

MISSION STATEMENT

The Saint Jerome School community, both faculty and parents, strives to guide and motivate students to achieve their greatest success in intellectual and spiritual development by providing an academically excellent education rooted in Catholic values.

PHILOSOPHY OF SAINT JEROME SCHOOL

Saint Jerome Parochial School aims to provide an excellent academic education which fosters Catholic teachings and Christian formation. This value-based quality education incorporates an integrated curriculum seeking to provide the students with skills they will need to live in a global, technologically challenging society made up of various cultural heritages.

Acknowledging the primary role of parents /guardians as teachers of their children within the family context, we recognize the need for close collaboration with the students' families. We seek to establish means to inform and support them in guiding their children to be academically successful and socially well-adjusted. We believe that every facet of each individual student is important: spiritual, moral, intellectual, emotional, social and physical. We believe that all these areas need developmental care as they are formed within the family and within our school environment.

As professional Christian educators, our dedication is enhanced by our desire not just to teach, but to lead children to an ever-deepening love of God, neighbor, country, and to the development of self-respect, self-discipline, respect for others and an understanding of personal responsibility.

Saint Jerome School implements a strong, academic program which develops basic skills, technological acuity and creative expression. The critical thinking process is integrated and extended in each grade level so students advance in their ability to reflect, judge and make meaningful choices.

A sensitivity to and awareness of the needs of others and the need to care for the world in which we live have always been a part of American tradition and values. We continue to build upon this Christian attitude, as it is an inherent part of faith education to continue to spread these Gospel values in our society. We believe these values enhance the academic curriculum and lead to developing individuals with character and integrity which is so necessary in our world today.

Thus Saint Jerome School fosters in its students a sincere, lasting appreciation for academic achievement, an appreciation and love for our American heritage and ideals, and a continuing growth in love of God and neighbor through our Catholic faith and Christian values.

ACADEMIC REQUIREMENTS

Each student's progress and effort is unique to the individual. Students completing a grade's work to the extent of their ability generally are to be promoted to the next grade level. When it becomes evident that it is necessary for a student to repeat the grade, parents will be notified by March.

All students in Grade 8 need to pass all major subjects in order to be eligible for graduation.

Criteria for Grouping: The following criteria may be used to group students in math:

- Past academic performance
- Local percentiles on the most recent standardized test scores
- Teacher recommendations
- Study habits
- Placement test

Students will be monitored in their groups and adjustments may be made accordingly.

ADMISSION PREREQUISITES

Children will be admitted to the Kindergarten if they are five years old by the deadline required by their respective school district and the same cut-off dates will be used for the Pre-K three and four year old programs. Parents should present certificates of birth, baptism and health inoculations. The child should be present at the time of registration.

In the case of a transfer student, the above certificates should be presented together with a report card. Medical and scholastic records must be forwarded from the sending school.

A registration fee must be paid by each new entrant and a re-registration fee per child annually.

Saint Jerome School admits students regardless of race, color, creed, or national and ethnic origin.

AFTER SCHOOL PROGRAM

Supervised study and play time is available on school days from dismissal until 5:30 p.m. This program begins the first school day.

A registration fee of \$20.00 per child paid in September entitles you to use the After School Program as often as you wish.

A separate registration form is sent with the August Newsletter.

ATTENDANCE

Regular attendance at school is necessary in order that students receive continuity in instructional areas. A child's absence from school must be for illness or exceptionally urgent reasons. On the day a child returns to school, he/she must bring a written explanation of the reason for the absence. This should be addressed to the homeroom teacher.

Whenever a student has an unexcused absence from school, the school is **under no obligation** to grant such students advanced assignments or to render help in making up the work missed as a result of these absences. Refer to homework section for further details.

Excused absences include only:

- 1) Illness of the student
- 2) Serious illness or death in the immediate family
- 3) Legal requirement to attend court

Family trips or outings should coincide with school holidays. Please refer to the yearly school calendar mailed in early August before you plan your family holidays. Standardized Test Week is March 8th to March 12th and attendance is mandatory during this testing week.

CHRONIC LATENESS

Students will be marked tardy if they are not **unpacked and ready for class at the 7:45 bell.**

Students who are constantly late not only begin the day poorly and interfere with their preparation for the day, but the lateness also causes disruptions to the teacher and other students.

