K through gr. 8. We have a dedicated classroom for STREAM along with a trained facilitator to partner with classroom teachers along with our art specialist to provide our students with transformative learning experiences! PLTW students become creative, collaborative problem solvers ready to take on any challenge!

We are growing strong, lifelong learners!

God's peace and blessings,

Mary M. Johnson, OFS

St. Jerome Parish School

Vision

*St. Jerome Parish School
is a Christ-centered community learning to love, loving to serve,
and serving to lead.*

Mission

*St. Jerome Parish School educates and inspires students
to be led by Christ to be compassionate leaders, collaborative learners,
complex thinkers, equipped for learning, service to community,
and a committed relationship with God.*

Student Recited Mission

*“We follow Jesus in our thoughts, words, and actions every day by learning to love,
loving to serve, and serving to lead.”*

Philosophy

As a staff, the administration and faculty of St. Jerome Parish School are 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.

Motto

“Reach for Excellence”

Mascot

The Lion - “Victor E. Lion”

Student Pledge

*We promise to ACT with kindness, be PEACEFUL in our actions,
and ACCEPTING and RESPECTFUL to all.*

We will be OUTSTANDING CITIZENS and LEADERS to others as we follow Jesus in our thoughts, words, and actions each and every day.

What is an outstanding citizen?

- *is respectful of others and their property, including school property*
- *follows classroom and school rules*
- *demonstrates good character by being honest, dependable, and trustworthy*
- *volunteers and gives of oneself to others through service*

St. Jerome Parish School
2020-2021

Fr. Tom Brundage
Mary Johnson

Pastor, St. Jerome Parish
Principal

Elementary:

Mrs. Shauna Wisniewski	3K, half day
Mrs. Amanda Fischer	4K, half day and full day
Mrs. Michele Salmins	Kindergarten, Early Childhood Lead Teacher
Mrs. Teri Chudy	1st Grade
Mr. Matt Nicolai	2nd Grade
Mrs. Kristina Lesner-Snyder	3rd Grade
Mrs. Mary Lane	4th Grade
Mrs. Kayla Spitzer	5th Grade
Mrs. Claire Almazan	Spanish
Mr. Ed Paloucek	Virtues in Practice
Mrs. Kim Lestina	Schoology (LMS) and Remote Learning Liaison, Project Lead the Way facilitator, Elementary lead/Assistant to the Principal
Tom Lueschow, Ph.D	Reading Specialist

Middle School:

Mrs. Jenny Oehldrich	Math
Mrs. Karen Jungwirth	English Language Arts and Literature, Middle School Lead
Mrs. Carolyn Kasper	Social Studies
Mr. Brad Gross	Science/PLTW Gateway
Mr. Ed Paloucek	Religion/Virtues in Practice
Mr. John Paul Shimek	Spanish
Mr. Jeff Brinkman	Physical Education
Mrs. Lisa Muehlbauer	Music
Mrs. Chris Owens	Art

Support Staff:

Amy Schouten	3K classroom aide/extended care
Sara Connor	4K/5K classroom aide
Brenda Stieber	4K/5K classroom aide
Tyler Enright	Paraprofessional/Elem and MS classrooms
Tammi Cyrs	Office support/playground

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I. Expectations for Admission

St. Jerome 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 school and parish community in a cooperative relationship.

St. Jerome Parish School respects the dignity of each child. The school does not discriminate in its admissions on the basis of sex, age, race, color, religion, nationality or ethnic origin.

Additional information regarding Admissions can be found in “Policies and Regulations,” on the Archdiocese of Milwaukee website at:
<https://schools.archmil.org/CentersofExcellence/DOCsPDFs/Schools-Policy-Handbook/ParishandSchoolPolicyManual2019-20.pdf>

A. Parent/Guardian Rights and Responsibilities

At St. Jerome Parish School (SJPS), we partner with parents and families to grow each child in their academic learning, social and emotional growth, and most importantly in their learning and love for Jesus Christ. Parents are encouraged to communicate with teachers when they have questions or concerns about their child. Please contact the teacher to set up a time to meet regarding your questions or concerns. At SJPS, we look toward Matthew 18:15 (“If your brother sins against you, go and tell him his fault between you and him alone. If he listens to you, you have won over your brother.”) to guide us when we are looking for answers to questions and resolution to concerns.

Parental Rights

1. To have your children’s safety be a priority
2. To have your children receive an authentic Catholic education in a Catholic environment
3. To have your children’s learning needs met if the program can reasonably accommodate them
4. To have your children taught by competent teachers and led by those who respect and

- care for them
- 5. To talk with personnel and have requests for meetings answered in a timely manner
- 6. To provide your children the opportunity to experience all program activities and teams
- 7. To review records and respond
- 8. To participate in the life of the parish and school

Parental Responsibilities

1. Foster Catholic values in the daily activity of the children.
 - a. Attend weekend Mass
 - b. Celebrate family prayer time
 - c. Participate in sacramental reception
 - d. Foster respect and acceptance of all people
 - e. Partner with the parish and school in the education and formation of your children
2. Promote the essential mission of SJPS: “We follow Jesus in our thoughts, words, and actions every day.”
3. Support the staff, mission, and policies of St. Jerome Parish School
4. Maintain awareness of children’s academic and moral progress
5. Discuss concerns and problems with the person(s) most directly involved before contacting other authorities (See above and Matthew 18:15)
 - a. Contact the teacher and discuss concern(s)
 - b. If the concern/problem(s) is not resolved, schedule a conference with the principal. The teacher and principal will then meet with the parent.
 - c. 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.
6. Attend school related meetings, conferences, and functions
7. Be actively involved as you can be in the life of the parish and school and volunteer assistance when possible
8. Be aware of the information in the Parent and Student Handbook, Family Folder, and communications from classroom teachers
9. Fulfill all financial obligations to SJPS and Parish community, including financial stewardship as an active parish member
10. Assure compliance with the St. Jerome Parish School uniform and non-uniform policy
11. Keep confidential any observed student issues while volunteering and do not discuss these observations with other parents; issues of concern are to be brought to the classroom teacher or principal
12. Promote our parish and school and to speak well of them to others

Since the education of a child is a partnership, should that partnership be irretrievably broken, the school reserves the right to require parents to withdraw their child. The administration will make every effort to prevent this from occurring but will always act in the best interest of the child in support of the parents.

B. Admissions

St. Jerome 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.

SJPS offers programs of education and formation for children and youth to all who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. St. Jerome Parish School shall not be a refuge for parents/students who seek to avoid integration in the public schools.

Wisconsin Parental Choice Program (WPCP)

St. Jerome Parish School participates in the 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 2020-2021 school year, a new student must have a family income equal to or less than 220% 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 2019-2020; (2) not enrolled in school in 2019-20; (3) applying in 2020-21 for grades 4K, 5K, or 1st; (4) participated in the WPCP in 2019-20. 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, Board of Trustees, St. Jerome Parish, 995 S. Silver Lake St., Oconomowoc, WI 53066, who will rule on the appeal. More information may be found at

<http://dpi.wi.gov/sms/choice-programs/student-applications>

The following priorities, in order, will be used to determine admission of students to full classes at St. Jerome Parish School. (WPCP families - does not apply - please see above)

1. Children who are presently enrolled as of the present school year. This priority will be forfeited if the children leave the school.
2. Children of families with siblings currently enrolled at St. Jerome Parish School who are active, registered parish members.
3. Children whose parents/guardians are active, registered St. Jerome Parish members.
4. Children of St. Jerome teachers and other parish staff members.
5. Children of other religious affiliation

Final decision on admission lies with the Pastor and Principal. (WPCP Families - please see above)

Once each class reaches capacity, a waiting list will be established. To be considered on a waiting list, registration form must be completed, and registration fee must be paid. (WPCP Families – see above)

To assure quality learning in the classroom, the following variables that affect class size are taken into consideration:

- Grade level
- Achievement ability of students
- Physical facilities
- Student needs/availability of support personnel
- Consultation with the administrator may include teachers, parents, and School Commission

Best practices, as stated above, will first be considered at each grade level, however, a wait list may be established once maximum class sizes meet the following:

- PK3 = 12
- 4K = 18
- 5K to Gr. 1 = 22
- Gr. 2 to Gr. 5 = 26
- Gr. 6 to Gr. 8 = 28

On rare occasions, all classes may accept +1 child as deemed appropriate by the principal with the approval of the pastor. If a class size falls below an acceptable minimum of 5 students, the principal and pastor will determine a course of action with the affected families and teachers in consultation with the School Commission and Pastoral Council.

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 Wisconsin Parental Choice Program (WPCP) above)

Registration for current families of SJPS begins in December of each year. To register siblings entering SJPS for the first time please contact the parish business office. Registration for new students and families will be offered after current families have had an opportunity to register. Registrations will be accepted in the order in which they are received. Registration is done online through TADS, our online tuition management service. (WPCP Families – see above for program requirements.)

The administration will give careful consideration to the admission of students with special needs in keeping with its mission to teach every student about Jesus Christ and the Catholic faith and its traditions while building a strong foundation of academic excellence. Whenever a student seeks enrollment into St. Jerome Parish School, the school shall inquire as to whether the student has a history of or is presently eligible for 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 SJPS if a program and resources are available to meet the student's needs. (WPCP Families - see above)

The final decision for admission, instruction, and retention of any student rests with the principal. SJPS 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. (WPCP Families - see above)

All new students transferring from another school need to present their most recent report

card as evidence of their achievement level. When the transfer is not due to a change of address, the student will be enrolled temporarily while the principal contacts the former school for the reasons of the transfer. Upon receiving satisfactory reasons for the transfer, the student is formally enrolled. All transferring students will be on probation for the first semester that they attend St. Jerome Parish School in order to determine if St. Jerome's educational program can meet the needs of the particular student(s). (WPCP Families - see above)

Students entering St. Jerome Parish School from a home-school program shall be placed in a grade level following an academic assessment determined by the principal. The final decision on grade placement is made by the principal. (WPCP Families - see above)

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. (Archdiocesan Policy #522(a)) (WPCP Families - see above)

C. Early Admission Policy (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.

The following procedures for early admission at St. Jerome Parish School are in accord with the Archdiocese of Milwaukee Office of schools, Child and Youth Ministry policy (not applicable for WPCP students)

1. The parent/guardian applies to the principal. An interview is held to determine reasons for requesting early admission.
2. Application needs to take place by May 31. An appropriate assessment will be administered to the student to determine readiness for early admission.
3. The principal will inform the parent/guardian of the student's assessment results and his/her final decision as to the acceptance or not of the candidate for early admission. Students meeting the proper age requirements have priority over underage applicants.
4. Admission of an underage student is considered to be on a trial basis for the duration of the first semester of the school year.

D. Non-Catholic Admission Policy

Non-Catholic students attending St. Jerome Parish School will be expected to participate in all religion classes, prayer, and liturgical celebrations. (WPCP families - please see website link on p. 12) Non-Catholic students at St. Jerome Parish School will not receive the Sacraments of Eucharist or Reconciliation because such reception represents a faith commitment to the specific faith tradition of the church in which the liturgy is celebrated.

E. Transferring to Another School/Moving

Parents/guardians should notify the school office in writing and in advance of their plans to take children out of the school. All tuition and school fees need to be paid before transfer of student records takes place.

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.

F. Tuition and Contract Fees - Tuition and fees are billed through TADS

Tuition 2019-2020

3K -- 2 days T/TH (7:30 to 11:15 a.m.)	\$1,306
3K -- 3 days M/W/F (7:30 to 11:15 a.m.)	\$1,852
3K -- 2 days T/TH (extended)	\$1,743
3K -- 3 days M/W/F (extended)	\$2,399
4K -- (5 half days)	\$3,438
4K full day through grade 8 (1st child)	\$4,098
4K full day through grade 8 (2nd child)	\$3,484
4K full day through grade 8 (3rd child)	\$2,787
4K full day through grade 8 (4th child)	\$2,090
4K full day through grade 8 (Additional children)	\$1,463

*Tuition for non-parishioner students 5K through gr. 8 is \$7,875 per child

School Fees

Playground Fee \$25.00 per family (K4 full day - 8th)

Technology Fee \$25.00 per family (K4 full day - 8th)

Home and School Dues \$20.00 per family (All grades)

Spirit Shirts TBD (all children)

Registration Fee

We are happy to continue to offer a reduced registration fee of \$50.00 per child for registrations received by Friday, February 1, 2020. After that date, registration will be \$100.00 per child. **It is VERY IMPORTANT to have timely registrations, as we use this information to plan staffing for the next school year's budget.** Please help us to

provide the very best education for your children by returning your registration and tuition agreement by the respective due date.

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.

G. Tuition Assistance

For tuition assistance, we encourage families to apply for the WPCP Choice Program (see link on p. 12) or contact the parish office. Families which need tuition assistance, but do not qualify for the WPCP may apply for help from the parish tuition assistance fund. The distribution of aid from the tuition assistance fund is dependent on your circumstances coupled with the amount of Tuition Assistance funds available in any given year. St. Jerome pastor Fr. Tom Brundage has emphasized many times that finances should never be what holds back someone from registering for our beautiful school.

