



SAINT JEROME SCHOOL
250 WALL STREET
WEST LONG BRANCH, NEW JERSEY 07764
732.222.8686
SAINTJEROMESCHOOL.ORG



SCHOOL HANDBOOK

2022-2023

VISION STATEMENT

Saint Jerome School aims to provide an excellent academic education, which fosters Catholic teachings and Christian formation. This value-based quality education provides students with skills they will need to live in a global, technologically challenging society.

MISSION STATEMENT

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

PHILOSOPHY

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

BELIEFS

As professional Christian educators, we believe 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.

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.

Acknowledging the primary role of parents/guardians as teachers of their children within the family context, we believe in and 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 in a strong academic program, which fosters 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 believe and 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.

PRINCIPAL'S MESSAGE

Dear Parents and Friends,

Welcome to Saint Jerome School. Our vision and our mission are clear. We provide a Christ-centered approach to educating your child in mind, body, and spirit. Since its founding in 1957 under the direction of the Religious Teachers Filippini, Saint Jerome School has a long tradition of academic excellence. That tradition continues today as we educate our children for the world of tomorrow.

The early years of a child's education are among the most influential, not just for building a foundation for academic excellence, but for developing character, values, and beliefs. No textbook can do this, but parents, partnered with a child's teacher and a positive, welcoming culture, will nurture children, and ensure that they thrive spiritually, intellectually, emotionally, physically, and culturally. From laptops and technology to our liturgical celebrations, we develop faith and academic excellence. All of this happens realizing we are preparing students for success in their academic and future professional lives.

Our students stand tall with numerous awards and honors. When our students graduate and move on to high school, they are prepared to become compassionate, contributing citizens of our Catholic community, the greater Monmouth County area, as well as the world. Many of our alumni are now top doctors, attorneys, authors, scholars and more. We have young men and women who have dedicated their lives to God as sisters and priests. We could not be prouder of Saint Jerome School alumni and family.

Again, I say welcome to Saint Jerome School, a Catholic School Community, centered on Christ, guided by the Holy Spirit, and nourished by the Word of God and the Eucharist. We are called through our Baptism to be faithful and responsible stewards of God's kingdom on earth. We are called to nurture God's blessed gift to us, our children. We generously share our time, talent and faith united in joyful witness to Christ's Gospel of love, life, and justice.

God bless you.

Sister Elizabeth Seton Dalessio, MPF
Principal

IMPORTANT INFORMATION

Pastor	Reverend Sheldon Amasa
Principal	Sister Elizabeth Seton Dalessio, M.P.F.
Religious Education	Sister Elizabeth Toft, M.P.F.
Guidance Counselor	Sister Angelina Pelliccia, M.P.F.
School Secretary	Stella Monteleone
School Nurse	Suzanne Marcantonio
School Office	732.222.8686 Fax: 732.263.0343
Rectory Office	732.222.1424
Website	www.saintjromeschool.org
Parent Portal	https://parents.dioceseoftrenton.org/genesis

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ACADEMICS

Each student's progress is unique. Students completing a grade's work to the extent of their ability 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.

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

Academic Integrity

Academic integrity applies to all aspects of teaching and learning, both in the classroom and remotely. Class assignments, tests, projects, etc. are tools to help students learn; grades show if and how students achieve learning goals. Therefore, all work for which students receive grades should result from the student's own effort and understanding.

Violations of academic integrity include but are not limited to the following:

- Cheating during a test
- Collaboration of information when instructions require independent work
- Copying of another student's work
- Copying something from the Internet without acknowledgement
- Helping others to cheat
- Receiving information about a test from someone who already took it earlier
- Summarizing someone else's ideas without revealing the source
- Using unauthorized materials for an assignment

Academic Excellence Recognition

Saint Jerome School celebrates the effort and achievements of students who strive to perform to the best of their abilities. Each trimester students in grades 4 through 8 who have achieved **First Honors** (93-100) or **Second Honors** (85-92) will be recognized.

NB: Students must also maintain acceptable grades in all Special Subjects as well as Conduct. Excessive absenteeism and/or tardiness may prevent a student from receiving an award.

During our annual PTA Grade 8 Awards Luncheon graduates who have achieved academic excellence will also be recognized.

Child Study Team Referral Policy

New Jersey Title 18A, Chapter 46, Special Education law requires each school to identify all educationally handicapped children eligible for special education in Kindergarten through Grade 8.

Identifying children with learning disabilities and deeming them eligible is the legal responsibility of a Child Study Team. The Child Study Team (CST) consists of a School Psychologist, a Learning Disabilities Teacher-Consultant, a School Social Worker, and a Speech/Language Specialist. These specialists are provided to students at Saint Jerome School through Monmouth-Ocean Educational Services Commission (MOESC).

NB: A child who is exhibiting signs of educational difficulty is referred by the classroom teacher to the principal. If it appears that more intensive evaluation is needed or that special education planning is required to help the child to succeed, the principal will refer the child to the MOESC Child Study Team. This will be in consultation with the student's parents, the teacher, and principal where applicable. Programs available to students may include basic skills, in-class support, or speech/language services.