BICYCLE SAFETY - HELMETS MUST BE WORN

Students may only ride bicycles to school if a written note signed by the parents is on file in the school office. However, the school will not accept responsibility for the safety of the students or their bicycles. Locks are recommended. No one is permitted to ride on another's bicycle or to ride on the handle bars. Students should dismount their bicycles and walk them on to the school grounds when arriving at school and walk them off the school grounds before mounting. Motorized bicycles and skateboards are not permitted. Bicycle riders will be dismissed last.

BIRTHDAY CELEBRATIONS

Each year, during Catholic Schools Week, a day is set aside to celebrate everyone's birthday with **ONE BIG BIRTHDAY PARTY** rather than having a celebration for each individual's birthday. Invitations to any home parties may be distributed ONLY if the ENTIRE class/classes receive an invitation. Individual invitations must be mailed.

BOOKS

Some textbooks used by Saint Jerome students are the property of the State. Under Chapter 121 Laws of 1984 Non-public Textbook Aid Entitlement, requests for textbooks and workbooks are made each year to the Monmouth County Commission. All textbooks must be covered, and the student is responsible for any damage or loss of these books.

A registration fee covering the cost of September supplies (pads, pens, pencils, etc.), religion books, and any books not supplied under the Textbook Entitlement Act, is paid during the months of April and May for the upcoming year.

Additional school supplies are available for purchase throughout the year. Each student is responsible for carrying his/her books to and from school in a school bag.

BUS CONDUCT

All student bus riders must follow the rules of courtesy and conduct at all times. No student is permitted to ride a bus from another district at any time because of insurance restrictions. Students are not to write on, cut, damage or deface the bus or bus seats in any way. Profane language and gestures are not permitted. **Using cell phones, iPhones and other devices or eating, drinking, and chewing gum are not allowed** on the bus.

Students are not to stand or walk around while the bus is in motion. Students are to use seat belts.

Shouting out the window, placing any body part out of the window, hitting another student, or throwing objects is also not permitted for the safety of all students.

Any student not obeying the rules set by the district responsible for transportation may be suspended by that district for a period of time. Students responsible for any damage to the bus will be expected to pay for the repairs.

PROPER BUS CONDUCT IS IMPERATIVE FOR THE SAFETY OF ALL BUS RIDERS.

BULLYING AND HARASSMENT

All students, staff and volunteers are entitled to respect and personal safety. Verbal abuse, name calling or cyber harassment is unacceptable. In addition, physical harassment will not be tolerated and will be dealt with in accordance with Diocesan Policy.

If any student experiences bullying, harassment or feels threatened in any way, he/she is to report this to the Principal immediately.

CALENDAR

The school calendar, consisting of a minimum of 180 days, is prepared yearly by the Pastor, the Principal, and the Faculty in conjunction with the Diocesan Office of Catholic Education in Trenton. The Office of Education sets some definite closing dates and allows each individual school to choose holidays which must include holy days and patriotic days. Therefore, we will not always have off every holy day of obligation or patriotic day. Each year's calendar is submitted to the Superintendent of Catholic Education for approval. The yearly calendar is mailed to each family in August in order to allow families ample time to plan vacations throughout the year.

CELL PHONES AND OTHER DEVICES

The use of cellular phones, iPods, iPhones, Walkmans, Handheld PCs, pagers/beepers and other electronic devices by anyone during school hours is prohibited. All such devices must be turned off and out of sight during school hours from arrival to departure. Cell phones and other devices will be confiscated if visible or used during school hours or bus rides. These devices will be returned only to the parent, who must come in person to the school office.

Additional consequences will be imposed for the unauthorized use of recording or photographic equipment, etc. including video phones. Taking photos of others or recording individuals can be construed as an invasion of privacy and may be subject to applicable NJ laws.

CHANGE OF ADDRESS

Any change of address, telephone number, or parish must be reported in writing to the school office and to the homeroom teacher as soon as possible.

COMMUNICATION

Mutual understanding between home and school plays an important role in the development of the child. The following points will help produce a harmonious relationship and a level of understanding that is essential.