Another tuition assistance opportunity available is the Waukesha County Catholic Schools Tuition Assistance Fund. Applications are due April 1. More information can be found here: <https://www.theseton.net/page/show/1997587-scholarship-information>

H. Service Hour Program

Each St. Jerome Parish School family is to complete a minimum of twenty-five hours of service to the school between July 1 and June 30 of each school year. Eighth grade parents whose last child is in 8th grade must complete their service hours prior to May 15. Based on state law, service hours for WPCP families are optional.

Service hours are to be reported using an electronic Google form after each time you volunteer. Reporting on a regular basis will make it easier to keep track of your time and make sure your contribution is recognized. A link to the form will be available in the weekly school email, but for your convenience, we recommend saving the link as a favorite on your smartphone or computer. You will receive an email confirmation when you have fulfilled your minimum of twenty-five hours.

In addition to parents, grandparents and other adult family members can volunteer on your behalf (remember to report their hours via the Google form). Anyone volunteering in the presence of children must have completed the Safe Environment education and background check as required by the Archdiocese of Milwaukee.

If you are unable to fulfill your service hours, please contact the principal.

I. When a Family Experiences a Hardship

St. Jerome Parish School is willing to maintain those families that are truly experiencing extraordinary financial problems. The determination of 'hardship' families will be the prerogative of the pastor and principal. Again, Fr. Tom Brundage has emphasized many times that finances should never be what holds back someone from registering for our beautiful

school.

J. Classroom Placement Requests

For those grades with enough students to warrant an additional class, great care is taken to place the students into the best possible learning environment. Throughout the school year, teachers become keenly aware of the academic, social and behavioral needs of each of the children in their classrooms. This information is used to discuss the best placements for the students into the next grade. Factors such as class size, amount of boys and girls, academic performance, and student personalities are all discussed to determine the “best fit” in regard to student classroom placement.

Due to the time and care spent during the school year with each individual student, current year teachers are best able to make the judgment as to the best placement for each child. As we strive to honor the parents as the primary educator, we do realize that parents hold the best interests of their child at heart. In situations where a parent has valid academic reasons for requesting a specific teacher, those requests must be in writing to the principal by May 1. These requests will be taken under the advice of the principal. Due to student additions during the summer and current teacher reasons for placement, parent requests for teachers are not guaranteed.

K. School Calendar of Events

St. Jerome Parish School Calendar - 2020-2021

Due to COVID the calendar has been modified

August 23	School Meet & Greet/School Pictures/Picnic 3:30 p.m. - 6:30 p.m.
August 26	First Day of School
August 30	Coffee and Parent Social - Welcome Back!
September 2	Labor Day/No School
September 4	Middle School Information Night
September 25	Parent Info Night - Jeopardy!
September 27	Home & School - Parent Educational Event - Screenagers Viewing
September 27	Grandparents/Special friend Mass 8:00 a.m.
September 29	Parish Picnic
October 4	Home & School - Parent Social Postponed
October 9	1:45 p.m. Living Rosary - Families invited, all welcome!
October 10,11	Teacher In-Service/ No School
October 17	Evening Conferences after school 3:00 p.m. - 7 p.m.
October 18	Conferences/No classes 7:30 a.m
October 19	Soles for Catholic Education - 9:40 a.m. Pre-walk warmup (at Mount Mary University)
October 25	Home & School/Trunk or Treat and Fall Fest
October 25	Pumpkin Decorating
October 30	End of Quarter 1
November 8	Teacher In-Service/No School

November 9	Legacy Dinner (Red Circle Inn)
November 27-29	Thanksgiving Break/No School
December 2	Teacher In-Service, Sustaining The Mission/No School
December 6	Home & School/Christmas Social
December 9	Advent Candle Lighting Service - 7:30 a.m. All invited
December 11	Christmas Concert
December 12	Santa's Workshop, Home and School
December 16	Advent Candle Lighting Service - 7:30 a.m. All invited
Dec 23-Jan 1	Christmas Vacation/No School
January 2	School resumes
January 24	End of Quarter 2
Jan 28 to Feb 1	Catholic Schools Week - Special activities all week!
January 30	4th Grade Intramural Basketball/8th Grade Parent vs. Student Basketball
February 7	Home & School Movie Night
February 13, 14	Teacher In-Service/No School
February 25	Mardi Gras hosted by 8th grade, during school day
February 26	Ash Wednesday, Mass at 8:00 a.m.
February 28	Teacher In-service, Sustaining The Mission/No School
March 3 to 21	Iowa Tests of Basic Skills
March 6	Home & School Event
March 14	Home & School Father/Daughter Dance
March 23,24	Teacher In-Service, No School
March 30	End of Quarter 3
April 2, 3, 4, 5	St. Jerome Players <i>Aladdin Jr.</i>
April 9	Living Stations of the Cross - All are Welcome
April 10	Good Friday/No School
April 13-17	Easter Vacation
April 24	Parents Thank you Breakfast
April 28	Divine Mercy Chaplet - All are Welcome
May TBD	Athletic Banquet
May 1	Home & School/Mother/Son Event
May 5	Band Fest daytime performances @ St. Anthony & St. Charles
May 6	Band Fest 6:30 p.m @ St. Jerome 1:00 p.m. performance for school
May 8	May Crowning/First Communion children dress up
May 8	8th Grade Graduation Dinner/7th & 8th Grade Dance <i>hosted by Grade 7</i>
May 12	Spring Concert
May 25	Memorial Day/No School
June 2	Grade 8 Graduation @ 6:30 p.m followed by reception
June 5	Last Day of School, End of Quarter 4, Mass at 10 a.m. followed by social

II. A SJPS Lion is a Partner

Our St. Jerome Parish School Student Pledge defines how our students are to work in relationship with others to grow in our love of God and others. At SJPS, we appreciate our existence in the greater community. We are most grateful for the support of the parish in maintaining our excellence in

providing quality academics. In addition to the outstanding faculty and staff, the school benefits from the work of the School Commission and its subcommittees:

- Home and School
- Fundraising
- Technology
- Marketing
- Policy
- Athletic Association

A. School Advisory Commission

The SJPS School Commission is recognized as a standing committee of the St. Jerome Parish Council. The School Commission is a group of selected (or discerned) parishioners who, along with the pastor and principal, are dedicated to the promotion and welfare of Catholic education.

“The Parish School Commission serves as an advisory body to the parish school administrator. It assists with policy development, identifying and expressing the educational goals and objectives of the parish community, budget planning and public relations.” (Archdiocesan Policy 2103 (a))

The Committee strives to:

- Promote a Christian atmosphere and viable Catholic Identity
- Foster high standards of spiritual, academic, and social growth
- Develop and define fair and just policies

Committee members for 2020-2021 School Year

Chairperson

Secretary

Margaret Krahe

Home and School

Emily Keigher

Fundraising

Marketing

Melissa Packee

Athletic Association

Bill Millot

Pastoral Council Liaison

Oleg Gershtyn

B. Home and School Association (Archdiocesan Policy # 1210)

St. Jerome Parish School’s 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 \$20.00 fee to the Home and School Association. Members of the Home and School Committee are appointed, not elected.

Home and School meetings will be established for the 2020-21 school year and are anticipated to be monthly.

From our 2019-20 Home and School Chairperson, Aubrey Samson

We are looking for parents interested in helping make our school continue to shine with events and happenings for our families. Please contact our school office if you are interested in helping out. Thank you!

C. Athletic Association

Students in grades 5 through 8 have opportunities to sign up for participation in competitive sports apart from the regular physical education program. These opportunities are offered in the after school hours and on weekends. We are a parish athletic program. St. Jerome Parish is a part of the Parkview league of the Archdiocese of Milwaukee. Please contact SJP Athletic Association President, Bill Millot, with any questions.

*St. Sebastian, Patron Saint of Athletes
Pray for us!*

D. Family Folder and The Lion's Roar

In order for SJPS to run smoothly, there is a constant flow of communication between home and school. We communicate through a weekly family folder. When paper communication is to go home, this folder will be in your child's backpack on Tuesdays. **Please return the folder to school the following day so that it can be used weekly.** Digitally, "The Lion's Roar" is our weekly email that goes out to all families. The Lion's Roar is the main source of information from SJPS. It will arrive in your email inbox by Friday of each week. Please be sure to enter your correct and most used email address into TADS. If you need to change this email, contact the school office. Submissions for either the Family Folder or The Lion's Roar are due to the school office by 10:00 a.m. the preceding Wednesday. All items must be reviewed by the principal before being included in the communication.

Families are also invited to like and follow our Facebook page. The purpose of our Facebook group page is to share SJPS related information with current SJPS parents/grandparents. It is a closed group. Please email the school office (school@stjerome.org) to request an invitation to the group. We want to share with you more of the wonderful happenings at our school! If you are friends with a SJPS parent who is not a member of our group, please invite them to be a member. Thank you for helping us build SJPS to be the best place for growing and learning for our students!

E. St. Jerome Parish and School Website

All families are encouraged to utilize the St. Jerome Parish and School website as a one stop resource. Our website can be found at www.stjerome.org

III. A SJPS Lion is Dedicated

A. School Daily Schedule

School doors open	7:10 a.m.
Students are to be in the classroom	7:30 a.m.
All school prayer and announcements	7:32 - 7:35 a.m.
Recess	
● 3K/4K	9:30 - 9:45 a.m.
● 5K to Gr. 3	9:30 - 9:45 a.m.
Lunch	
● 4K to Gr. 4	11:40 - 12:00 p.m.
● Gr. 5 to Gr. 8	12:00 - 12:20 p.m.
Recess	
● Gr. 5 to Gr. 8	11:40 - 12:00 p.m.
● 4K to Gr. 4	12:00 - 12:20 p.m.
“Something Beautiful” called over PA	2:20 p.m.
All-school prayer	2:25 - 2:28 p.m.
Dismissal	2:30 p.m.

Three-Year-Old Preschool -- 7:30 a.m. to 11:15 a.m., extended care until 2:20 p.m.

Four-Year-Old Kindergarten -- 7:30 to 11:15 a.m. Half day and full day 7:30 a.m. to 2:20 p.m.

Extended Care/Y Care: Before and After School Care - NOT AVAILABLE AT THIS TIME

The Before and After School Care program is available Monday through Friday when school is in session, and will be offered through the YMCA At Pabst Farms at our SJPS site.

- Before School: 6:30 - 7:25 a.m.
- After School: 2:30 - 6:00 p.m.

With a focus on safety, health, social growth and academic enhancement, the Y Care Program serves youth with a variety of before and after school activities to explore and develop their interests and talents. Students will engage in special projects, arts & crafts, indoor/outdoor games, a healthy snack and an opportunity to complete homework. Additional care may be provided on select non-school days.

To register, go to www.ymcaatpabstfarms.org to complete your paperwork online. To find SJPS on their website, click Membership/Registration, then Register for Programs, then Y Care, then click St. Jerome’s Oconomowoc.

For more information about Y Care, contact Keri Kaun, Youth Development Director,

B. Attendance

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. *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.*

Pupils who are continuously absent or tardy will be referred to the principal who will take appropriate action as directed by Archdiocesan policy. The school will notify the parent/guardian of the child when the student becomes habitually truant. Pupils continually absent or tardy without sufficient cause may be referred to the Waukesha County Health and Human Services Department.

Absences are sometimes necessary due to illness, death in the family, a doctor or dental appointment, or whenever the principal considers that exemption from attendance is in the best interest of the pupil. All absences, excused and unexcused, must be recorded in the legal attendance records. Principals are 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.

Examples of excused absences include, but are not limited to:

- Personal illness (a doctor's note will be expected after a third day of absence)
- Family emergency or crisis
- Funeral
- Medical or legal appointment
- Severe weather when school does not officially close
- Traffic obstacles (train, accident, etc..)

Examples of unexcused absences include, but are not limited to:

- Family vacations
- Oversleeping
- Running late
- Sporting events or other performances not associated with the school
- Road construction when it is known
- Shadowing a high school beyond two visits

State law allows a parent to excuse their child from school **in writing prior to an absence for up to 10 days per school year. **All absences beyond 10 are deemed unexcused.***

A student who is tardy or released early is partially absent, as the law requires attendance for full periods and hours. Unless the tardy or early release is excused for one of the reasons stated above, the student is considered truant.

To ensure the safety of our students, parents/guardians are asked to **call the school office before 8:00 a.m.** to report their child's absence. If no call reaches the school, the parents/guardians will be contacted by office personnel.

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.

St. Jerome Parish School is considered an open campus. Parents may take their child(ren) off site during the day for appointments or other obligations. It is advised that appointments and vacations be made around the school schedule so that instruction may be kept uninterrupted and consistent. This is for the benefit of the child. Students leaving school **must be signed out and picked up from the school office.** "There is no legal number of absences, which if exceeded, leads to automatic retention." (Archdiocesan policy 5113(a), 5123)

Please call the school office if there is a change in usual dismissal arrangements, i.e. riding to a friend's house by bus or car, walking home, etc.