Criteria for Grouping

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

- Past academic performance (i.e., Report Cards)
- Standardized test scores
- Study habits
- Placement test(s)
- Teacher recommendation

Students will be monitored, and adjustments may be made accordingly.

Homework

The school's policy is to assign homework, either written or study, as a carryover of the work that has been covered in class. This home study provides a reinforcement and enrichment of material learned in school.

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.

Homework is expected to be turned in on the day it is due. Parents will be notified if a child consistently fails to complete homework assignments. (See **Detention**)

NB: If a student is taken out of school to go on vacation while school is in session, the parent assumes the responsibility for work missed. The teacher is NOT responsible for work missed because of vacation absence. Written classwork will not be given to any child before leaving for vacation.

Homework for Absentee Students

Parents may call the School Office to request assignments.

NB: Only parents who call before 12 Noon will be able to pick up absentee work after 2:30 pm via the main vestibule door (West Side).

Upon return to school, the student is required to make up/hand in all missed work (i.e., tests/quizzes, projects, etc.).

In addition, upon return to school, it is the student's responsibility to check with teacher(s) after school hours to determine missed work. Failure to obtain missed work is no excuse.

Students are responsible for all material covered in their absence. Failure to complete all missed classwork, homework, test(s), quiz(es), etc. within allotted time will result in a failing grade.

NB: Test(s), quiz(es), etc. may be a variation of the original.

What Parents Can Do to Help with Homework

- Check folders and assignment pads, then check to see if the homework has been satisfactorily completed.
- Guide students with long-range assignments to schedule their time and activities to avoid cramming the night before.
- Lead children to realize early in their school career that homework is the individual child's responsibility and must be done daily.
- Listen to the recall of facts/rules.
- Set a definite time and place for home study each night.
- Show enthusiasm for accomplishments and encourage more effort on deficiencies.
- Show interest in each child's work.

Reporting Student Progress

To keep parents informed about students' progress, the following measures may be used:

Progress Reports Parents of students in Grades K–2 will be issued progress reports at the mid-point of each trimester.

Genesis Parents of students in Grades 3 – 8 may access Genesis, an electronic Grade Book, to view student progress.

Report Cards Report cards are issued three times a year. A final report card grade is determined by evaluating/averaging class participation, diligence in completing both written/study assignments, quizzes, tests, projects, reports, etc.

Notes, Phone Calls, Emails As deemed necessary either by the teacher or parents.

Scholastic Testing Program

All students in Grades 2 through 8 are tested in Math and Language Arts via Renaissance, a totally online platform. These progressive tests demonstrate a student’s academic growth throughout the school year. Due to the nature of the testing, students must be present in school during each of the test periods listed below.

- Star Assessment Window 1 October 11-October 28, 2022
- Star Assessment Window 2 January 9-January 27, 2023
- Star Assessment Window 3 April 24-May 12, 2023

NB: If a student is ill for any of those days, a physician’s note is necessary for the student to make up the test

ADMISSION PREREQUISITES

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

Children will be admitted to kindergarten if they are five years old by the deadline required by their respective school district. The same cut-off dates will be used for the Pre-K program.

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 previous school.

Non-refundable fees for registration and technology must be paid per each new entrant. Re-registration and technology fees per child are due annually.

AFTER SCHOOL PROGRAM

Supervised study and playtime are available on school days from dismissal until 5:30 pm. This program begins the first day of school. A registration fee per child entitles you to use the After School Program. A separate ASP registration form is included in the re-registration packet. Children are not permitted to have cell phones, electronic devices, etc. in any after school program. (See **Cell Phones and Electronic Devices**) Children will receive cellphones, electronic devices, etc. when leaving the program each day. Additional information is available on the school website.

SCHOOL HOURS

Pre-K 3-year-old Program

Regular School Hours	9:00 am-2:30 pm
Abbreviated School Days	9:00 am-12 Noon

Pre-K 4-year-old Program

Regular School Hours	9:00 am-2:30 pm
Abbreviated School Days	9:00am-12 Noon

Pre-K half day classes and three-day programs are available. (See School Website)

Kindergarten-Grade 8

Regular School Hours	7:40 am-2:30 pm
Abbreviated School Days	7:40 am-12:00 Noon

ARRIVAL AND DISMISSAL

For the safety of the students, 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 that clearly mark the Entrance and Exit.

Parents who drive students to school are asked to proceed cautiously to the cone reserved area. The first two rows are for Pre-K families only.

All parents who come to pick up his/her child(ren) by car are requested to wait until all the children are safely in the car before leaving. Security guard/teachers will inform parents when they are allowed to move cars. Children's safety is always the primary concern during arrival and dismissal.

Anytime a student's dismissal method is changed, a note must be sent to the School Office at the beginning of the day. Children will not be released to any person who is not listed, or email received designating another person to pick up children. The child/ren will remain in the School Office until an assigned person picks up the child/ren.

Do not call the Office in the afternoon with changes in transportation unless there is an emergency.

NB: Classes are not interrupted to give personal messages.