- ❖ When in doubt regarding some school regulation, please contact the school office to clarify the question.
- ❖ Faculty members will be happy to make arrangements for a conference with any parent at a time that is convenient for both parties. Arrangements may be made by sending a note to the teacher.
- ❖ Parents may not disturb a member of the teaching staff, or a student, before school, in the morning, or during the school day. Items that the children forget may be left at the office. When entering the school, parents are asked to come to the school office only.
- ❖ Parents must communicate with their child's teacher when and if difficulties arise, whether they are academic or disciplinary in nature, before contacting the principal.
- ❖ Appointments with the principal may be made by calling the school office.
- ❖ The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

CONFERENCES See Parent Teacher Conferences

CRISIS MANAGEMENT PLAN

A Crisis Management Plan is in place for various emergencies and crisis situations that could develop. Parents will be notified as needed if a crisis has taken place in the school.

CURRICULUM

Saint Jerome School holds high standards for student learning through a well-rounded, value enriched curriculum that is reflected in standardized tests scores and high school placement. Diocesan and New Jersey Core Curriculum Standards are achieved through the various academic programs offered. The standards are starting points to ensure that the students receive an excellent education as well as provide a framework for instruction. Teachers are responsible to follow the scope and sequence of the curriculum and to ensure they meet the needs of every student. Teachers are also encouraged to integrate curriculum in order to maximize study and include the following: Religion and Character Education., Integrated Language Arts, Math, Science, Social Studies, World Language, Computers, Music, Art, Library, and Physical Education/Health.

DISCIPLINE

It is the shared responsibility of the home and school to teach discipline. This training develops self-control, character, orderliness, responsibility and respect for others. Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote a safe, orderly, learning environment. The regulations at Saint Jerome School are aimed at fostering self-discipline and individual responsibility in the student. When the student's responsibility is lacking or inappropriate language, threats, or behavior causes the learning atmosphere to deteriorate or be disrupted, disciplinary action will be taken. If a teacher deems it necessary the student will be held for either before (7:10-7:40) or after school (2:30-3:00) detention.

DETENTION

Parents will be notified in advance of any detentions either by a note or phone call. Inappropriate behavior which persists after the detentions will warrant a Saturday detention.

Three detentions in one marking period will be deemed as excessive and carry additional consequences and may result in school/community service.

Detention may be assigned for the following reasons, although the list is not all-inclusive.

- ❖ Tardiness to school or class
- ❖ Failure to complete class work or homework
- ❖ Behavior which interrupts the educational process for others
- ❖ Any violations of the current dress code
- ❖ Failure to promptly return papers that are to be signed by a parent
- ❖ Possession of unauthorized items such as electronic devices, cameras, etc.

Diocesan guidelines and due process will be followed in the event of any serious infraction of school rules and policies which require **serious disciplinary actions, suspension, or expulsion**. These guidelines can be found in the Handbook of Policies and Practices of the Diocese of Trenton which is kept in the school office.

Saint Jerome School will follow the agreement between Catholic Schools in New Jersey and Law Enforcement Agencies (document on file in school office) in cases of drug or alcohol abuse, any form of violence, or in the event any weapon is brought to school.

Any threats made during school hours via cell phone, Internet or any other means will be reported to the local authorities.

DRESS REGULATIONS

- ❖ Appearance is the most important reflection of the pride that a person has in him/her self. Therefore neatness and cleanliness are essential.
- ❖ Students dress in uniform from the first day of school in September until the last school day in June unless you receive notification of a change.
- ❖ **All students must have the items of clothing** which are **starred** under **official school uniform** to be worn on special days throughout the year. The remainder of the other clothing items are optional and up to each individual.
- ❖ Attire for any school field trip will be specified on the information sheet regarding the particular field trip.
- ❖ Make-up or nail polish other than clear nail polish for both boys and girls is unacceptable. (See Hair and Jewelry)
- ❖ The uniform worn by the students is purchased through the Flynn O'Hara Uniform Company in Philadelphia. The company also has a store which is located at the intersection of Route 36 and Union Ave in the Union Ave Plaza, Hazlet 732 888-3885.
- ❖ When the students are permitted to wear clothing other than the school uniform to school, they should come dressed neatly, **modestly**, and not in play clothing such as jeans, sneakers, any type of spandex, stretch, midriff, or skin tight clothing, etc.