Child Custody Disclosure Policy

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)

Tardiness

In order to take full advantage of the academic excellence and spiritual formation of your child offered by our teachers and staff, it is essential that children arrive on time and ready to learn on a daily basis. A student arriving at school after 7:30 a.m. is considered tardy. A student arriving after this time must stop in the office to receive a pass before proceeding to their classrooms. (see examples of excused and unexcused tardies and absences above) *If the child does not bring a note initially from a parent/guardian, the child is considered unexcused.*

Consistent tardiness is inexcusable and will be addressed by the principal.

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

** A student is considered tardy if not in the classroom ready to learn at 7:30 a.m.*

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. All tardiness is recorded by the homeroom teacher and indicated on both the child's Permanent Cumulative Record, which is kept on file, and on his/her report card.

Children will be considered a ½ day absent if arrival is after 9:30 a.m. or leave before 1:00 p.m. on a regular school day.

Children will be considered ½ day absent if they arrive after 9:00 a.m. or leave before 10:00 a.m. on an 11:30 a.m. early dismissal day.

Sickness

Sickness or contagious illness excuses a child from school. After having a serious type of illness, a child may not be admitted to school without written permission from a doctor. The principal will dismiss any child showing symptoms of a communicable disease such as high fever, rash, vomiting, or diarrhea. Before a child is dismissed, the parent/guardian will be contacted to provide transportation and to ensure that someone is home to receive the sick child. Parents will be called and asked to take any child home if they present these symptoms. **Please be considerate of your child's needs, and the office and school staff, by promptly picking up your child should you be called to do so.** Children should be free of all symptoms for 24 hours before returning to school especially those suffering communicable diseases such as the flu, pink eye, and strep. In the case of strep throat, a patient needs to be on antibiotics for at least 24 hours before they are considered not contagious and can return to school. If a diagnosis is made in the evening, and a child is given an evening dose and a morning dose of antibiotics, they are still considered contagious and may not go to school. They need to wait 24 hours from the first dose of antibiotics before they can return to school.

Lice

Occasionally, lice/nits are detected on students. If a child is found to have nits or lice, the child will be sent to the health room for an evaluation and parents will be called. Parents are encouraged to seek a second opinion from a physician to confirm a case of lice. If the case is confirmed, the child must be treated. It is helpful if a physician, physician assistant, or nurse give a written notice. If a case is not confirmed, the child may return to school. All classmates will be checked and parents will be contacted if nits/lice are found.

Here is a link to helpful information from the Waukesha County Health Department:

<https://www.waukeshacounty.gov/HealthAndHumanServices/PublicHealth/Schools/OtherHealthConcerns/HeadLice/>

Vacations

Please contact the school office and classroom teacher if you are planning to take a child out of school for a family vacation. Please see policies regarding homework completion while on vacation on p. 34 - 35 of this handbook.

C. Health Room

When a child becomes sick or injured during the course of the school day, they will be sent to the health room located in the school office. Here their needs will be tended to as best as the staff can provide. Parents will be alerted by phone if a child has a fever (temperature over 100 degrees), is vomiting, has diarrhea, or if any serious accident or illness occurs which involves their child. Any time a child receives a bump to the head area, the parent will be notified by phone. No child will ever be sent home without parental consent. Sick students must be picked up as soon as possible. All contagious diseases (chicken pox, scarlet fever, mumps, measles, etc.) must be reported to the Health Department.

Diagnosis and treatment of illness are never school responsibility and should not be undertaken by any school personnel. Under the Good Samaritan Laws (Wisconsin Statute 118.29), any licensed school bus operator and any private school employee or volunteer, other than a healthcare professional, who in good faith renders emergency care to a pupil is immune from civil liability for his or her acts or omissions in rendering such care. An accident report will be completed by the supervisor who witnessed the accident and placed in the office file when an accident occurs on the playground or in the school involving serious injury to a student. Accident/injury reports are also filed with the parish insurance carrier.

Emergency Contact Information Cards

Emergency health information is kept in the office. In the event of an accident or injury, this information aids the school staff in reaching parents. It is imperative that emergency information be updated in TADS as needed throughout the school year. Please also alert the school office of updates throughout the year. We need the most current information at all times.

Immunizations (Archdiocesan Policy #1210)

It is a requirement of the state of Wisconsin that the health histories of all students be kept on file. Confidentiality regarding this information is maintained. When new students come to St. Jerome Parish School, the school requests the student's health records from the school they previously attended. All children attending St. Jerome Parish School **must** show proof of proper immunizations in accordance with Wisconsin State Statutes.

Medication Policy (Archdiocesan Policy 5140.2(a))

The protocol used for the distribution of medication to children is the policy of the Archdiocesan Office of Schools.

No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form filled out and returned to the school office.

- Medication Consent Form must be filled out by the parent/guardian and

returned to the school office.

- Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the school office.
- The school office shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.

Medication to be given in the school must have the following information printed on the pharmacy-labeled container:

- a. Child's full name
- b. Name of the drug and dosage
- c. Time to be given
- d. Length of time to be administered
- e. Physician's name

Medication will be taken by the child at the designated time, administered by the office staff. It is the responsibility of the student, not school personnel, to get his/her medication at the designated time.

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. Only limited quantities of any medicine are to be kept in the school office. **No medication is to be kept in the child's classroom or on the child's person.**

Teachers are not to be asked to administer any medication, except on a field trip and only with written permission for the teacher in charge to administer that one time dosage. School personnel are not allowed, under any circumstances, to provide any non-prescription medicine to any student without proper written authorization from the student's physician.

Any medications remaining in the health room at the end of the school year must be picked up by a legal parent or guardian. Medications will not be transported home by a student. Medications not retrieved from the school office will be properly disposed.

Asthma Inhalers, Epi Pens, Emergency Prescription Medications

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagons, and EpiPens. SJPS Students 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 homeroom teacher (refer to Form 5140.2c). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her 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.

D. School Closings

When there is a question of school closing or of an early dismissal, an announcement will be made and communicated via Constant Contact (email notification) or SMS (text message) through robotic call, text messaging and/or email. Please be sure to maintain current contact information with the school office and TADS.

Students can anticipate going outside for recess every day unless the temperature or wind chill is at or colder than 5 degrees. The school office utilizes The Weather Channel to make final decisions about the temperature and wind chill.

When school is closed due to severe weather, all after-school and evening activities are cancelled. (6114.5 Archdiocesan Policy 6114.5)

To Close or not to close?

The decision to close school due to snow or extreme cold is not an easy one. The process begins with the superintendent of Oconomowoc Area School District contacting the Oconomowoc Department of Public Works (DPW). Should the DPW determine that travel for buses is unsafe, the superintendent places calls to all local principals and the media. St. Jerome Parish School utilizes an automated calling system to alert families. A test call is made in September. If you do not receive this call or have made changes to your contact information, please contact the school office with those changes. If you wish, additional contacts to be notified such as a grandparent or babysitter, please inform the office of that as well. We fall under the umbrella of Oconomowoc Public Schools (OASD) when alerts are made on the news. If OASD closes due to inclement weather, so does St. Jerome Parish School.

Oconomowoc will cancel school if there is a Wind Chill Warning with sustained wind chills at a level of **35 degrees below zero or colder**. As always, the decision to cancel school will be finalized as early as possible in the morning, or perhaps the evening before if possible. Please be sure children are dressed appropriately for these cold days. Hats, boots, snow pants, warm jackets and gloves or mittens are essential for students to be safe and enjoy their time going to and from school or playing outside.

IV. A SJPS Lion is Well Rounded

Our mission tells us that SJPS educates and prepares students to be led by Christ to be the best version of themselves as collaborative workers, complex thinkers, and servant leaders for lifelong learning and a continued relationship with God. All of our programming at St. Jerome Parish School reflects this loving, inclusive experience where children feel safe to take risks in order to reach their full potential.

A. Academics

St. Jerome Parish School strives to provide a quality Catholic education to children 3 years of age through eighth grade.

Religion

The teachings and traditions of the Catholic faith are at the core of our instruction at St. Jerome Parish School. Formal instruction in the faith exists in every classroom and is integrated and evident throughout the day. The faculty, staff and administration of SJPS recognize the parents as the primary educators of their children. Therefore, we must strive to present the Catholic faith in a way that is consistent with the age and readiness of the students, empower the student with Catholic knowledge and the ways to best practice their Catholic faith, and engage the family and students in faith sharing and Scripture reflection.

Students in 4K through eighth grade attend weekly Mass on Friday morning unless a holy day of obligation occurs during the week. Sacramental preparation and semester retreats are done via St. Jerome Parish (SJP). This is in cooperation with our second grade classroom teacher and parents with preparation at home. Preparation for First Reconciliation and First Communion begins in our **Catechesis of the Good Shepherd** Level 1 atrium, beginning in 3K. Our school children also prepare through the curriculum of the Dynamic Catholic books, *Blessed - Reconciliation* and *Blessed - First Communion*.

All students pre-kindergarten through 8th grade participate in the **Nashville Dominican's Virtues in Practice Program**. These lessons are taught by our middle school religion teacher, weekly within each classroom.

"Virtues in Practice is a program for children in grades pre-kindergarten through eight to grow closer to Jesus by imitating His life and virtues. It is set up in such a way that a whole school studies the same virtue each month, to provide a whole-school (and at home, whole-family) focus. The program covers 27 virtues over a three-year cycle, with 81 saints held up as models of the virtues."

Here is a link for more information:

<https://www.nashvilledominican.org/apostolate/evangelization-and-catechesis/virtues-in-practice/>

SJPS follows the Archdiocese of Milwaukee Office of Schools Family Life Curriculum - **Rooted: Theology of the Body**, 5K through eighth grade. This curriculum presents the solid Catholic truths of Theology of the Body for all ages. Each course is supplemental and designed to weave easily into a school's current Catholic religion curriculum. This series carries both a Nihil Obstat (free from doctrinal error) and Imprimatur (bishop's approval for printing). Please follow the link for more information.

<https://www.ruahwoodspress.com/>

Curriculum

Teachers at St. Jerome Parish School follow the curriculum of the Archdiocese of Milwaukee Office for Schools. This curriculum is in line with that of the Wisconsin Department of Public Instruction. If you would like to view the curriculum, please visit the archdiocesan website at

Specials

St. Jerome Parish School is grateful to be able to provide additional programming for its students in Project Lead the Way (PLTW), Spanish, physical education, music, and art.

Reading Specialist

SJPS is grateful in being able to provide a reading specialist for our students who require additional reading support. The reading specialist provides diagnostic testing for individual students when needed. The reading specialist works in collaboration with administration, classroom teachers, and Learning Support Team members to identify and work with students needing support.

Instructional Support Teacher/ARISE

We are blessed at SJPS to have a dedicated Instructional Support Teacher (IST) and ARISE facilitator. This teacher supports student needs and learning through individualized online solutions. ARISE is specific to St. Jerome Parish School. It is an acronym - Academic Resources Instructional Support and Enrichment. The program facilitator works with teachers and parents to provide students access to math and reading/English Language Arts (ELA) programs, tailored to each student's needs. Beginning with the 2017-18 school year, class-wide participation was piloted with our younger learners with great academic growth and success. Beginning with the 2018-19 school year, SJPS has offered digital intervention and enrichment programs to all students through 8th grade. By utilizing these solutions, we are able to meet students "where they are" and provide real time progress monitoring to ensure individual gains are tracked and shared with both teachers and parents.

Technology

St. Jerome Parish School provides integrated technology approaches to classroom instruction. Students are exposed to interactive white boards, computers, and iPads. Teachers utilize applications and websites for instruction and production throughout their courses.

St. Jerome Parish School is committed to increasing the use of 21st century technology and skills necessary to compete in the global marketplace. It is our goal to provide students with the best access and opportunities to use contemporary learning resources to meet the learning goals and objectives of the curriculum. Exposure to various types of media allows the students to begin to self-select the appropriate tools for a given assignment. This will better prepare the students for the ever-changing world of technology as they move on to high school.

B. Athletics

Students in grades 5 through 8 are eligible to participate in the St. Jerome Parish athletics program.

These activities are apart from the physical education curriculum and occur after school hours

and on the weekends. The athletic program is sponsored by the Athletic Association. Offerings depend on participation but include:

- Boys and girls volleyball
- Boys and girls basketball
- Co-ed track

The Athletic Association is a committee that works under the leadership of a volunteer Athletic Director to coordinate St. Jerome Parish's Athletic Program. The program is designed to provide participation in team sports and athletic development which adds to the spiritual, social, academic and physical training that 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., is available from our Athletic Association President.

C. Fine Arts

Students enrolled at St. Jerome Parish School have the opportunity to participate in several options in the area of the fine arts.

St. Jerome Players (musical)

Students have the opportunity to broaden their performance art skills through the parish musical. Students are able to audition for roles or work as members of the stage crew

to make our production its absolute best! The performance for this year will be Aladdin Jr. and will be performed on April 2nd through April 5th, 2020.

Band 4-8

Band is offered for grades 4 -8 each Wednesday during the school day. Lessons are taught in Marian Hall. Band students perform at the Christmas concert and also perform at a collaborative bandfest concert with other area schools.

Glee Club 6-8

Glee Club is an after-school club.

Students in grades 6 - 8 practice music theater pieces and perform at various times throughout the school year.