Bicycle Safety

Students may only ride bicycles to school if a written note signed by a parent is on file in the School Office. However, the school will not accept responsibility for the safety of the students or their bicycles. Helmets are required by law and locks are recommended.

No one is permitted to ride on another's bicycle and/or handlebars. Upon arriving at school student(s) should dismount bicycle(s) and

walk on to school grounds and then walk off school grounds before mounting.

NB: Motorized bicycles/skateboards are not permitted. Bicycle riders will be dismissed last.

Bus Regulations

All students who ride the Non-Public School buses are to always observe the following rules:

- No student is permitted to ride a bus from another district at any time due to insurance restrictions.
- Students are not to deface, cut, or damage the bus in any way.
- Students responsible for any damage to the bus will be expected to pay for the repairs.
- Profane language and gestures are not permitted.
- Eating, drinking, and chewing gum are not allowed on the bus.
- Students are to use seat belts and are not to stand or walk around while the bus is in motion.
- The use of cellular phones and other electronic devices (iPod/MP3 players, portable video games, recreational electronic devices, etc.) by any student is not permitted.
- 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.

NB: Any student not obeying the rules set by the district responsible for transportation will be suspended from bus transportation

Change in Dismissal

Early dismissals during the school day interfere with the instructional process and are discouraged. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible.

A written request or email from the parent or guardian must be submitted to the School Office on or before the requested day of early dismissal stating the reason for this request. Notes/Emails are needed to ensure the safety and well-being of the child.

Telephone requests will be honored only in cases of an emergency and upon satisfactory identification of the caller.

A parent is to meet the child at the School Office where he/she must sign the child out of school. No child will be permitted to wait in the schoolyard. Please do not request early dismissal after 1:00 pm.

Student(s) not picked up within 15 minutes of Dismissal and/or After School Help will be sent to the ASP. Parent(s) will be charged ASP registration fee and hourly rate.

Emergency Closing Alert System

The **School Messenger** Alert System allows us to contact parents/guardians with general or emergency information via both email and phone. It is the responsibility of the parents to register their contact information and preferences. High Alert messages (e.g., school closings) should be sent to all emergency numbers and contacts. Please ensure that your contact information is updated and current.

Emergency Closing Due to Inclement Weather

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.

Parents should instruct their children as to a plan of action to follow if Saint Jerome School has an unexpected early dismissal. This is extremely important since most parents will be at work.

An Emergency School Closing form will be sent home in September regarding emergency procedures.

ATTENDANCE

Regular Attendance/Punctuality is necessary to ensure students receive continuity in instruction. If your child is absent, please call the School Office by 7:30 am.

If any student is absent for 3 days or more, a physician's note must be presented to the school nurse upon return to school. The school nurse will call parent if doctor's note is not received. Student will not be admitted into class until medical note is received. Any contagious disease must be reported as soon as diagnosed.

Parents are encouraged to schedule vacations that coincide with the school calendar. (See **Academics / Scholastic Testing Program**) Academic work will not be taught in classroom when child returns from vacation.

Chronic Lateness

Students will be marked tardy if not seated in classroom by 7:40 am. Upon late arrival, students must report to the School Office for an admittance slip to class.

NB: Parents will be notified if a child consistently fails to report to school on time. (See **Detention**) The only exception is when tardiness is caused by the school bus.

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 local public school district. Each 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 Aid Entitlement, 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. Supply closet will be opened on Tuesday and Thursday.

CELEBRATIONS

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 student's birthday.

Due to food allergies, treats are NOT to be brought/sent into the classroom for individual birthdays and/or any other holiday.

Invitations to any parties may be distributed **only if the entire class** receives an invitation. Individual invitations must be mailed

COMMUNICATION/CHAIN OF COMMAND

The education of a student is a partnership between parents and school. Mutual understanding between home and school plays a vital role in the development of the child.

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.

Faculty members will be happy to arrange a conference with any parent at a time that is convenient for both parties. Arrangements may be made by contacting the teacher with a written note and/or e-mail.

NB: Teachers cannot be disturbed during school hours/teaching time. Do not call teachers at home or appear at a teacher's door before school, during class time or at dismissal. The lunchroom and/or playground are not proper places for a conference.

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 partnership is irretrievably broken.

When in doubt regarding school regulations, contact the School Office. Appointments with the Principal may be made by calling the School Office.

CONTACT INFORMATION

The school must always be informed of an emergency number or email in the event your child becomes ill or is injured at school. This information is completed at the time of registration/re-registration.

Any change of address, telephone number, emergency notification information, or parish must be reported in writing to the School Office immediately. Be certain that all additional contacts are updated and current as well.

Custody Situations

In the event of a divorce or custody situation, please be sure that the office has a notarized copy of the custody papers on file. We will do our best to work with both parties providing there is joint custody. However, our first responsibility is to the custodial parent and all computerized information will have the custodial parent's address. If there is a unique situation, please contact the principal to work out the arrangement.

Noncustodial Parent's Rights to Information

Saint Jerome School abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

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.