BOYS' OFFICIAL UNIFORM **Grades K through 8**

- *Uniform navy pants (a belt must be worn with all pants)
- *White **long** sleeve dress shirt
- *Navy school tie
- *Navy blue V-neck sweater vest or V-neck cardigan
- *Crew socks

GIRLS' OFFICIAL UNIFORM **Grades K—5**

- *blue & white plaid belted tunic style jumper
- *white **long** sleeve Peter Pan collar blouse
- *navy crew neck cardigan
- *navy knee hi socks or leotards

Grades 6,7,8

- *navy polyester wrap around **KNEE LENGTH** kilt
- *white **long** sleeve convertible collar blouse
- *navy V-neck sweater vest or V-neck cardigan
- *navy knee-hi socks or leotards

UNIFORM OPTIONS

Boys K—8

white short sleeve dress shirt

Girls K—8

white short sleeve blouse, navy slacks

WINTER MONTHS

blue long sleeve polo shirt w/logo

blue long sleeve polo shirt w/logo

AUTUMN& SPRING

blue short sleeve polo shirt w/logo
navy twill walking shorts

blue short sleeve polo shirt w/logo
navy twill walking shorts

GYM UNIFORM GIRLS AND BOYS K-8

WINTER MONTHS

Saint Jerome Tee shirt, Saint Jerome sweatshirt, Saint Jerome sweatpants, velcro or laced sneakers

AUTUMN AND SPRING

Saint Jerome gym shorts, Saint Jerome Tee shirt, velcro or laced sneakers.

*** Hooded St. Jerome sweatshirts are considered outerwear and may not be worn in the classroom.**

SHOES

Shoes will be purchased from Sid's Bootery. The only acceptable styles chosen by the students are:

Ivy League (black tie oxford) Jillian Mary Jane Jungle Moc Sperry Tevin (tan suede buck) Cutter HL

Larger sizes must purchase **similar shoes**. Pictures can be found on School Web Site.

Unacceptable are: uggs, work boots, GBX, Merrell, Vans, Etnies, iPath, clogs, sandals, backless shoes, sneakers,

EMERGENCY CLOSING

Any emergency closing will be announced via the Honeywell Instant Alert System as well as over the local radio/TV stations

NJ 101.5FM

News 12 NJ Channel 62

NBC-TV

CBS—TV

Since we are involved with five different bus coordinators, it is very difficult to set one policy for inclement weather conditions.

The decision to close Saint Jerome School will depend on: **conditions at the school and the amount of transportation available.**

If a township closes schools, then that township will not provide transportation to Saint Jerome School even if Saint Jerome School is in session. If a township is having a delayed opening, then transportation for Saint Jerome students in that district will also be delayed.

If a storm arises during the day, you will be notified via the Honeywell Instant Alert System.

Parents should instruct their children as to a plan of action to follow in the event that Saint Jerome School has an unexpected early dismissal. This is extremely important since most parents will be at work. A form will be sent with the September newsletter regarding emergency procedures.

EMERGENCY NUMBERS

The school must always be informed as to a work telephone number or emergency number in the event your child becomes ill or is injured at school and requires your presence. The emergency card issued at the beginning of each school year should be completed and returned to the school office immediately.

FIELD TRIPS

In order to enhance the academic program, the teachers may plan occasional field trips. Any child whose conduct or academic effort is unsatisfactory may be denied the privilege of attending the trip. All students are expected to conduct themselves properly during any trip. Attire for any school field trip will be specified on the information sheet regarding the particular field trip. Permission slips will be sent home to be signed and returned.

GYM CLASSES

Each student in kindergarten to grade eight is involved in a weekly program of physical education. On the designated gym day, the students in grades K-8 wear the required Saint Jerome gym uniform and sneakers to school.

Only the Saint Jerome Tee shirt, sweat pants, gym shorts and sweatshirts are permitted.

No child is exempt from gym classes without a **written excuse from a doctor**.

HAIR

- ❖ Hair for both boys and girls should be neat, well-groomed, **away from the face and eyes and behind the ears**, so as not to distract or impair vision.
- ❖ Hair styles deemed not acceptable will be addressed individually.
- ❖ **Boys' hair length** may not exceed the back of the shirt collar, should be away from the eyes and behind the ears.
- ❖ Fad hairstyles, including dyed, streaked or highlighted hair for boys and girls, are not acceptable.

HEALTH SERVICES

The state provides a professional school nurse under Chapter 226 Services on a part time basis. The nurse provides immediate temporary attention and care to those in need. She maintains all students' immunization and health records in accordance with Federal and State Regulations. Immunization records are monitored by the Monmouth County Health Department.