Smart Start Art Club K-3

New for the 2019-2020 school year is an after school offering called Smart Start Art Club.

"Every child is an artist." — Pablo Picasso. Our art class encourages K-3rd grade students to explore their artistic side! Through inspiring projects that foster creativity, the study of great

artists (from classic to contemporary) and skill development through learning step-by-step drawing techniques, children will take a journey into the world of art — a journey they'll be eager to continue week after week. Each student will receive an award on the last day of the session and will have the opportunity to earn belts to demonstrate their learned skills! Here is a link for more information: https://www.learningmeansfun.com/aes_art

D. Field Trips

A field trip is planned to enhance and enrich a particular classroom learning experience. Participation in a field trip is a privilege based on a student's attitude and behavior at St. Jerome Parish School. Students are expected to travel to and from field trips under school supervision. If a student has served an in-school suspension, he/she may be denied attendance on a field trip.

If a student needs to take medication or has some special physical needs, then a parent/guardian may be required to attend the field trip as a chaperone. All chaperones must have Safeguarding All God's Children Training.

Field trips are scheduled by the classroom teacher with 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. Signature of both parents/guardians on the field trip permission slip is highly encouraged. 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 conference will be scheduled to discuss trip eligibility. 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.

The cost of the field trip(s) will be the responsibility of the parents (cost of field trip is not applicable to WPCP Families.) The teacher will contact necessary parent chaperones. We ask that chaperones do not bring their younger child/ren on the trip.

E. Additional Curricular/Extracurricular Offerings

Participation in extracurricular activities is a privilege that can be revoked. Academic studies

should be the primary focus and responsibility of St. Jerome Parish School students. Conduct during school or at any school-sponsored or school related activities can affect a student's ability to participate in extracurricular activities.

Students who are absent or are suspended from school for any part of the school day due to illness are not allowed to participate in meetings, practices, activities, games, meets, or other extracurricular activities that day or evening.

Project Lead the Way (PLTW)/STREAM, 5K-8

Providing transformative learning experiences at St. Jerome Parish School!

Project Lead the Way Launch was introduced to SJPS beginning with the 2017-18 school year. The modules were purchased with money raised from our Legacy Dinner Auction and all teachers received training for implementing the teaching modules within their classrooms. Project Lead the Way-Launch is taught in 5K through 5th grade. PLTW Gateway is taught in our middle school grades 6th through 8th. Beginning with the 2019-2020 school year, we have a designated STREAM classroom. STREAM adds religion and art to science, technology, engineering, and mathematics curriculum. Our STREAM room has a dedicated facilitator to co-teach each of the Launch modules along with the classroom teacher. The program empowers students to adopt a design-thinking mindset through compelling activities, projects, and problems that build upon each other and relate to the world around them. And as students engage in hands-on activities in computer science, engineering, and biomedical science, they become creative, collaborative problem solvers ready to take on any challenge.

Virtues in Practice, 4K-8

All students pre-kindergarten through 8th grade participate in the **Nashville Dominican's Virtues in Practice Program**. These lessons are taught by our middle school religion teacher weekly within each classroom.

"Virtues in Practice is a program for children in grades pre-kindergarten through eight to grow closer to Jesus by imitating His life and virtues. It is set up in such a way that a whole school studies the same virtue each month, to provide a whole-school (and at home, whole-family) focus. The program covers 27 virtues over a three-year cycle, with 81 saints held up as models of the virtues."

Here is a link for more information:

<https://www.nashville dominican.org/apostolate/evangelization-and-catechesis/virtues-in-practice/>

Student Council

The Student Council involves students by having representatives who voice student concerns and give input into various school activities. Service projects and school spirit activities will also be generated through Student Council. Officers will be elected from and by the eighth grade

class. Student Council is facilitated by teachers at St. Jerome Parish School.

Chess Scholars Club, 5K-8 NOT AVAILABLE AT THIS TIME DUE TO COVID

Chess Scholars is our fun-filled professional chess program for children in grades 5K-8. We work with students of all levels, including beginners. During each one-hour class, there is an interactive instructional period of 15-20 minutes, followed by guided practice. Students can also test for Chess Belts, patterned after martial arts belts. Our curriculum is well suited for the needs of young students.

Let's Build It! Engineering Club, 1-6

This class takes a hands-on approach to engineering, allowing students to directly engage with basic engineering concepts through a variety of fun and educational activities. Students will improve their problem solving, math, and physics skills – all while engaging in exciting building projects. Each trimester-long unit will focus on a specific area of engineering like robots, circuits, and exciting machines. No previous experience is necessary, just a desire to learn and build. Each student will receive an award on the last day of the session, and have the opportunity to earn Energy Belts to demonstrate their learned skills!

Let's Code It! Programming Club, 1-6

Your child will have a blast in this exciting new STREAM program. This innovative approach to coding is sure to spark your child's interest in computer science. The fun-filled curriculum stresses critical thinking, creativity, confidence, teamwork, and problem solving skills to prepare them for the 21st century and beyond. Class topics include video game design, loops, control structure, conditional expressions, control statements, object-oriented design concepts, data structures and variables, and mathematical expressions. Each student will receive an award on the last day of the session and will have the opportunity to earn belts to demonstrate their learned skills!

SJPS Service Club, 4-8

In this after-school club, students plan and participate in a number of service opportunities throughout the Oconomowoc area, an excellent opportunity to share and shine the love of Christ to others through our stewardship and giving. To join Service Club, contact the school office.

American Heritage Girls

St. Jerome Parish is blessed to offer our young girls participation in the American Heritage Girls. American Heritage Girls (AHG) is a Christ-centered character and leadership development program for girls 5 to 18 years of age. AHG is dedicated to the mission of building women of integrity through service to God, family, community, and country. Learn more at this link: <https://americanheritagegirls.org/> Please contact the SJPS office for more information.

Trail Life USA

New to St. Jerome Parish is Trail Life USA. From their website:
Trail Life USA is a Church-Based, Christ-Centered, Boy-Focused mentoring and discipleship journey that speaks to the heart of a boy. Established on timeless values derived from the Bible and set in the context of outdoor adventure, boys from Kindergarten through 12th grade are engaged in a troop setting by male mentors where they are challenged to grow in character, understand their purpose, serve their community, and develop practical leadership skills to carry out the mission for which they were created. Please contact the SJPS office for more information.

V. **A SJPS Lion is Responsible**

Homework - Archdiocesan Policy #6154

The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home.

The purposes of homework are threefold: to deepen students’ understanding and skills relative to content that has been initially presented to them, to prepare students for new content, or to have them elaborate on content that has been introduced. In most cases homework should be formative, allowing students to apply what they have learned in order to determine their level of understanding and need for further instruction.

Homework is a developmental learning activity which should increase in complexity with the maturity and capability of the student. As students mature, learning should become an increasingly independent activity. This should be established through consistent assignments, which encourage students to investigate for themselves and to work independently as well as with others.

Teachers should establish and communicate a homework policy, design homework assignments that clearly articulate the purpose and outcome, and provide feedback to foster growth. Homework, properly planned and purposeful in nature, should:

- Support growth toward identified standards and learning targets
- Support individual learning needs
- Be designed to check for understanding and provide feedback to foster growth
- Generally not be graded, but used to inform instruction and assessment

Middle school homework assignments should be coordinated among teachers and should be within the limit of expected probability for accomplishment by the student. Homework is not to be used as a form of punishment under any circumstances.

The following should guide teachers in the use of homework:

Level Maximum Time

- K (optional): 10 minutes

- Primary: 30 minutes
- Upper Elementary: 60 minutes
- Middle School: 90 minutes

Students should not be required to exceed the maximum amount of time for their developmental level.

Parent involvement in homework should be kept at a minimum.

The purpose of homework should be identified and articulated.

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 an excused absence. Such assignments should 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. Please notify the school office before 9:00 a.m. if you are requesting work to be picked up for an ill child. Please pick up the schoolwork in the office after 2:30 p.m.

Please remember that some children will need more or less time to complete the same amount of work. Each child is different. Homework assignments may not always involve problems to solve or worksheets to be completed. Students are strongly encouraged to use additional time outside of school reading, practicing basic operations in math, writing and reviewing the day's lessons. If a parent/guardian has concerns about homework, they should bring their concern to the classroom teacher(s).

In the instance of an extended **vacation**, *parents assume the responsibility for the instruction of material missed during family vacations taken during school days*. Teachers reserve the right to refrain from giving assignments in advance as the pacing of lessons create variability from day to day. Vacations are meant to be time together as a family to enjoy one another's company. Learning opportunities exist in those moments. As a school that supports and honors the family with parents as the primary educators, we hesitate to give work to those electing to take their children out of school for vacation. Work will be given upon return and will need to be completed within one school day for each absent school day. Students are responsible for and will be held accountable to complete and turn in the work they miss while absent.

Below are suggested guidelines for parental involvement with homework as shared by author/researcher Cathy Vatterott in her 2013 book *Rethinking Homework: Best Practices That Support Diverse Needs*:

Parents are encouraged to ...

- Ask their child about what the child is studying in school.
- Ask their child to show them any homework assignments.

- Assist their child in organizing homework materials.
- Help their child formulate a plan for completing homework.
- Provide an appropriate space for their child to do homework.

Parents may, if they wish ...

- Help their child interpret assignment directions.
- Proofread their child's work, pointing out errors.
- Read aloud required reading to their child.
- Give practice quizzes to their child to help prepare for tests.
- Help their child brainstorm ideas for papers or projects.
- Praise their child for completing homework.

Parents should not ...

- Attempt to teach their child concepts or skills the child is unfamiliar with.
- Complete assignments for their child.
- Allow their child to sacrifice sleep to complete homework.

Excused absences, such as those for dental appointments, doctor appointments, etc., are highly discouraged during school hours because the student is then denied the learning experience provided by the teacher. Students are responsible for and will be held accountable to complete the work they miss while gone.

B. PowerSchool

Throughout the course of a school year, teachers utilize many tools to determine student growth and progress. The results of these measures are recorded using an online school information service (SIS) called PowerSchool. Through PowerSchool, parents are able to view student progress. Families receive a summation of student progress four times a year at the end of each teaching quarter. Parents are encouraged to contact their child's teacher not only at conferences but any time there is a question or concern with their child's progress. It is the collaborative spirit between home and school that results in student success.

Teachers use PowerSchool to inform parents of their child's progress. Teachers in grades 1 through 8 will post progress marks for parents to access on PowerSchool. Teachers will update student progress regularly, however, there may be times throughout the course of instruction where there may not be notable progress to share. They may be moving toward an expected learning outcome. In addition to grades, PowerSchool also allows teachers to write comments and concerns about assignments, tests, quizzes, and projects. It is advised that parents and students access PowerSchool to be advised of progress. Teachers will be utilizing email or phone calls to apprise parents of student progress. Teachers are to monitor the academic progress of a child closely.

Families receive password information for each school year. Please protect the confidentiality of this information.

Please do not wait until a formal reporting if you have a concern about your child's progress. Conferences between parents and teachers can be scheduled at any mutually agreed upon time throughout the course of the school year.

C. Grading

"An excellent Catholic school uses school-wide assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instructional practices."
-Standard 8: National Standards and Benchmarks for Effective Catholic Schools

Standards-based grading is based on the principle that grades should convey how well students have achieved standards. In other words, grades are not about what students earn; they are about what students learn. Brookhart, S.M. (2011). Starting the Conversation About Grading. *Educational Leadership*, 69(3), 10-14.

St. Jerome Parish School, along with all other Archdiocese of Milwaukee Catholic schools, has adopted a method of grading that is a more accurate and honest way of communicating information about what your children are expected to learn and how they are progressing along their learning path. This method, called standards-based grading (SBG), allows each parent to know which concepts and skills are being studied each grading period and track how their individual child is progressing in learning those concepts and skills.

With standards-based grading, teachers communicate whether students are currently demonstrating learning at a level 1, 2, and 3. Students demonstrating learning at level 1 are getting ready to learn concepts and skills. Students demonstrating learning at level 2 are building foundations for mastery of concepts and skills. Students demonstrating learning at level 3 have mastered the concepts and skills and are able to apply them when working independently. Those students who are working at level 4 make new connections and extend their learning beyond a demonstration of mastery.

Standards-based grades are more flexible and can change to reflect a student's learning. Standards-based grades will fluctuate to reflect the progress a student makes in mastering one set of concepts and skills and moving on to new or more complex concepts and skills. Standard-based grading does communicate up-to-date information about a student's current level of knowledge. Standards-based grading does show how a student's learning has progressed over time. It does not average scores from weeks past, before a student's learning had progressed. It does not penalize a student for not knowing something before it was taught.

The directive given by the Archdiocese of Milwaukee Office for Schools has allowed us to **progress locally** as we see would be best for our students and families. We will proceed slowly, providing communication to students and parents along the way. A parent meeting was held in May 2019 to communicate SJPS's progress and plan for SBG implementation. More parent meetings will be held to continue communication with SJPS families.