Emergency Drills

In compliance with New Jersey State Law, fire, and emergency (ex. evacuation, lockdown, etc.) drills are held monthly. Students are trained to move quickly and quietly to designated locations. Fire equipment is inspected in accordance with state law requirements.

CURRICULUM

Saint Jerome School upholds high standards for student learning through a well-rounded, value-enriched curriculum that is reflected in standardized test scores and high school placement.

Diocesan and NJ State Standards are achieved through the various academic programs offered. The standards are starting points to

ensure students receive an excellent education as well as provide a framework for instruction.

Teachers are responsible for following the scope and sequence of the curriculum and to ensure they meet the needs of every student.

Teachers also integrate curriculum to maximize instructional time and facilitate the transfer of skills and understanding.

Areas of study include Religion, Character Education, English Language Arts, Library Research, Mathematics, Science, Social Studies, World Language, Technological Literacy, Music, Art, and Physical Education/Health.

DISCIPLINE

The purpose of discipline in a Catholic school is to bring about the self-discipline of each individual as well as the Catholic school community as a whole so that student actions promote the Christian development of each member and thereby enhance the school community.

It is the shared responsibility of the home and school to teach and model proper 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 and 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.

Discipline will be administered when an individual's actions interfere with the right of teachers to teach and students to learn. Emphasis will be placed on reinforcing positive behavior.

Students are reminded that any teacher/staff member has the right to correct students for discipline or dress code infractions.

Detention

If a teacher deems it necessary, the student will be held for after school detention. Parents will be notified in advance.

First Offense:

Teacher notifies Parent and Principal via email.

Second Offense:

Teacher notifies Parent via phone and email as well as Principal.

Third Offense:

Detention: 2:45 pm-3:30 pm

Teacher and Principal inform Parent via email.

Three (3) detentions will be deemed as excessive and carry additional consequences such as in-school and/or out-of-school suspension.

NB: A parent conference must be held with Principal before the student will be allowed to return to class.

Detention or service may be assigned for the following reasons, although the list is not all-inclusive (See **Suspension/Expulsion**):

- Behavior which interrupts the educational process of others
- Bus Conduct
- Chewing gum in school, on playground or on school bus
- Disrespect exhibited to other students, faculty, or volunteers
- Eating or taking food or drink outside of the cafeteria
- Excessive tardiness to school or class

- Failure to complete classwork/homework, etc.
- Inappropriate language or threats
- Leaving school premises and/or playground without permission
- Miscellaneous offenses handled by the principal
- Possession of unauthorized items such as toys, electronic devices, cameras, etc. (See **Cell Phones and other Electronic Devices**)
- Running, rough play, physical contact
- Violation of cell phone policy
- Violation of current dress code

Harassment, Intimidation & Bullying (HIB)

Saint Jerome School subscribes to the Diocese of Trenton, Department of Catholic Schools, Policy #5050.6.

This policy states:

"A safe and civil environment is necessary for students to learn and achieve high academic standards; harassment, intimidation, bullying/cyberbullying (using technology to bully such as but not limited to posting an inappropriate picture of a student on the Internet) and other violent behaviors will not be tolerated in a school environment. Any student who engages in this behavior may be asked to leave the school environment if this is seen to be in the best interest of the rest of the school community. Bullying includes but is not limited to threatening physical harm, verbal abuse, intimidation, cyberbullying, etc."

NB: Any actions or comments made by parents, guardians, faculty, staff, and/or students that are viewed as scandalous or detrimental to the school, its students, the operation of the school, or the reputation of the school in the community are subject to the school's disciplinary code, whether or not such actions or comments occur on or off school grounds, anytime, anywhere and on any digital or internet platform.

Suspension/Expulsion

Diocesan guidelines and due process will be followed in the event of any serious infraction of school rules and policies.

Situations will arise in which in/out of school suspension or expulsion may be merited. While it is not possible to enumerate all cases that could arise, the following are examples of student behavior that violate school policy whether they occur at school, or outside of school:

- Abusive/vulgar language
- Arson
- Bullying/cyberbullying
- Conduct, whether inside or outside the school, that is detrimental to the reputation of the school or unbecoming a student in a Catholic school
- Criminal activity
- Extortion
- Harassment
- Leaving a classroom without permission
- Physical assault/fighting
- Plagiarism
- Possession of and/or trafficking alcohol or other drugs
- Possession of weapons, such as knives, guns, or look-alikes
- Theft/cheating
- Threatening bodily harm
- Truancy
- Vandalism
- Willful defiance of authority

Saint Jerome School will follow the agreement between Catholic Schools in New Jersey and Law Enforcement Agencies in cases of

drug or alcohol abuse, any form of violence, or in the event, any weapon is brought to school.

DRESS CODE

Students dress in uniform from the first day of school until the last school day unless you receive notification of a change.

All students must have all items of clothing listed under official school uniform and official gym uniform.

The official uniform may be worn from September-June but is required to be worn every Friday, Catholic Schools Week and on special School/Interschool functions throughout the year. The remainder of the other clothing items are optional.

The uniform worn by the students is purchased through the Flynn O'Hara Uniform Company (www.flynnohara.com). The company has a store, which is located at 2145 Route 35, Holmdel.