Health screening consisting of hearing, vision, scoliosis exams and height, weight, and blood pressure readings are performed yearly. Parents are notified in writing of results that have to be further examined by a physician.

In order to provide optimum care, the health office must be notified of any health condition a child may have. All health records are confidential. If a child receives a notice from the health office, it is the parents' responsibility to have their child checked by their physician, and to report the results to the health office. **If a student becomes too ill to remain in school, a parent or guardian** will be notified. The student will remain either in the health or school office until a parent or someone responsible for the student arrives.

Upon entering school, all children must be **FULLY IMMUNIZED** in accordance with Federal and Diocesan regulations and must have a complete physical. Failure to do so will prevent a child from attending school.

MEDICATION POLICY

If under exceptional circumstances, a student is required to take any medication during school hours, the following procedures **must be followed:**

- ❖ No child may have any medication in his/her possession.
- ❖ If a child has a **chronic condition**, a **physician's order** will be obtained in September that will suffice for the entire school year
- ❖ Necessary **medication** will be **labeled with the student's name** and will be available for usage during the school year. These medications will be **secured** in the **nurse's office**.
- ❖ A **physician's order** is also **needed** for **over the counter medication**.
- ❖ All **medication** shall be in its **original container**.
- ❖ Written parental request giving the school permission to administer the medication is necessary.

- ❖ For over the counter medications such as Tylenol, Advil, or cough syrup, please include the following in your request:
 1. Student's name
 2. Name of medication with dosage and time of administration
 3. A physician's order with reason why the medication is to be given

For Prescription Medications: A WRITTEN ORDER FROM THE PHYSICIAN IS NECESSARY before the drug can be administered.

- The order must include:
1. Student's name
 2. Diagnosis or type of illness involved
 3. Name of medication with dosage and time of administration and termination date
 4. Possible side effects

HOLY CHILDHOOD ASSOCIATION

The Holy Childhood Association is an organization of children who learn about, pray for, and share with other young people all over the world. It was founded in 1843 by Bishop Charles de Forbin-Janson in France, and it is the only organization in which children help children. The Holy Childhood Association, which is under the direct supervision of our Holy Father, Pope Benedict XVI, and the Bishops of the world, is the official program for missionary (charitable) outreach by the students both in Catholic school and in Religious Instruction Classes. Through this organization, students are made aware of the sufferings of boys and girls in poverty stricken areas. They are also given the opportunity to learn about diverse cultures and geographical facts. Initially the students are asked to contribute \$1.00 membership dues and participate in the Thanksgiving, Advent and Lenten Giving Programs. Any other monetary participation throughout the year is totally voluntary.

HOMEWORK

Homework is posted daily on line.

Homework is a vital part of the learning sequence used:

- ❖ to determine a student's understanding of lessons and class discussions,
- ❖ to review and solidify the subject matter taught that day,
- ❖ to develop a sense of personal academic responsibility,
- ❖ to foster independent work habits and
- ❖ to memorize certain facts in specific subject areas such as math facts and rules, spelling/vocabulary, social studies and science terms, Spanish rules and vocabulary, etc.

Homework is assigned each night and some weekends and **students** are expected to be **responsible** for completing both the written and **study assignments** with care and pride. Parents are **encouraged** to **check** both written homework and the material which needs to be memorized.

WHAT PARENTS CAN DO TO HELP WITH HOMEWORK:

- ❖ Set a **definite** time and place for home study each night.
- ❖ **Check** folders and assignment pads, then check to see if the homework has been satisfactorily completed.
- ❖ **Listen** to lessons which require **memorized studying**.
- ❖ **Show interest** in each child's work.

- ❖ **Show enthusiasm** for accomplishments and **encourage more effort** on deficiencies.
- ❖ **Lead** children to realize early in their school career that homework is the **individual child's** responsibility and must be done daily.
- ❖ **Guide** students with **long range assignments** to **schedule** their time and activities to **avoid** cramming the night before.

Students who consistently do not complete homework assignments will receive either a morning (7:10-7:40) or afternoon (2:30 – 3:00) school detention. If this persists after the morning and/or afternoon detention, then a Saturday detention will be served.

HOMEWORK FOR ABSENTEE STUDENTS

Call the school office by 10 a.m. Homework can then be picked up in the school office by 2 p.m.

It is better not to leave a message asking for homework on the teacher's voice mail during the school day, because your message **may not be received on time**, since teachers are involved with the students.