Archdiocesan Policy #5121: School Grading Practices

Effective grading practices are necessary for improved teaching and learning. Schools will adopt local grading policies that will support the following guiding principles:

- Assessment and grading are ongoing processes that guide continuous learning.
- Grading should be standards-based and reflect what students know and are able to do.
- Grading should be transparent and promote common understanding between students, parents, teachers, and schools.
- Grading should support a growth mindset.
- Grading should only reflect student achievement.
- The purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments.

The following link is an excellent source of information regarding standards-based grading and assessment. It will be a wonderful resource as we continue to create a standards-based learning environment at St. Jerome Parish School.

<https://schools.archmil.org/CentersofExcellence/DOCsPDFs/Leadership-Opening-Day-2015/2018-19/AssessmentandGradingGuidebook.pdf>

D. Retakes

We believe assessment and grading are ongoing processes that guide continuous learning (Guiding Principle #1 from above link).

- Teachers will allow students to demonstrate their learning in a variety of ways.
- Teachers will provide opportunities for practice, retakes and revisions.
- Teachers will determine proficiency by considering multiple points of the most recent data.
- Teachers will provide feedback to reflect student progress toward learning goals and inform continuing instruction.

If a student requests to retake an assessment, reflection and proof of additional work and study will need to be provided to the classroom teacher. This form with proof of additional study will need to be signed by the student and parent and approved by the teacher in order for the assessment to be retaken.

E. NWEA MAP Growth and ITBS

With the 2017-18 school year, St. Jerome Parish School began utilizing the Measure of Academic Progress (MAP) Growth Assessments. These are computerized adaptive tests, which help teachers and administrators use data to improve learning for all students. MAP is administered two times each year, fall and spring, to students in grades K5 through 8. Teachers may also choose to additionally test in winter to monitor specific student learning. The data provided by these tests inform the instruction that teachers provide so that we remain true to our God-centered, student-focused philosophy of education.

Each spring, students in grades 3, 5, and 7 take the Iowa Test of Basic Skills Achievement Test

and Educational Ability Series (ITBS and CogAT). These tests are used by the Archdiocese of Milwaukee Office of Schools, Child and Youth Ministry to gather data about the schools in the archdiocese. This test is to be taken seriously and all efforts should be made to avoid scheduling appointments and vacations during the testing term. Consult the school calendar for exact dates. Teachers administer the test in a structured testing situation. If a student misses a day of testing, the test will need to be made up. This test does not affect a student's report card.

F. Student Accommodation Plans (SAP)

In alignment with our philosophy, St. Jerome Parish School is building its capacity to meet the needs of each student, spiritually, morally, intellectually, emotionally, culturally, physically, and socially. NWEA MAP Growth and classroom assessments provide valuable information to assure that every child succeeds in our school. The faculty and staff work to ensure that the needs of each child are met to make academic and behavioral gains. Sometimes additional strategies and accommodations need to be put in place for those gains to be made. At the request of either the classroom teacher or parent, a Student Accommodation Plan may be constructed and implemented. This plan is to ensure that all staff having contact with the student be aware of any and all accommodations or modifications necessary for that child for learning to progress. These plans are made with the classroom teacher, learning support team (LST), and parents/guardians. The plan grows and changes as the child grows and changes. The SAP will be in place before a referral is made for an evaluation to Oconomowoc Area School District for Special Educational Services.

G. Promotion

Promotion to the next grade level will occur when the student has shown proficiency in the priority standards for that grade level. Promotion is indicated on the final report card of the academic year.

H. Retention/Acceleration

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. A conference to decide on remedial action should take place after interventions and the Student Accommodation Plan. Conferences will include a review of a student's records and other data. A final conference (May 1st through 15th) will inform the parents of the school's final decision.

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 # 5123)

VI. A SJPS Lion is Thorough

Other policies exist at St. Jerome Parish School to ensure the well-being of every child spiritually,

morally, intellectually, emotionally, culturally, physically, and socially.

A. Acceptable Use of Technology

All students and staff have access to and use of computing and networking resources at St. Jerome Parish School. The data generated, received or stored, equipment, software and network capacities provided through St. Jerome Parish School computer services are and remain the property of St. Jerome Parish School. All users are expected to conduct their online activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or financial consequences.

Any person wishing to use the school's/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. Students' agreement form is within TADS and must be electronically accepted before registration is complete.

Appropriate or acceptable uses of these resources include but are not limited to:

- Accessing the internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged
- Using email capabilities to facilitate distance learning projects
- Using newsgroups to gain access to current information on local, state, national, and world events

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, the teachings of the Catholic Church, or hamper the integrity or security of a network connected to the internet.

Some unacceptable practices include:

- Sending, accessing or displaying offensive, profane, vulgar and/or obscene messages or pictures
- Harassing, insulting, attacking others or any other forms of disrespect
- Damaging computers, computer systems or computer networks
- Trespassing in others' folders, work or files
- Employing the network, Internet or email for commercial purposes, personal gain, illegal activity or political promotion
- Using obscene language
- Violating copyright laws
- Using others' passwords
- Intentionally wasting limited resources or monopolizing those resources
- Any action that violates existing school policies or public law
- Use of outside data disks or external attachments without prior approval from the administration
- Changing of iPad/ Chromebook/ laptop settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading apps

- Spamming-sending mass or inappropriate emails
- Gaining access to other student's accounts, files, and/or data
- Use of anonymous and/or false communications
- Students are not allowed to give out personal information over the internet – with the exception of teacher-directed instances
- Vandalism of school equipment, which includes any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer malware
- Using the internet for personal entertainment
- Accessing discussion groups, chat rooms, bulletin boards, private email or social networking sites without the consent of a supervising teacher

Computer background images which are not allowed include:

- Guns, bombs, blood or gory pictures
- All weapons real and imaginary, violence of any nature
- Making fun of anyone or groups of people and/or of religious symbols
- Obscene or profane words
- Showing body parts or inappropriate poses of people
- Alcohol, drugs, or smoking images
- Creepy picture modifications
- 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.

Transmission of any material in violation of any US or state law is prohibited. This includes, but is not limited to: copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret. The transmission of copyrighted materials without the written permission of the author or creator through St. Jerome Parish School E-mail or other network resources in violation of US copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission of use of E-mail or other computer messages that are sexually explicit constitute harassment, which is prohibited by St. Jerome Parish School. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.

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 and purposes of St. Jerome Parish and School.

Network and online storage areas and St. Jerome Parish School 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 stored on school servers will always be private. A password is not an indicator of

personal privacy.

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.

Use of devices at any time in any school situation where a reasonable expectation of personal privacy exists is prohibited. These locations and circumstances include but are not limited to, locker rooms, 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.

Network Responsibility Agreement

Employees and students are responsible for good behavior on school computer networks and the internet. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network and its applications such as the internet are provided for students to conduct research and communicate with others for the purposes of educational growth and discovery. Independent access to network services is provided to employees who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the St. Jerome Parish and School policies.

Social Networking

Social networking sites such as Facebook, Instagram, Snapchat, YouTube or similar applications will not be permitted on individual devices, mobile or otherwise, provided for students by St. Jerome Parish School. There are times when a teacher may utilize one of these sites for instructional purposes. Only then, under the supervision of that teacher, will social networking sites be permitted. Parents are to monitor student conduct on social networking sites from their own homes as the school is not responsible for the conduct of children in their homes. It is hoped that the expectations expressed in this handbook are supported at home. It is hoped

that parents monitor the conduct of their children on social media sites to maintain the integrity of their child, their family and their faith community. While the school has no jurisdiction over what students do in their homes and in their private lives, the ramifications of their actions can find itself to be a school matter. Therefore, *any misuse of or misconduct related to the misuse of any social media platform should be brought to the attention of the principal immediately especially when the content can be of great detriment to the person and their well-being.* **Actions that run contrary to our mission and beliefs will result in disciplinary action in conversation with the parents and parties involved. Likewise, any postings of information, positive or negative, that has implications on the St. Jerome Parish and School community will be subject to disciplinary action.**

Email Accounts

Upper elementary and middle school students will be given an email account. These accounts are highly restricted. These accounts will be monitored and randomly checked. The purpose of the accounts is to allow students access to various web-based tools, to provide individual online storage and to email, collaborate and share their assignments. The school is able to view who the students email and who they receive emails from. Students are strictly prohibited from using school email accounts for personal use and entertainment.

iPad Policy

Responsible Use

Students are to use SJPS iPads in a responsible and ethical manner at all times as indicated by the responsible use standards established in the acceptable use policy. Students are to monitor all activity on their device. If a student should receive inappropriate digital content, he/she should immediately notify an adult. A student transmitting inappropriate digital content will automatically lose privilege to such devices for an allotted time as determined by the administration. Students will use only school installed and/or approved apps. iPads are intended to be educational tools only. Any student installing apps without express permission from the supervisor/administration will be subject to consequences as defined in the consequences portion of the acceptable use policy. Students will keep iPads in a protective case at all times.

Students will not sync their iPad with their home iTunes account.

Carrying iPads

The protective cases provided with the iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective case that has been provided
- No other items should be stored or carried within the iPad case to avoid pressure and weight on the screen.

Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen as well as moisture. Do not lean on

the top of the iPad when it is closed. Do not place anything near the iPad that could put pressure on the screen. Take care not to bump the iPad against lockers, walls, doors, floors, etc. Teachers will clean the screens often following instructions by IT personnel.

Screensavers/Background Photos

Students are not to change their screensaver/background photos unless directed to do so by a teacher. Students may not take pictures with their iPad unless directed by a teacher. Photos taken for instructional purposes are to be used for instructional purposes only.

Sound, Music Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students must have headphones with them at school each day so that they can listen to audio as directed by the teachers. Personal music is not allowed on the iPad. All software/apps/games will be provided by St. Jerome Parish School. **Students may not sync their iPad with their or itunes account! Students may not record teachers or other students with their iPad without permission from that person.**

iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, locker rooms, library, and hallways. Please keep them charging and secure in their charging stations or iPad cart. Students are not permitted to keep iPads in their lockers or backpacks as the iPads will not be permitted to be taken out of the building.

Chromebook and Laptop Policy

Students are permitted to use the school Chromebooks and laptops per the approval, direction and supervision of the classroom teacher and/or administrator. Students using these devices are held to the same policies employed for the iPads with the following rules:

- All laptops and Chromebook are numbered. Students will only use the numbered laptop/Chromebook that they have been assigned if available. Many students will be using the same device so it is crucial that students take care of it. Please let the teacher know if you notice anything different about your device right away. Do not wait.
- Close laptop/Chromebook and always carry it with two hands.
- NEVER lean or write on top of the device. The screen could crack.
- You should not be eating while using the device. Hands must be dry and clean prior to handling any device.
- Keep water and all liquids away from the device.
- NEVER store your work on a classroom laptop/Chromebook. ALWAYS save your work to your own folder, your flash drive, or the Google drive.
- You should only be using the device for assignments given to you by your teacher. *The devices are not for entertainment purposes.*
- You must abide by the schools' Acceptable Use Policy signed at the beginning of the year (through TADS).
- Return your laptop/ Chromebook to its specified place in the cart and plug it in.
- If the device is available at an unreserved time, it is able to be used by another class.

- Ask if a device is available before taking, another class may have reserved them.
- Enter the classroom where the chromebooks/laptops are stored quietly as classes are in session.

Contradictions to Responsible Use for all Mobile Devices

Students found to be in violation of the acceptable use policies and the expressed care for the iPads/Chromebooks/laptops will be subject to disciplinary consequences. Depending on the severity of the infraction, the following actions may be taken by the supervising teacher and administration.

- Verbal warning and a phone call to the parent or guardian
- Confiscation of the device and a phone call to the parent or guardian
- Loss of access to equipment for a determined period of time
- Equipment replacement fine as determined by St. Jerome Parish School administration
- Additional disciplinary action as defined in this Parent and Student Handbook
- Notification to law enforcement agencies

B. Lunchroom Rules

The cafeteria is 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. Hot lunch is available from a new provider for the 2019-2020 school year, Gourmet Gorilla, on a daily basis.

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

- Eat all food in the cafeteria (food is not to be eaten on the playground or in the school hallways).
- Eat his/her own lunch. If a lunch was not brought from home or purchased, the supervisor should be alerted and the office contacted for communication to parents. The student will be offered a hot lunch if there is enough available.
- Fast food deliveries to the students are not allowed.
- Students are to demonstrate proper and courteous eating habits and table manners.
- Students are to visit only with students near them at their table and speak in a conversational tone.
- Saving spots at cafeteria tables is not allowed.
- Students are to remain seated while eating. When finished eating, the student is to clear his/her place at the table, throw garbage in the container provided, and return to their table to wait to be dismissed to leave the lunchroom by the supervisor.
- Soda is prohibited. Occasional candy is permitted if packed in lunch by parents but should be limited.

Misbehavior will be reported to the principal by a lunchroom supervisor. Students that persist in misbehavior or do not follow the directives of the supervisor will be sent to the principal.

Food Allergies

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

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

The school will in good faith provide accommodations for an environment that is as free as possible from allergy producing food products. The school will send a letter of notification to parents in these grade levels requesting snacks, lunches and treats that do not contain the allergen. If your child has any significant allergies that require our intervention, please inform us immediately as to what action needs to be taken.