Appearance is the most important reflection of the pride that a person has in him/herself. Neatness and cleanliness are essential.

When the students are permitted to wear clothing other than the school uniform, they should come dressed neatly, modestly, and not in play clothing such as jeans, sneakers, any type of spandex, stretch, midriff or skintight clothing, etc.

Boys' Official School Uniform **Grades K-8**

- navy poly/cotton twill pants
- black and/or brown belt must be worn with all pants
- white long-sleeve button-down collar dress shirt
- navy school tie
- navy blue V-neck sweater vest and/or cardigan w/school logo
- navy crew socks only

Girls' Official School Uniform

Grades K-5

- navy & white plaid drop waist jumper
- white long-sleeve Peter Pan collar blouse
- navy crew neck cardigan w/school logo
- navy orlon knee hi socks or tights (ribbed and/or opaque)

Grades 6, 7, and 8

- navy 100% polyester wrap around kilt (skirt)
- NB:** No kilt (skirt) should be shorter than 2 inches above the knee.
- white long-sleeve button-down collar blouse
 - navy V-neck sweater vest and/or cardigan w/school logo
 - navy orlon knee hi socks or tights (ribbed and/or opaque)

School Uniform Options: Autumn and Spring

Boys

- white short-sleeve button-down collar dress shirt
- blue short-sleeve polo shirt w/school logo
- navy poly/cotton twill walking shorts

Girls

- white short-sleeve Peter Pan collar blouse (K-5)
- white short-sleeve button-down collar blouse (6-8)
- blue short-sleeve polo shirt w/school logo
- navy poly/cotton twill walking shorts

School Uniform Options: Winter

Boys and Girls

- blue long-sleeve polo shirt w/school logo
- navy flat front slacks (Girls only)

School Uniform Shoes

Shoes for boys and girls must be dark (black, brown, or navy); have non-marking soles; and heels not exceeding one inch in height.

Acceptable School Uniform Shoes

Boys

- Bucks (tan acceptable), Loafers, Jungle Mocs or Oxfords

Girls

- Bucks (tan acceptable), Loafers, Mary Janes, Oxfords or Saddle (navy only) shoes.

Unacceptable School Uniform Shoes

Boys and Girls

Boat shoes, sneaker look-alikes/slip-ons, ballet flats, moccasins, clogs, sneakers, sandals, backless shoes, flip-flops, work boots, Sanuks, Uggs, Vans, Etnies, iPaths.

NB: No Converse or Novelty Shoes/Sneakers (e.g., prints, glitter, sparkles, sequins, wheels, lights, etc.) are permitted.

Official Gym Uniform

Boys and Girls Grades K-8

ONLY Saint Jerome official gym uniform (with school silkscreen) is permitted. All gym clothes should be appropriate sizes and loose fit.

NB: No hooded sweatshirts allowed.

Official Gym Uniform Options: Autumn and Spring

- Saint Jerome navy tee shirt
- Saint Jerome navy gym shorts
- Velcro or laced sneakers (See **Sneakers/Socks**)

Official Gym Uniform Options: Winter

- Saint Jerome navy tee shirt
- Saint Jerome sweatshirt
- Saint Jerome sweatpants
- Velcro or laced sneakers (see **Sneakers/Socks** below)

SJS Spirit Gear

All **Saint Jerome School Spirit Gear** may be worn **only** on Thursday of each week unless otherwise noted by Principal.

Sneakers/Socks

According to research, sneakers (laced or Velcro) that offer cushioning and support are best for Physical Education. Flat-bottomed sneakers with no arch support are not acceptable.

No Converse or Novelty Sneakers (e.g., prints, glitter, sparkles, sequins, wheels, lights, etc.) are permitted.

Only solid white crew socks are to be worn with gym uniform. "No Show" socks are not permitted.

Each student in Grades K-8 is involved in a weekly program of Physical Education. On designated gym day, students in Grades K-8 wear the official Saint Jerome gym uniform and sneakers to school.

NB: No child is exempt from gym class without a physician's note.

Hair

Hair for boys and girls should be neat, well groomed, away from the face, eyes and eyebrows, and behind/off the ears, so as not to distract/impair vision. Boys' hair must be cut above the collar.

Fad haircuts/hair coloring/highlighting are prohibited. Hair is to be of natural color. No designs may be shaved into hair. No large masses of hair are permitted on top, sides, or back. Braids and ponytails (for boys) are not permitted.

Jewelry/Make-up/Nail Polish

Simple watches are permitted. No Smartwatches allowed.

Only girls may wear small post/stud earrings. Only one earring per ear, no dangling/hoop earrings permitted.

Necklaces (other than a religious medal), bracelets, hair wraps, rings (one only), make-up, nail polish (clear only), and artificial nail tips are not permitted for any student. Body piercing or body art is prohibited.

NB: For the safety of all students and in order to prevent injury jewelry will NOT be permitted in physical education classes.

ENRICHMENT

Saint Jerome School provides its students with a range of activities for their personal, spiritual, and academic enrichment. The list below is not all-inclusive. Additional activities will be added as interests/opportunities arise.