Upon his/her return to school, the student is required to make up tests* and missed assignments. The student is expected to show initiative in seeking each teacher to determine missed assignments and due dates. In addition to missed tests and assignments, students are held responsible for **all material** covered in the regular class session and should obtain the necessary information for completion.

***Please note that make up tests may be a variation of the original classroom test.**

It is each student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not doing the work missed.

The allotted time for completion will take into consideration if the absence is one or more days. Failure to complete all make-up work, test, quizzes, etc. in the allotted time given will result in a failing grade.

INSURANCE

The Diocese of Trenton mandates that each school participate in the Student Accident Insurance Program provided by the diocese. Each school must make payment for the number of students enrolled in the school. The insurance plan is set up to cover costs not satisfied through the individual insurance plans.

IDENTIFICATION

It is requested that **all articles of clothing**, especially the gym sweatshirt, have name tags or names printed on them. **Lunch boxes** or containers, **backpacks**, etc. must also have names placed on them. Saint Jerome School is not responsible for lost or damaged articles.

INTERNET USE POLICY

Student access to the Internet and computer resources is a privilege, not a right. Access to the Internet at Saint Jerome School is for the purpose of education or research. Users violating Saint Jerome and the Diocesan Acceptable Use Policies shall be subject to revocation of these privileges and potential disciplinary action.

The Internet Safety Policy and school system measures are designed to address safety and security when using direct electronic communication. Faculty, staff, parents and students are required to sign the Acceptable Use Policy. (See school website)

JEWELRY

Small button-type earrings are allowed only for girls. Boys may not wear earrings. Other than a watch or a simple gold chain with a religious medal, jewelry is not permitted.

LIBRARY REGULATIONS

We are proud to have a central library in Saint Jerome School which is available to all teachers and students. It is also important that your child join the local public library and make use of both facilities. Destruction or loss of a book will carry the penalty of payment. Books are taken out for a one-week period. They may be renewed.

LUNCH PROGRAM

The PTA runs a lunch program on Tuesdays, Wednesdays, Thursdays, and Fridays. The menu is subject to **available help**. Juice and snacks are also available on PTA lunch days. At the beginning of the school year, the PTA will send you further information regarding menus and special lunch days other than those listed above.

If a student is not purchasing lunch, it is the parents' responsibility to see that the student is sent to school with his/her lunch.

There is no guarantee that the lunch served that day will be available to those students who do not pre-order.

However, if for some reason students do not have a lunch, they are taken care of individually.

MEDICATION POLICY FOR SAINT JEROME SCHOOL - SEE HEALTH SERVICES

PLAYGROUND

Students are not to leave the playground during the lunch period. Running, rough play, physical contact, inappropriate language or threats are not allowed on the playground. Chewing gum, eating or drinking are not permitted on the playground at any time.

Parents are assigned to supervise the playground activities once during the school year. Any student showing disrespect to a monitor will be brought to the office.

VEHICLES ENTERING THE REAR PARKING LOT WHEN CHILDREN ARE ON THE PLAYGROUND ARE TO PROCEED TO THE BACK OF THE PLAY AREA AND DRIVE AROUND TOWARD THE RECTORY. PLEASE DO NOT CROSS CONE BARRIERS.

PARENT TEACHER ASSOCIATION (PTA)

The objectives of this association are:

- ❖ To help parents and teachers acquire a profound appreciation of the ideals of Catholic Education.
- ❖ To promote a clearer understanding of the mutual educational responsibilities of parents and teachers.
- ❖ To encourage the home and school to a greater degree of cooperation in discharging responsibilities.
- ❖ To subsidize the additional funds needed to provide a quality Catholic Education.

Each parent is a member of the Parent Teacher Association. We therefore ask that:

- ❖ Parents set a good example for their children by the practice of their faith. If they are Catholics, they are expected to take part regularly in Mass and the sacramental life of the Church.
- ❖ At least one parent, preferably both, should attend the PTA meetings and participate in all PTA functions and fundraisers.
- ❖ Whenever possible, parents are asked to serve as volunteers serving lunches or chairing a fundraiser, etc.
- ❖ Annual PTA membership dues are \$10.00 per family and are to be paid in September.
- ❖ Each family is requested to comply with all school regulations.