The school will establish allergy-free zones in the lunchroom and other areas where appropriate. Universal precautions are applied as best as possible throughout the school day in the cafeteria and classrooms to avoid cross contamination. It is the parents' responsibility to notify the school and homeroom teacher of any allergies and to provide any snacks for their own children.

We are unable to declare our school completely peanut free but strive to ensure the safety of all students with the above stated policy.

C. Playground Rules

Student safety and security are of utmost importance at St. Jerome Parish School. 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. Children are expected to conduct themselves properly in accordance with the gospel message of Jesus Christ.

The students of St. Jerome Parish School will respect the right of others to have fun at recess.

- Electronic and hand held devices may not be brought to school for use at recess.
- Students will be asked to refrain from any and all playground equipment if it is not being used appropriately or safely as determined by the adult supervisor.
- Students may not play on the hill behind the playground or in the area around or behind the back shed.
- Children are to be respectful and follow the directions of the adult supervisor.
- Caution is to be taken after rain or during the spring thaw to avoid mud.
- Students are expected to go directly outside when dismissed for recess.
- Students are expected to stop playing and line up promptly at the end of recess.

The students of St. Jerome Parish School will respect their safety and the safety of others.

- Excessively rough games, such as Tackle Football, Chicken Fighting, King of the Hill, etc. are not allowed.

- Students should remain on the blacktop and playgrounds.
- Students should not jump off of swings or other equipment and should only swing forward (not sideways or into the other swings).
- Children should come to school prepared for an outdoor recess. In cold weather, they should have mittens, boots, hats, etc. Indoor recess will be held if it is raining/ thundering and lightning or if it is determined to be too cold.
- Bike riders should follow all safety rules. All bikes must be locked on the bike racks during the school day. Bike riders MUST wear helmets.

The students at St. Jerome Parish School will help to maintain a pleasant environment with other members of St. Jerome Parish Community.

- No food may be eaten on the playground during either the morning or lunch recess.
- No gum is allowed.
- Items found to be litter shall be thrown away.

Any violation to the playground rules or show of noncompliance with the direction of an adult supervisor will result in the following consequences:

1. Verbal warning and redirection
2. Separation from the game/ activity through a “time out”
3. The issuance of a Correction Notice/Incident Report
4. Conversation with the principal

Primary and intermediate grades may be assigned areas when on the playground for safety purposes.

During the winter months, boots must be worn outside on the playground or any snow covered surface. Boots/shoes must be changed prior to entering the classroom. *If boots are not worn, students must stay on shoveled snow free surfaces.* During winter, no snowballs are to be thrown.

D. Playground Equipment

Playground equipment is provided. If equipment is brought from home, it must be approved by the supervisor, teacher, or principal and be well identified. Parents should encourage their children to leave their other play things at home. Proper care and use of all playground equipment is expected. St. Jerome Parish School is not responsible for the loss of or any damage to items brought from home.

E. Movie Policy

If a movie is shown during the school day, the preferred rating of the movie being shown should be G. If a movie has other than a G rating, the teacher will write a letter stating the purpose of the movie (educational, priority standards identified, etc.) A permission slip will accompany the letter which must be signed by the parent/guardian and returned to the teacher stating whether the child may or may not view the movie. As the primary educator, a parent may always reserve the right to not have a child view a particular movie. Should a child not be

allowed to view the movie, alternative supervision and appropriate activity must be arranged/provided by the teacher. The showing of the movie cannot violate any copyright laws.

F. Pets

For the health and safety of the children at St. Jerome Parish School, family/household pets are not allowed in the school building. This does not include classroom animals approved by the principal. The principal may grant exceptions for special events such as St. Francis Blessing of the Animals or High Interest Day.

G. Safeguarding All of God's Family- Mandatory Reporting

The goal of Safeguarding All of God's Family program is to protect our children and all in the church family from abuse and related dangers.

Every priest, deacon, parish or school staff member, teacher and lay minister that is employed by a parish or school and any volunteer working with minors in our archdiocese is required to meet three requirements:

1. Attend a Safe Environment Education Session. This is a child abuse and maltreatment prevention program that must be attended in person. The current curriculum taught in this session is Circle of Care by the Archdiocese of Omaha.
2. Pass a Criminal Background Check. This check is done at the start of employment or beginning volunteering with minors and must be done every five (5) years subsequently. The criminal background check is conducted through the CMG Connect portal.
3. Sign the Code of Ethical Standards for Church Leaders:
<http://www.archmil.org/ArchMil/Resources/2010Website-CodeofEthicalStand.pdf>. This code of conduct provides volunteers and employees with expectations and guidelines for how they interact with and conduct themselves in ministry. This code must be signed prior to beginning volunteering or working in a parish or school and is reviewed every five (5) years subsequently.

Link to more information and to register for Safe Environment:

<https://www.archmil.org/offices/safeguarding.htm>

According to Wisconsin State Law, any pastoral or school administrator, teacher, counselor or related professional who has reasonable cause to suspect child abuse or neglect or who has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur is obligated to report the case immediately. Additionally, if a mandatory reporter believes, in good faith based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health or safety of a student or school employee or the public, the mandatory reporter is required to inform a law enforcement agency (Wisconsin Statute 175.32(3)). The report will be made by telephone or personal visit to the local county child

welfare agency, the office of the sheriff or the city police department. Any person participating in good faith in the making of such a report has immunity from any liability, civil or criminal, that results by reason of action (Wisconsin Statute 175.32(4)).

VII. A SJPS Lion is Modest

A. Guidelines

Revised: March 2019

The tradition established at St. Jerome Parish School has been the wearing of a uniform. The purpose of having a school uniform is to simplify the matter of student attire. The uniform is viewed as a sign of belonging to St. Jerome's and is an expression of pride in developing community. A uniform promotes a sense of equality among the students. Cooperation in wearing a uniform encourages responsibility and self-discipline on the part of the students. As a private educational institution, St. Jerome Parish School reserves the right to determine and insist upon a norm of appearance for its students. **Final determination of whether a student is in/out of compliance with the dress code policy will be at the discretion of the school administration.**

All clothing must be neat, clean and in good repair. It is advised that all articles of clothing be clearly labelled with the child's name.

B. Uniform

Uniform stores: French Toast www.frenchtoast.com
 QS457XD

School Code:

Lands End www.landsend.com

School Code: 900031154

Shirts	Solid colors only: navy, white, red, dark green Short or long-sleeve plain polo shirts Short or long-sleeve plain, button-up, collared dress shirts Plain turtlenecks	Must be tucked in at all times May not be tight-fitting No embellishments, logos or insignia except for St. Jerome spirit wear logo Shirts worn under uniform shirts cannot be protruding from uniform shirt or show through uniform shirt
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Uniform Pants	Solid colors only: navy or khaki Plain, full-length, cotton/cotton-blend only	No tight fitting, oversized, flare, capri, low-rise, cargo, zip-off, elastic ankle, sweatpants, nylon or denim material
Uniform Skirts	Green plaid pleated skirt Solid navy pleated skirt	Length must be no shorter than 2 - 3" from the top of the knee Skorts are not uniform acceptable
Jumpers	Green plaid pleated jumper	Length must be no shorter than 2 - 3" from the top of the knee
Uniform Shorts (4/15 - 10/15 ONLY)	Solid colors only: navy or khaki Plain, cotton/cotton-blend walking/dress short only	No tight fitting, oversized, low-rise, cargo, zip-off, sweatpants, nylon or denim material Length must be no shorter than 3 - 4" from the top of the knee It is advised that girls wear shorts of any style under their uniform skirt/jumpers provided they cannot be seen below the hem
Shoes	Non-marking tennis shoes or dress shoes	No boots, flip flops, slippers, sandals, Crocs, backless or open-toed shoes Socks must be worn and laces tied at all times
Sweaters	Solid colors only: navy, white, red, dark green Cardigan, crew neck, v-neck or sweater vest	Collared uniform shirt must be worn underneath Must be plain - no logos, insignia or embellishments except for St. Jerome spirit wear logo

<p>Fleece Jackets, Vests and Sweatshirts (non-hooded)</p>	<p>Only full-zipped jackets, vests or sweatshirts purchased only through school spiritwear sale and listed as uniform acceptable</p> <p>HOODED SWEATSHIRTS MAY ONLY BE WORN AS OUTSIDE WEAR. <u>THEY ARE NOT ALLOWED TO BE WORN INSIDE OF THE SCHOOL/CLASSROOM</u></p>	<p>Collared uniform shirt must be worn underneath</p> <p>St. Jerome athletic wear items <u>are not</u> acceptable uniform items</p>
<p>Tights/Leggings</p>	<p><u>Solid colors only</u>: white, navy, dark green, red or black.</p> <p>Plain, full-length only.</p>	<p>To be worn under skirts or jumpers only</p> <p>No designs, patterns, cutouts or embellishments</p>
<p>Accessories and other guidelines</p>	<p>Hair should be clean and worn in an appropriate hairstyle</p> <p>Minimal make-up that is natural in style will be permitted</p>	<p>No dangling earrings No unnaturally colored hair No hats or jackets in classrooms No body piercings or tattoos or body drawings are allowed No black nail polish</p>
<p>Physical Education</p>	<p>Each student is required to have a designated pair of non-marking gym shoes to be left in locker throughout the school year.</p> <p>Students in grades 4-8 are required to change into shorts and short-sleeved t-shirt.</p>	<p>Shorts length must be no shorter than 3 - 4" from the top of the knee</p> <p>T-shirts cannot be tight-fitting and must have sleeves - no tank tops, sleeveless shirts or crop tops</p> <p>Clothing may not have any advertisements for drugs, alcohol, weapons or other matter deemed by the administration to be objectionable</p>

		Students are encouraged to practice good personal hygiene and use deodorant after PE class
Out-of-Uniform Days	<p>Uniforms are to be worn on ALL days, other than “out-of-uniform” days as designated by the principal</p> <p>Unless otherwise communicated, uniforms are to be worn on all field trips</p> <p>Children may be out-of-uniform on their birthday</p> <p>8th grade class will follow this policy for the end-of-year trip</p>	<p>Shorts length must be no shorter than 3 - 4” from top of knee</p> <p>Skirts/dress length must be no shorter than 2- 3” from top of knee</p> <p>No ripped, torn, tight-fitting clothing or see-through fabrics</p> <p>No sleeveless or cropped tops</p> <p>No clothing advertising drugs, alcohol, weapons or other objectionable matters</p> <p>No sweatpants</p> <p>Leggings must not be worn as pants but must have a skirt or dress that covers to 3 - 4” above the knee, front and back</p>
Scouting Uniforms	May be worn on Scout meeting days	
Winter Weather Dress	During winter weather months, students are expected to dress appropriately for the weather.	Winter boots or a 2nd pair of shoes (not the student’s gym shoes) are to be worn while outside and changed prior to entering the classroom.

School Concert Dress	<p>All shirts must be tucked in</p> <p>No tight or oversized clothing</p> <p>Clothing must be modest</p>	<p>Skirt/dress length must be no shorter than 3 - 4" from the top of the knee.</p>
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THE FINAL DETERMINATION OF THE ACCEPTABILITY ON ANY ITEM WHETHER OR NOT SPECIFICALLY COVERED HEREIN SHALL BE MADE BY THE PRINCIPAL.

If it is determined that a student is not following uniform dress code, every effort will be made to find appropriate clothing from our uniform closet. If we are unable to find a size to comfortably fit the student, we will call home and ask for appropriate/uniform clothing to be brought from home. If it becomes a recurring issue, a parent meeting will be called to discuss and to correct the concern. After a first warning, a detention may be given.

Students in K3 and K4 do not wear the school uniform. Suitable school attire and footwear, much as described in this section should be worn for comfort and safety.

C. Winter Clothes

Students are expected to come to school with appropriately warm clothing for playing outside during the winter months. Students will be required to go outdoors for recess. Warm jackets, gloves, hats and adequate footwear are required when appropriate. It is also a good idea to have an extra pair of socks, pants, etc., packed in your child’s school bag in case their clothes get wet. Boots worn on the playground may not be worn in the school building; they are to be stored in lockers. Boots are required by all students in all grades. Pants or leggings may be worn under skirts or jumpers outside. If it is too cold or dangerously icy, the children will have recess inside.

Students are to be prepared for the weather each day they come to school. When it snows, children should bring snow pants and boots for recess. Snow pants and boots are required for playing in the snow. If a student doesn’t have boots and snow pants, he/she will need to stay on the shoveled black top area for recess and avoid ALL wet/snow/ice areas.

VIII. A SJPS Lion is Conscientious of Mind and Body

St. Jerome Parish School seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline reflect the dignity of each person and fosters social justice within our school environment. St. Jerome Parish School actively promotes positive student discipline that contributes to the overall success of each child.

A. Behavior Expectations/Discipline

All people are sons and daughters of a loving God and share equally in God's unconditional love. All school programs for children are to reflect this loving, inclusive experience. School programs are to be proactive in the promotion of an appreciation for diversity and inclusiveness in language and behavior.