Activities

- Academic Meets (i.e., MAST/Saint Rose)
- Altar Servers & Readers
- Art, Poetry, and other available contests
- Choir/ Concert
- Christian Service Program Grades 5-8 (Required)
- L.E.A.D. (formerly D.A.R.E.)
- Fair Housing Poster Contest
- Presidential Academic Achievement/Athletic Fitness
- Rainbows for All Children
- School Play
- Student Council
- Safety Patrol

Sports

- Cross Country
- Boys Jr. Varsity and Varsity Basketball
- Girls Cheering
- Girls Jr. Varsity and Varsity Softball

Sports Association

The Saint Jerome Sports Association has been established to conduct and organize adult-supervised sports programs. Its objective is to impart to our youth the ideals of honesty, loyalty, responsibility, courage, good sportsmanship, and respect for authority, as well as enrich their lives as they grow into happy, healthy, young adults.

Requirements for Participation in Interscholastic Sports

1. Physical examinations no more than 364 days prior to trying out for any sport.
2. Completion of:
 - a. medical form(s) not older than 364 days on file with the School Nurse
 - b. parental questionnaire
 - c. permission form
 - d. emergency information form
 - e. Parent Code of Conduct
3. The approval of school nurse.
4. Each student is responsible for maintaining academic standards and acceptable conduct. If a student is failing a class (any grade below 70) or receives any disciplinary action, the Administration reserves the right to allow or deny participation in an extracurricular activity (e.g., practices and/or games).
5. A student must attend school for a period of 4 hours to participate in an extracurricular activity on the same day. Certain exceptions, (e.g., funeral, doctor's appointment, etc.) can be made by the Administration if a student presents a note at least one day in advance requesting permission to participate. No one will be allowed to participate if an early dismissal is necessary due to an illness or injury.
6. A child must be able to participate in Physical Education class in order to be eligible to try-out and/or participate in any sport, regardless of a note from a physician indicating otherwise.

Parent Code of Conduct

Parents/Guardians of students participating in a Saint Jerome School Sports Program are expected to adhere to the following rules of conduct:

1. Parents/Guardians will encourage, not pressure, their child to participate in sports.
2. Parents/Guardians will remember that children participate to have fun and that the fame is for the children, not the adults.
3. Parents/Guardians will inform the coach of any physical disability or ailment that may affect the safety of their child or the safety of others. Parents/Guardians will not have their child return to play unless the School Administration has written clearance from a physician.
4. Parents/Guardians will respect the coaches, officials, and their authority during games. Parents/Guardians will not question, discuss, or confront coaches or officials at the game. Parents/Guardians will wait 24 hours before confronting a coach and will speak with the coach(es) at an agreed upon time and place.
5. Parents/Guardians will refrain from the use of tobacco and alcohol at all sporting events.
6. Parents/Guardians will abide by these rules and guidelines so long as they are members of Saint Jerome School and the Saint Jerome Sports Association.

Parents/Guardians also agree that if they fail to abide by the aforementioned rules and guidelines, or participate in any other conduct that is counter to the goals and values set forth by Saint Jerome School and the Saint Jerome Sports Association, that their actions will be subject to review and may result in one or more of the following actions:

1. Verbal warning
2. Written warning
3. Parental game suspension with written documents of incident kept on file by the organization involved.

FIELD TRIPS

Teachers may plan occasional field trips to enhance the academic program. 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. Permission slips will be sent home to be signed/returned. Official Gym uniform will be worn for all trips unless indicated.

NB: Field trips, although off-site, are an extension of the school classroom. All student rules and regulations still apply. Articles that are prohibited in school are also prohibited on field trips

HEALTH SERVICES

The State provides a part-time school nurse under Chapter 226 Services. Additional hours are funded by Saint Jerome School. 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.

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.

All immunization records are monitored by the MC Health Department.

NB: 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.

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 must be further examined by a physician.

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.

Medication Policy

If 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/administered in the Health Office.

- All medication shall be in its original container.
- A written parental request giving the school permission to administer the medication is necessary.

For Over-the-Counter Medications (e.g., Tylenol, Advil, cough syrup, cough drops, etc.) please include the following in your request:

- Student's name
- Name of medication with dosage and time of administration
- A physician's order with reason for medication

For Prescription Medications:

A written order from the physician is necessary before the drug can be administered. The order must include:

- Student's name
- Diagnosis or type of illness involved
- Name of medication with dosage and time of administration and termination date
- Possible side effects

Insurance

The Diocese of Trenton mandates participation in the Student Accident Insurance Program. Each school makes payment for every student enrolled in the school. The insurance plan is set up to cover costs not satisfied through individual insurance plans.

LIBRARY/MEDIA CENTER

We are proud to have a library in Saint Jerome School, which is available to all teachers and students. Books are taken out for a one-week period and may be renewed. Destruction or loss of a book will carry a penalty of payment.

LOST/DAMAGED ARTICLES

Saint Jerome School is not responsible for lost or damaged articles. All personal items such as lunch boxes, bags, containers, backpacks, articles of clothing, especially gym sweatshirts, sweaters, vests, etc. should be labeled with first and last name.