IT MUST BE NOTED AND UNDERSTOOD THAT TUITION DOES NOT COVER THE COST OF A QUALITY CATHOLIC EDUCATION. AT PRESENT, THE PTA AND SAINT JEROME CHURCH SUBSIDIZE THE SCHOOL WITH A YEARLY SUM. PARENTS MUST SUPPORT PTA FUNDRAISERS.

PARENTS' REQUIREMENTS - SUMMARY

TUITION	Follow tuition payments as scheduled. Parishioners must support the parish.
PLAYGROUND	Once during the school year, one parent or another adult representing the parent is required to help the teacher supervise the playground during lunch hour - 11:00 a.m.-12:00 Noon. Parents who do not respect nor fulfill playground responsibilities are asked to pay \$25.00 so a replacement can be obtained.
PTA FUNDRAISERS	Parents must support all PTA fundraisers. NO CHILD IS PERMITTED TO SOLICIT DOOR TO DOOR. A list of all PTA fundraisers is distributed at the first PTA meeting. Since this is a supplement to tuition costs, parents are responsible to either sell items or tickets or purchase them personally.

PARENTS SIGNED AGREEMENT

A separate sheet reading "We have read and agree to be governed by the Saint Jerome School Handbook" is inserted in this handbook. This must be returned to school during the first week of school in September.

PARENT TEACHER CONFERENCES

It is very important that there is complete unity between parent and teacher. Therefore, we encourage constant communication between parents and teachers and welcome parents' concerns and questions. If a question or problem arises, discuss the matter with the teacher and child. If it becomes necessary, the school administration may be consulted. There are opportunities scheduled on the calendar for parent-teacher conferences and additional conferences may be arranged with the teacher when necessary. Simply send a note to the teacher requesting a conference. Teachers cannot be disturbed during their teaching time. **Please do not call the teachers at home or appear at a teacher's door before school, during class time or at dismissal. Also the lunchroom and playground are not proper places for a conference.**

PAYMENTS

Please send payments to school in **a separate envelope which is properly labeled with name and purpose of payment.** Seal the envelope and direct the youngest child to hand it in to the homeroom teacher immediately in the morning.

PHOTOGRAPHS/VIDEO TAPE-PUBLIC RELATIONS

Throughout the school year, there are opportunities when your child may be photographed or videotaped participating in various school activities. Results may be published in newspapers, the school yearbook, or on our website. A permission form is sent home each September for all parents/guardians to complete and sign.

REPORTING STUDENT PROGRESS

In an effort to keep parents informed about students' progress, the following measures are used:

Student Portfolio	A portfolio of quizzes, test papers, projects or creative writing samples will be sent home for parents to sign and return. This is an attempt to give parents an updated report of daily work.
Notes, Phone Calls, and Conferences	As deemed necessary either by the teacher or parents.
Progress Reports	Parents will be issued progress reports at the mid-point of each marking period. It is our aim to inform parents of students' achievements and to either continue or change the course of action where potential problems may adversely affect a student's grades.
Report Cards	A final report card grade is determined by evaluating and averaging class participation, diligence in completing both written and study assignments, quizzes, tests, projects, reports, etc. Report cards are issued three times a year.
Conferences	See Parent Teacher Conferences

SACRAMENTS

The Sacraments of Reconciliation and Eucharist are received in the second grade. Reconciliation is received on the Saturday of Catholic Schools Week. Eucharist is received on a Saturday either in April or May.

Confirmation is administered by the Bishop every year and received in the eighth grade. As the time approaches for these Sacraments, detailed information is given to the parents. During the school year students have the opportunity to receive Reconciliation and attend First Friday and Special Feast Day Masses.

SCHOOL ARRIVAL AND DISMISSAL PROCEDURES

For the safety of our children all drivers are requested to **slowly** enter the parking lot from the driveway near Valenzano Park and to exit the driveway between the church and the rectory. There are signs which clearly mark the ENTRANCE and EXIT. Parents who drive students to school are asked to **proceed cautiously** to the **rear section of the parking lot** in front of the convent, drop off students, and proceed **slowly** out the rectory side exit. Any parent who comes to school to pick up his/her children by car is requested to wait until all of the children have approached the cars before leaving the school parking lot. If early dismissal is requested by a parent, the child must be picked up before 2:00p.m. The school office must be contacted by 11:00a.m. if there are any changes to be made in the method or time of going home. **Any student leaving school other than the customary way MUST have written permission stating specific dismissal instructions, including person with whom student is going, method of transportation, and authorized signature.** Saint Jerome School will not assume responsibility for students who walk or ride bicycles home.