Positive concepts of discipline are built on a belief in the dignity of each person. A central goal of the school is to help students develop self-discipline. Self-direction rather than external control is the ultimate aim of true discipline. A climate of mutual understanding, respect, and trust based upon faith in the worth and dignity of each individual as they are created in the image and likeness of God does much to promote self-discipline. Standards and rules are necessary for the successful operation of a school. Teachers, with the support of parents/guardians and the school administrator, make sure that each child understands his/her rights and responsibilities as a member of this school community.

- Right to be respected as a person and responsibility to give respect to others.
- Right to have one's personal equipment, clothing and other belongings without harassment and responsibility to allow others the same.
- Right to a fair share of the teacher's time and responsibility to allow other students their share.
- Right to personal safety on school premises (classroom, lunchroom, hallway, washrooms, playground and so on), and responsibility to follow rules made to ensure that right for self and others.
- Right to use educational materials and facilities and responsibility to give them proper care.

Some basic criteria for student behavior include:

- Students are expected to attend class regularly and be on time.
- Students are to be in place and ready to work at the beginning of each class period. Being prepared means having the proper books, materials, paper, pens, pencils, etc.
- Students are to follow the directions of the teacher. Courtesy and respect must be given to all adults and classmates.
- When movement is required between classrooms and school spaces, all students are expected to do so in an orderly and non-disruptive manner. No loud conversations are to take place at this time.
- **Students may not drink soda, eat food (except at supervised snack times), candy or chew gum in class, in the gym, in church, at recess, or on field trips. Fast foods are not to be brought into the school and/or cafeteria during school hours without permission from the classroom teacher or principal.**
- Students are expected to treat all adults and students with Christian respect and dignity and also to respect the school property and the property rights of others. (Do unto others as you would have them do unto you.)
- Students are requested to greet one another and the staff with friendliness and proper respect.
- It is encouraged that all mobile devices and electronics be kept at home and not brought to school. The school is not responsible should they become lost or broken.
- Students are to participate in the care and keeping of the school, its attached facilities,

and the grounds. All are expected to clean up after themselves and assist in keeping our campus free of litter and debris. We are to strive to leave a place better than how we found it.

Students attending St. Jerome Parish School are representative to the civic community of the school they attend and our parish and Church. Any 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 Plan

Teachers will provide parents with classroom rules and discipline plans 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.

St. Jerome Parish School utilizes the gospel message of Jesus Christ as its primary guidelines for the discipline of its students. The central and main emphasis of discipline at St. Jerome Parish School is to maintain the dignity of every child and enable positive behavior which does not disrupt the learning process.

The teacher is the authority in the classroom. Students are expected to adhere to the individual classroom teacher's standards. The staff, along with the principal, will jointly establish these standards, and all shall have valid and justifiable purposes.

Three basic premises that underlie all discipline procedures are:

1. Procedures/rules are established and posted in each classroom.
2. Consequences for inappropriate behavior are posted in each classroom.
3. The consequences will address and make every attempt to change the inappropriate behavior. The faculty and administration believe in providing natural consequences for inappropriate behavior to make each situation a learning opportunity.

Correction Notices/Incident Reports

At the teacher's discretion, a Correction Notice or Incident Report may be given for inappropriate behavior. These notices serve as a way to communicate a situation that occurred at school to parents/guardians. A Correction Notice provides for an opportunity to open up dialogue regarding a child's particular behavior. These notices are to be signed by the parent and returned the following day. Should a child accumulate three Correction Notices, a detention will be issued.

Detention

After a third Correction Notice is given to a student, he/she will then be given a detention. A detention will be served after school for 30 minutes upon arrangement between the parent/guardian and the teacher. Parents will be required to pick up the student promptly at 3:10 PM in the assigned detention room/classroom on school days. All information such as date, time, and classroom will be noted on a Detention Notice. Should a child receive a second detention, a parent/student/teacher/principal conference will be held after the detention to jointly develop an action plan. This plan will serve to identify a goal behavior and state intervention techniques to help the student choose appropriate behaviors. This action plan will be agreed upon and signed by the student, parent, teacher and principal. Copies of the action plan will be shared with all staff members who have contact with the child throughout the course of the school day as well as coaches.

A third and fourth detention will result in an in-school suspension. A parent/student/principal conference will be held. The student will be placed on probation for a designated period of time after subsequent detentions.

The administration always reserves the right to weigh each case independently and make choices for the benefit of the offending student as well as their classmates. The chain of consequences may be expedited and moved ahead depending on the circumstances and upon consult with the faculty and pastor for the health and well-being of all involved. This process may be determined by the principal, acting principal, or pastor as deemed appropriate in his/her judgement.

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

Examples of unacceptable behaviors include but are not limited to:

- Any violation of Wisconsin Criminal Statutes
- Defiant refusal to follow the directive of the teacher or other adult in charge
- Substance abuse – the use or possession of alcoholic beverages and/or controlled substances on school/parish premises, at school-related activities or arriving at school under the influence; use or possession of smoking materials on school/parish premises or at school functions
- Sexual harassment – Unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature; “Unwelcome verbal or physical conduct of a sexual nature” on school/ parish premises or at school-related activities includes, but is not limited to the deliberate, repeated display of offensive sexually graphic materials
- Verbal or physical harassment to include online activity through social media and applications
- Vandalism – Vandalism or theft of school, parish, or personal property; parents of a student shall be responsible for the vandalism of their child; the acts of vandalism that result in significant damage include burglary, theft, malicious mischief, property damage, breaking and entering, and arson
- Physically fighting or any threatening behavior in school, on school premises or at school

- related activities, on buses, field trips, etc.
- Possession on school premises or at school-related activities of printed or written materials deemed inappropriate or obscene by the teacher or principal
- Truancy
- Verbal abuse such as swearing, obscene language, racial insults, derogatory ethnic slurs, disrespectful activities that endanger the life or safety of another
- Any severe antisocial or inappropriate conduct on school premises, online or at school-related activities that endanger the life or safety of another
- Possession and/or use of weapons or possession of “look alike” weapons
- Possession of any object deemed potentially harmful to others
- Cheating, plagiarism or copying other students’ work
- Altering grades on assignments, tests or report cards
- Possession and/or use of laser pointers/pens or pens that can be used for recording
- Bullying behavior in person or online towards others is totally unacceptable and will be appropriately addressed by teachers and/ or principal when reported
- Threats, verbal or written, which imply physical or mental harm
- Uncontrollable or repeated outbursts in class

Serious offenses will be handled under the discretion of the administration. The results may lead to immediate detention, probation, suspension and/or expulsion.

Probation

A student may be placed on probation for a trial period by the school principal. After conferences are held with the parents/guardians and relevant school personnel, the principal sets conditions for release from probation. The principal’s decisions are final.

- 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. (Not applicable for WPCP students)

Suspension

Suspension is justified only in unusual circumstances. Although the teacher or other personnel may initiate the action, the principal is the only person authorized to suspend a student, or in the absence of the principal, the designated person in authority.

If after all other reasonable means of correction have been taken without resolution and it is in the best judgment of the principal that the welfare of the student and/or others would be impaired by retaining the student, the principal may initiate the suspension process.

1. Prior to any suspension, the student must be advised of the reason for the proposed suspension.

2. The parent/guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
3. During the time of suspension, the student remains responsible for all academic assignments.
4. During the time of suspension, the student is not permitted to participate in any extracurricular school activities.

In-school suspension can be directed for varying lengths of time, but shall not exceed five days. In-school suspension conditions are to be determined by the principal. The suspended student remains the responsibility of the school.

Out-of-school suspension is considered a rarity and is the responsibility of the principal. State law directs that a maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the principal immediately following a serious disciplinary offense. *Such a suspension is for investigative purposes.*

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure. Expulsion results from repeated refusal to obey the school rules or from conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school.

Examples of serious behaviors include, but are not limited to: 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 expelled. (not applicable to WPCP students) Students not allowed to return due to failure to meet required academic standards are not considered to be expelled (not applicable to WPCP students). The Archdiocese of Milwaukee Office of School, Child and Youth Ministry designee is to be informed before any action leading to expulsion is taken.

Expulsion procedures

1. Except in the case of serious or immediate concern, the disciplinary process follows the steps outlined in this handbook. 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
- physical confrontation with another student or threat of physical harm
- 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 (Archdiocesan Policy # 5144 (d)). Until resolved, a student incurs an out-of-school suspension and should not 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 Office of Schools Superintendent. The Administrative Committee (two trustees and chair of the Pastoral Council) 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-secretary of St. Jerome Parish shall serve as the chair of the committee and be assisted by the chair of the Pastoral Council.
- b. Notified by the pastor, the trustee-secretary 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 withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The right to appeal is made known to the parents.

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.

Conciliation Procedure for Parents/Guardians of St. Jerome Parish School Students

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s)/ guardian(s) of a student enrolled in our school or parish religious education program and an employee (catechist, youth minister, teacher, principal) of the parish. Before any formal grievance can be initiated, the parent(s)/ 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. Any grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

Step 1- If there is no resolution, the parent/guardian can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten 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 receipt of the letter, the supervisor will provide the employee five work days to respond and then schedule a meeting of all parties within ten days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

If resolution does not occur, proceed to Step 2.

Step 2 – If resolution does not occur in the informal meeting or Step 1, the parents/guardians will provide the pastor with a copy of the letter noted in Step 1 within five 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).
2. The pastor may contact the Archdiocesan Office of Schools, Child and Youth Ministry for assistance in resolving the matter. If agreement is reached, the process is concluded.
3. The pastor may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him. See Step 3.

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 days after the parent/guardian forwards a copy of the letter noted in Step 1 to the committee. The committee, appointed by the pastor 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/guardian can submit within ten working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.

The request for a hearing with the grievance committee shall be made through the Archdiocese of Milwaukee Superintendent’s Office. It shall contain the statements of the parties concerned. The delegate for parishes will convene the grievance committee and chair its proceedings.

Upon receipt of the written statement, the grievance committee will set up a hearing, at a mutually convenient time and place, for discussion of the concern with all parties involved.

The findings of the grievance committee will be communicated to all parties involved. Upon such communication the work of the grievance committee will be closed.

B. Bullying

*“Community is at the heart of all Catholic education,
not simply as a concept to be taught,
but as a reality to be lived.”
~ St. John Paul II*

At St. Jerome Parish School, we believe that all people should be treated respectfully as children of God. We aim to provide a safe and caring learning environment for our students. Bullying behaviors are actions that are contrary to these beliefs and to the teaching of our faith. Therefore, this policy has been put in place for all students attending our school.

The goal of the Bullying Prevention and Response Plan is as follows:

- To promote a Catholic educational environment in which bullying behaviors are not tolerated.
- To take positive action to prevent bullying behaviors from occurring through a well-communicated and clear policy
- To inform students, parents, faculty and staff of the expectations and to work together to maintain a positive school environment

Definition of Bullying

Bullying is defined as an imbalance of power by which the behavior of a student or a group of students is hurtful, threatening, or frightening to another individual or group while on school grounds, at a schools sponsored activity or on a school bus. Additionally, school administrators may address bullying outside of the school setting, to include online behavior, if it has a direct and negative impact on a student’s academic performance or safety in school.

Bullying is more than misconduct. Bullying behavior is intentional and repeated against the same student or group over time. An isolated incident is not bullying and will be addressed under the school’s discipline policy.

Bullying includes but is not limited to the following:

- **Verbal harassment** which includes name calling, teasing, put-downs, spreading gossip/rumors, threats
- **Indirect harassment** which includes social exclusion and isolation, intimidating through actions and gestures or making hurtful written comments
- **Being an active bystander** which is assisting or reinforcing the mean behavior of an individual or group by not stopping or reporting the mean behavior
- **Physical violence or threat of physical violence** which includes hitting, shoving, kicking, throwing items at someone, taking items from someone, threatening or angry body language, destructive behavior with or towards objects, intimidation, forcing someone to do something, or other use of violence
- **Cyber-bullying** which is using technology to intimidate, embarrass, harass, threaten or gossip

Staff, parents and students must work together to prevent bullying behaviors and to end bullying behaviors should they begin. The success of this policy requires the following from parents and students.

Parents should:

- Be role models of proper Christian behavior; to act with love and mercy to our fellow human beings
- Be aware of their child's actions and relationships; maintain open communication with their child; get to know their child's friends and observe how they interact in social settings
- Report concerns of bullying behavior to their child's teacher, and/or principal
- Be open to the idea that their child may be involved in bullying behaviors and work with the school to eliminate these behaviors

Students should:

- Report incidents of bullying they witness or experience to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident
- Talk to parents or trusted adults about what they are experiencing in order to get help
- Do not engage in violence or retaliation; act confident and walk away
- Stand up for the student being bullied and refuse to join in if they see someone being bullied
- Offer support for people being mistreated
- Encourage students who are being bullied to talk to their parents or trusted adult
- Treat others with the respect and dignity that is expected of any Catholic per the teachings of Jesus Christ

- Surround yourself with people who treat you the way you deserve to be treated

SJPS quick response action plan:

Use your words! (STOP, That is NOT OK!, etc...)

Walk away!

Tell a teacher!

All students at SJPS are taught these 3 quick and easy-to-remember actions to guide them if they find themselves in a bullying situation or if they see a situation that involves another student. Keeping our students safe is our top priority at St. Jerome Parish School!