LUNCH PROGRAM

(Dependent on current State and Local Health Guidelines)

The P.T.A. runs a lunch program on Tuesdays, Wednesdays, Thursdays, and Fridays. The menu is subject to available help. Juice and snacks are also available on P.T.A. lunch days.

At the beginning of the school year, the P.T.A. will send further information regarding menus and special lunch days.

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.

MISSION CHILDHOOD ASSOCIATION

The Mission 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 Mission Childhood Association, which is under the direct supervision of our Holy Father, Pope Francis, and the bishops of the world, is the official program for missionary (charitable) outreach by 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.

Students are required to contribute annual membership dues and to participate in the MCA Advent and Lent Giving Programs. Any other monetary participation throughout the year is voluntary.

PARENTS' REQUIREMENTS

Parent Teacher Association (P.T.A.)

Each parent is a member of the Parent Teacher Association. The objectives of this association are to:

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

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, attend(s) the P.T.A. meetings and participate(s) in all P.T.A. functions and fundraisers.
- whenever possible, parents serve as volunteers or chairing a fundraiser, etc.
- annual P.T.A. membership dues be paid in September.
- each family complies with all school regulations.
- parents support P.T.A. fundraisers.

NB: The cost of educating a child is gradually escalating and it must be noted and understood that tuition payment in no way meets the

cost of a quality Catholic education. Therefore, in addition to the payment of tuition, supplemental fees are derived by each family's participation in all P.T.A. fundraising activities including the Food Certificate Program and subsidized funds from Saint Jerome Church.

A list of P.T.A. fundraisers is distributed at the first P.T.A. meeting. Since this is a supplement to tuition costs, parents are responsible to either sell* items or tickets or purchase them personally.

*No child is permitted to solicit door to door.

Playground Duty

Three times during the school year, one parent or another adult representing the parent is required to help supervise the playground during lunch hour (TBA). Parents who do not respect nor fulfill playground responsibilities are asked to pay \$30.00 so a replacement can be obtained.

Tuition

Tuition and fees for Saint Jerome School are managed through FACTS Management. Parents of registered students must set up an account and choose a payment plan. Enrolling in the FACTS tuition payment plan allows families to select a payment option that best suits their financial needs.

Non-Payment of Tuition

Tuition payments must be current before a student is permitted to attend classes. The student's schedule for the next academic school year will not be released unless tuition payments are up to date.

Payments are considered delinquent when they are more than one month in arrears. When this occurs, a reminder is sent.

If a family fails to pay tuition for any period of time during which the student is enrolled or the family fails to respond to tuition reminders in a reasonable time, the following may occur:

- The student(s) will not be allowed to attend school/classes until the tuition is brought up to date.
- Transcripts will not be released until all debts are satisfied.
- Access to the parent portal will be suspended and report cards will not be released.
- The student(s) may not participate in co-curricular and/or extra-curricular activities including field trips and sports until financial obligations are met.
- For 8th graders, diplomas, announcements, and cap and gowns will be withheld. An 8th grader will not be permitted to walk at graduation until all financial obligations are met.

Please advise the School Office in writing immediately if circumstances warrant a delay in timely payment. We make every effort to work with families experiencing a financial crisis.

If a family fails to meet their financial obligations, the student(s) will be asked to withdraw from Saint Jerome School.

Tuition Policy Re: Student Withdrawal

The following Tuition Policy will apply if the student is WITHDRAWN from Saint Jerome School*:

<u>Date of withdrawal</u>	<u>Amount due SJS</u>
May 1-June 30, 2022	10% of total tuition
July 1-July 31, 2022	25% of total tuition
August 1-October 31, 2022	50% of total tuition
November 1-December 31, 2022,	75% of total tuition
Withdrawal after December 31, 2022	100% of total tuition

*Based on 100% of year’s tuition

PARENTS SIGNED AGREEMENT

A copy of the “We have read and agree to be governed by the Saint Jerome School Handbook” is inserted in this handbook for your convenience. The official document must be signed via Genesis (Student Information Services) by September 9, 2022.

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/PUBLIC RELATIONS

School pictures are taken yearly. The purchase of these pictures is optional. The school reserves the right to use student pictures in publications. A form letter will be sent prior to school requesting parental permission.

RELIGIOUS/CHRISTIAN FORMATION

The development of each child’s faith life is fostered through times of prayer, participation in religious celebrations, liturgy, services, and the study of the scriptures, thereby providing a Christian foundation and climate of faith to mature. Children are encouraged to develop a daily prayer life, to receive the Sacraments on an on-going basis, and to perform acts of Christian service.

NB: Non-Catholic students are expected to participate in all religious activities except the Sacramental Life of the Catholic Church.

Sacraments

The Sacraments of Reconciliation and Eucharist are received in the second grade. Dates and details will be sent home to parents.

The Sacrament of Confirmation is conferred every year and received in the eighth grade. As soon as the date has been set by the Bishop's Office, it is published in the church bulletin with details.

During the school year, students will have the opportunity to receive Reconciliation and attend First Friday and Special Feast Day Masses.