SCHOOL HOURS - Kindergarten - Grade 8

Regular School Hours 7:45a.m. - 2:15 p.m.

Abbreviated School Days 7:45a.m. - 12:00 Noon

SCHOOL PRINCIPAL/PASTOR RIGHT TO AMEND

The principal or pastor retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

SCHOOL VISITORS

The doors of the building are kept locked from the outside as a protection for all in the building. If you have any business to attend to anywhere in the building, please park in the rear and ring the doorbell. For the protection of the students, all visitors and volunteers are then requested to report to the school office first. Students will be called to the office at parents' request.

SCHOOL YEAR BOOK

Students' school pictures are displayed in a school yearbook. Yearbooks are available for purchase for all students. Parents may reserve a school yearbook by completing a designated form. In order to include maximum event coverage for the entire school year, yearbooks will be ready in September of the new school year.

STANDARDIZED TESTING PROGRAM

Each spring the students of grades 2-8 in the Diocese of Trenton take standardized tests. These tests are scored and computerized for evaluating purposes. The standardized tests not only measure what a student has mastered during school hours, but reflect general knowledge absorbed through **experience** and **personal reading**. The results are reported annually to parents. The teachers and administration are available to interpret results and discuss them with parents.

Parents can help their children prepare for any standardized test by **providing at least 45 minutes of uninterrupted, quiet, concentrated reading each day.**

STUDENT ACTIVITIES/PROGRAMS

Saint Jerome School provides its students with a range of activities for their personal, spiritual, and academic enrichment. Students are encouraged to pursue their creative talents in activities that foster a well-rounded individual. The following programs are offered to the students of Saint Jerome School to provide optimal development for each student and the opportunity to express himself/herself.

Accelerated Math

Art Contests

Bell Choir

Chess

DARE

Forensic Competition

Junior Great Books

Math Club

Presidential Athletic Fitness

Rainbows for All God's Children

Student Council

Altar Servers

Assemblies

CBA Math Contest

Church Liturgies

Fair Housing Poster Contest

National Geography Bee

Johns Hopkins CTY (SAT) (Center for Talented Youth)

Poetry and other available contests

Presidential Academic Achievement

Spanish

Yearbook

Sports Programs

Cross Country

Boys Jr. Varsity / Varsity Basketball

Girls Cheering

Girls Jr. Varsity / Varsity Softball

TECHNOLOGY

Saint Jerome School strives to be a leader in the use of technology to enhance the learning process. The teachers integrate technology throughout the curriculum using the fully equipped Computer Lab with networked workstations, mounted projector and a color printer. Each classroom and library is also equipped with additional computers, a mounted projector and screen. School-wide access to the Internet is provided through a broadband connection with content-filtering software.

An *Acceptable Use Policy* is sent home for student and parent signature in September of each school year.

Students who do not comply with usage rules may forfeit their computer privileges and/or be subject to disciplinary action.

TARDINESS See **Chronic Lateness**

TELEPHONE

Messages may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students are not usually called to the phone. Parents are encouraged to call teachers when they have questions. Refer to the list of extensions distributed in September. Teachers will return calls at their earliest convenience.

TRANSPORTATION

Yearly you will be asked to sign a transportation request form which is sent to your respective school district. They in turn will provide transportation for your child to and from Saint Jerome School. They adhere closely to a mileage limit so each case must be handled separately. Some districts do not transport, but reimburse the parent. All transportation inquiries must be directed to the bus company.

TUITION

The cost of educating a child is gradually escalating and tuition payment in no way meets the cost of education. Therefore, in addition to the payment of tuition, supplemental fees are derived by each family's participation in all PTA fundraising activities including the Food Certificate Program and subsidized funds from Saint Jerome Church.

Each family receives a payment book with coupons for 12 monthly payments beginning in June with the last payment due in May.

Details are sent through the Parish Office.

**BE IT KNOWN TO ALL WHO ENTER HERE THAT
CHRIST IS THE REASON FOR THIS SCHOOL
HE IS THE UNSEEN BUT EVER PRESENT TEACHER OF ITS CLASSES
HE IS THE MODEL OF ITS FACULTY
AND THE INSPIRATION OF ITS STUDENTS**