Consequences of Bullying Behavior

Bullying behavior will not be tolerated at St. Jerome Parish School. However, the psychology of bullying requires more than what is required for other types of misbehavior. Should bullying behavior be identified, the disciplinary guidelines of the school will be followed with special attention being given to parent communication for both the bully and the victim. An action plan may be developed depending on the severity and duration of the bullying behavior.

C. Bus Behavior

The bus is an extension of the school. All behavior expectations for the school are expected for the bus. Children should remain seated at all times until the bus comes to a complete stop. Only those children getting off the bus should stand to leave. Children are expected to talk with those around them in respectful and polite tones and language. All rules set forth by the bus driver are to be followed. Students failing to comply with the bus driver's rules will be subject to disciplinary action and ultimately possible loss of bus riding privilege.

The bus company may alert the school of student misconduct. They may work in conjunction with the school to remedy problem bus behaviors.

If a family is experiencing difficulties with the bus company or bus driver, they are encouraged to contact Oconomowoc Transport directly (920-355-4040) with their concerns.

D. Co-curricular and Extracurricular Eligibility Policy

Participation in extracurricular and co-curricular activities is a privilege that can be revoked. Academic studies should be the primary focus and responsibility of St. Jerome Parish School students. Conduct during school, at school-sponsored or school-related activities can affect a student's ability to participate in extracurricular activities. It is to be understood that any student participating on behalf of St. Jerome Parish School is a representative of its mission and philosophy to those they encounter. Behavior unbecoming of a Lion will be met with appropriate consequences.

Students that participate in clubs or other organized group activities outside of St. Jerome Parish School are expected to prioritize St. Jerome over the club or other organized group in the event of a conflict. This is in keeping with archdiocesan policy and therefore applies to our

programming.

Students suspended or absent from school for any part of the school day due to illness are not allowed to participate in meetings, practices, activities, games, meets or other extra-curricular activities that day or evening.

A student failing to satisfy any of the conditions listed below will be placed on probation or suspension from extra-curricular activities by the school administration and/or activity leader according to the following expectations:

1. Habitual misconduct such as:
 - a. Disrespecting or not cooperating with school administration, teachers, school or parish staff or supervisors
 - b. Disrespect and/or disregard for fellow students including but not limited to physical or verbal abuse, bullying behavior, and the use of foul language
 - c. Any conduct or behavior not in keeping with the St. Jerome Parish School and/or school philosophy and policies
2. Habitual academic concerns as determined by the student's teacher including:
 - a. Missing/ late assignments in any curricular area
 - b. Poor homework and/or test scores
3. Students not maintaining a minimum of a 2.0 GPA with no failing grade in any subject at the end of each grading period will be subject to academic probation from a sport or activity; conversation between the school, parents, and coaches will be conducted in order to do what is just and appropriate for each student; grades from the prior year will be used to determine eligibility for fall activities
4. Receiving an in-school or out-of-school suspension for behavioral or academic misconduct

Probation from extracurricular activities

A student failing to satisfy any of the conditions listed above will be placed on probation for two weeks during which time improvement must be evident before he/she is removed from this probationary status. During the probationary period the student may participate in meetings, practices, activities, games, meets, etc... with the expectation that the concerns leading to probation will be remedied during this period. Parents will be notified of their child's probation through a formal letter signed by the school principal. The letter will identify the expectations for improvement and dates of probation as well as consequences for failing to improve including potential suspension of further participation in extracurricular activities. The principal will also notify the appropriate sport coordinator/ activity leader of a student's probationary status.

Suspension from extracurricular activities

A student failing to satisfy the expectations of the probationary period or committing misconduct of a serious nature will be suspended from participation in extracurricular activities for two weeks. Suspension includes non-participation in meetings, practices, activities, games, meets, or any other school associated extracurricular activity. Parents will be notified of their child's suspension through a formal letter signed by the school principal. The letter will identify

the expectations for improvement and dates of the suspension as well as consequences for failing to show improvement during such period. The principal will also notify the appropriate sport coordinator/activity leader of a student's suspended status. In the case of athletic activities, the sport coordinator will inform the student's coach of the suspended status.

Once a student fulfills the improvement expectation of the suspension he/she will be allowed to resume participation in extracurricular activities, but will be continually monitored throughout the remainder of the extracurricular activity. A student failing to improve will be disqualified from participation for the duration of the extracurricular activity or school year.

Any student who has been placed on probation three times during the academic year will be ineligible to participate in extracurricular activities for the remainder of the academic year. Appropriate notice will be given to parents.

A student disqualified from an extracurricular activity for flagrant unsportsmanlike conduct, will be suspended from further participation in extracurricular activities for no less than one competitive event if, after review, the director of the extracurricular activity (ex. athletic director) determines that the offense warrants a suspension.

Exceptions to the enforcement of these eligibility standards may be granted at the discretion of the school principal after consultation with the activity leader. St. Jerome Parish School reserves the right to review the circumstances of individual cases and determine eligibility status as such.

E. Wellness

Nutrition influences a child's development, health, well-being and potential for learning. To afford 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 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.

F. Drug Free Zone

St. Jerome Parish School is a drug-free school zone. The possession, distribution, use of or being under the influence of drugs, alcohol and tobacco (vaping included) are strictly forbidden during the school day and during all student activities. Students found to be in possession of drugs, alcohol and tobacco will be subject to disciplinary action that may result in expulsion.

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 problems 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.

G. 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 children who have food allergies, gluten sensitivity, and other food intolerances.

Invitations to parties that do not include the entire class or all boys or all girls 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. Please don't teach children about being exclusive. It is the opposite of our mission and vision here at St. Jerome Parish School.

IX. A SJPS Lion is Vigilant

The safety and security of the students, faculty and staff of our school is of utmost importance to the leadership of St. Jerome Parish School. Efforts are continually made to increase the level of safety and security while maintaining a sense of community. It takes the cooperation of all members to ensure that our children experience the joy and fun of school knowing they are free of danger as best as they can be.

A. School Entrances

All school entrance doors are locked during the school day. Whenever a visitor comes to school, they are to proceed to the main school entrance by the flagpole and ring the doorbell. Visitors are to proceed to the second door and be buzzed into the school office. Should admission to the school be necessary, a visitor badge will be issued by the school office personnel.

Families picking up students after school hours from Y Care are to ring the doorbell at the after school care door only. A Y Care team member will "buzz" in the parent in order for them to gather their children. Other individuals are not to be allowed in. Y Care team members are not able to provide access through the main school entrance. All students and staff members are asked not to open doors during the school day. We ask that our families not be offended if our staff remains consistent in following the expectations of their position to not open doors to anyone but direct all to the main flagpole entrance. St. Jerome Parish School utilizes surveillance cameras across the campus. These cameras are used for the purposes of monitoring the safety and security of the campus 24 hours a day, 7 days a week. These cameras record the activity on the premises and have a feed directly to the Oconomowoc Police Department. Cameras are located both outside and inside the building. The privacy of individuals in locker rooms and restrooms is maintained.

B. Visitor Check-in

A video doorbell is located outside of the main entrance of the school building. The intercom/door release is connected to the office which may result in a slight delay before the office staff is able to respond to the bell. All visitors to the school must report to the school office immediately upon arrival. Should access to the building be necessary, a visitor badge will be issued. The badge is to be worn for the entirety of the visit. Visitors will sign out upon completing their stay. If items need to be delivered to a particular child, they should be dropped off in the school office and a member of the office staff will deliver it to the child. All staff members have been instructed to introduce themselves to anyone not wearing a visitor badge and request the reason for their presence in the school building. If the person has not signed in at the office, the staff member will escort them to the office.

C. Volunteers

The faculty and staff of St. Jerome Parish School appreciate when parents and community members wish to be a part of the school day by volunteering in the classrooms, library, lunchroom, recess, or office. All volunteers are to have received Safeguarding All of God's Family training. All volunteers must sign in at the school office and wear a visitor badge while working in the school.

D. Drop Off and Pick Up PROCEDURES FOR 2020-21 ARE MODIFIED DUE TO MITIGATION

Morning Drop Off - 7:15 to 7:25 a.m.

Enter the driveway off of Thackeray Trail and circle around to the area near the flagpole. Stay single file and proceed forward in the right lane all the way to the double cones to drop off your children. If you are walking your children into the school, park in the lined area and cross at the crosswalk. Please drive slowly and watch for families with our littlest littles crossing at the crosswalk area.

Afternoon Pick Up - 2:30 p.m.

Pick Up is in the back of the school by the Gym entrance. Parents are strongly urged to be very alert and attentive to students in 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. If a relative or friend is dropping off or picking up your child/ren, please inform them of our procedure. If you have any questions at all, please call the office and we will help you with understanding. Our 3K and 4K have different pick up location. Please follow the directive from your child's teacher.

For children's safety reasons, all transportation changes must be submitted in writing to the teacher and school office.

Bus students are dismissed at the front of the school by the flagpole. The bus leaves SJPS between 2:35 and 2:38 each day. If a child misses the bus or a parent/guardian is late in picking up, the child will be brought to the school office. The parent/guardian will be contacted by phone by the school office administrative assistant or office staff. **Any child left at school after 3:00 p.m. will be escorted to Y Care After school Care and parents will have to pay the fee for the unregistered use of the service.**

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 rollerblades 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 premises.

E. Cell Phones

The use of cell phones during the school day is **strictly prohibited from student drop off until pick up in the afternoon. Cell phones are to be turned off and placed in the student backpack and in lockers.**

Should a student be found *carrying or using* their cell phone within the school building or on the premises during the school day, it will be confiscated and given to the principal. The principal will only return the cell phone to the child's parents. Repeated offenses will be subject to school disciplinary policy.

Should a student need to contact a parent or guardian during the day, they are to do so from the school office and not on their cell phone or the classroom phone. Parents, please refrain from contacting your child by cell phone call or text message during the school day. Cell phones are to be used for the purpose of communicating with parents via text or phone call after hours under the direction of a supervising adult. In regard to after-school activities, the use of cell phones is permitted upon the discretion of the supervising adult.

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

F. Electronic and Telecommunication Devices

Use of any personal electronic or telecommunication devices by the students during the school day is prohibited unless it is previously approved by the school administration for a specific educational purpose. Electronic and telecommunication devices include but are not limited to:

- Cell phones or similar devices
- Pagers and beepers, iPods, MP3 players or similar devices
- Laser pointers or similar devices
- Cameras
- Recording devices
- Smart watches
- Fitbits and other wearable exercise devices may be worn provided they are only being used for that purpose

With parental consent and administrative approval, "eReaders", such as Kindles and Nooks, including tablets, but not phones or iPod touches, may be used by students in grades 5-8 for reading only as approved by the teacher in consult with the principal. Users must follow all rules and guidelines of the Acceptable Use Policy. A consent form must be completed and filed with the school administration. This use is a privilege and may be terminated at any time. Students are responsible for the safekeeping and use of such devices. St. Jerome Parish and School are not responsible for any damage or loss of such devices. St. Jerome Parish and School are not responsible for the students' use of such device at school as it is not possible for school staff to monitor all activity on personal devices. In addition, the school/parish is not responsible for content already existing on student owned devices. The expectation is that all content is classroom-appropriate and upholds the moral standards of the Catholic Church.

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 these sites (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) 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.

G. Lockers

Each student will be assigned a locker at the beginning of the school year. School lockers and desks are the property of the school, and at no time does the school relinquish its exclusive control of lockers and desks provided for the convenience of students. Periodic general inspections of lockers and desks and any items in the lockers and desks may be conducted by the principal for any reason at any time, without notice, without student consent, and without a search warrant. Lockers are not to be locked during the school day. **The exterior of the lockers are to be free of decoration unless permission has been given by the principal.** The interior of the locker may be decorated. The use of masking tape, duct tape or other strong adhesive is strictly prohibited. Items inside lockers are to be of minimal distraction and in line with the teachings of the Catholic Church and mission of the school. Students in violation of this policy will be told to remove their items.

H. Weapons

St. Jerome Parish and School will be maintained as a weapon-free zone 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.

I. Crisis Response Plan

St. Jerome Parish School has plans in place for emergency preparedness. All classrooms and public places provide access to the plan. In the event of a crisis situation, **DO NOT COME TO THE SCHOOL.** Communication for reunification will be made through the Oconomowoc Police Department and the Archdiocese of Milwaukee Communications Office. To be in compliance with Wisconsin State Statutes, the school conducts drills for fire emergencies, severe weather emergencies, and safety on a regular basis throughout the year. Parents are alerted to when the initial drills are conducted so that they may be honored as the primary educators of their children as to why these drills take place. Teachers support this instruction in the classroom prior to the initial drill taking place.

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 children feel safe and comfortable.

X. General Conditions

This document is subject to periodic review and changes. Said changes are deemed immediate. Any errors or omissions in this document are considered reparable given the intent of the policy or procedure.

Parent and Student Handbook

At the beginning of each school year, The St. Jerome Parent and Student Handbook is distributed online to each school family. Each family is expected to read through the handbook and sign a form stating that they have read the document and will abide by the policies therein. If there is an amendment to a school policy, the principal will promptly alert the families in writing.