RIGHTS OF PRINCIPAL

The principal reserves the right to determine the seriousness of student behavior. The principal will also determine if certain cases of misconduct require stronger measures or police notification.

The principal may waive any disciplinary rule for just cause at her discretion.

The following procedures will be implemented in cases of out-of-school suspension or expulsion:

- The student will be given oral and written notice of the charges against him/her.
- A disclosure of the evidence the authorities have in their possession.
- An opportunity for the student to present his/her side of the story to the school's administrators.
- Parents of the student will be notified as soon as possible.

In the case of expulsion, the student will be given a choice of a private administrative hearing or one before an independent tribunal.

The student will also be reminded of his/her right to withdraw from school before the beginning of any formal action. A record of the hearing will be kept by the school.

When an action by a student appears to constitute a potential case for expulsion, the principal will notify the Superintendent of

Catholic Schools. The school will follow the guidelines issued by the Department of Catholic Education, Diocese of Trenton.

The Principal/Pastor retain(s) the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

Discretionary Statement

Any actions or comments made by parents, guardians, faculty, staff, and/or students that are viewed as scandalous or detrimental to the school, its students, the operation of the school, or the reputation of the school in the community are subject to the school's disciplinary code, whether or not such actions or comments occur on or off school grounds, anytime, anywhere and on any digital or internet platform.

SEARCHES

The school reserves the right to search all school property such as desks and backpacks, and anything that is brought on school property.

TECHNOLOGY

Saint Jerome School strives to be a leader in the use of technology to enhance the learning process. The teachers embed technology throughout the curriculum using a fully equipped computer lab and a one-to-one device program. School-wide access to the Internet is provided through a broadband connection with content-filtering software.

Cell Phones and other Electronic Devices

The use of cellular phones and other electronic devices (iPod/MP3 players, portable video games, recreational electronic devices, etc.) by any student is not permitted at any time before, during, after school or on the school bus. If, however, parents deem it necessary

for their children to carry cell phones to school, a completed Student Cell Phone Registration Form must be submitted to the School Office.

Student cell phones that are brought into school must be registered, turned off, and placed in clear plastic bags labeled with the owner's name and grade.

Cell phones will be collected during morning homeroom, placed in a lockbox, and will be returned prior to dismissal.

Students who violate this policy are subject to disciplinary action. The school administration reserves the right to search all cell phones.

Any unregistered cell phones and other electronic devices, etc. will be confiscated if visible or used during school hours. These devices will be returned to a parent only, who must come in person to the School Office. Additional consequences will be imposed for the unauthorized use of video phones, recording or photographic equipment, etc.

Smartwatches and other similar wearables that can connect with the internet via a mobile phone as well as laser pointers are not permitted in school or on the bus at any time.

Due to privacy issues, taking photos of others or recording individuals can be construed as an invasion of privacy and may be subject to applicable NJ laws.

Internet Acceptable 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 each year. The official document must be signed via Genesis (Student Information Services) by September 9, 2022

Social Networking Sites

Social Networking sites are a part of 21st century culture for students today. There are many beneficial aspects to social networking sites; however, it is important that students understand that they not only have the right to take advantage of such sites but also the responsibility to participate in these sites in an appropriate manner.

While the values and ideals of the Roman Catholic faith should be followed in posting comments on a social networking site, it must be stated emphatically that parents are the first and best teachers for their children, and so, they bear the greatest responsibility in monitoring their children's online activities.

The school administrator reserves the right to conduct periodic internet searches to determine whether students have violated this policy. Any unauthorized activities on social networking sites that take place on school equipment, on school property, or during school hours and violate the acceptable use policy, which every student has signed, will merit appropriate disciplinary action.

Social media postings on private or personal sites such as but not limited to TikTok, Instagram, Snapchat, Twitter, Facebook are not

the responsibility of the school or school administrators. It is the responsibility of parents/guardians to provide guidance to children and regulate their use of social media.

The following points, while not comprehensive in nature, provide initial guidance. No student should:

- infringe upon another's copyright or trademark;
- post anything that is sexually explicit, illegal, unethical, or harassing in nature;
- post anything that harms the reputation of or causes embarrassment to the diocese, school, teachers, or classmates;
- interact with current administrators, teachers, or staff on a social networking site.

NB: Any actions or comments made by parents, guardians, faculty, staff, and/or students that are viewed as scandalous or detrimental to the school, its students, the operation of the school, or the reputation of the school in the community are subject to the school's disciplinary code, whether or not such actions or comments occur on or off school grounds, anytime, anywhere and on any digital or internet platform.

TELEPHONE

Messages may be taken by the office when there is an emergency or when it is essential for a student to receive information.

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(s). All transportation inquiries must be directed to the bus company.

VOLUNTEERS

Parents/Guardians play a vital role in the day-to-day implementation of school services through volunteer service. For the safety of our students, anyone working with our children (even volunteering) must be fingerprinted and complete the VIRTUS Training Program. If a parent is interested in volunteering, please contact the School Office.

RIGHTS OF PRINCIPAL AND PASTOR

The Principal/Pastor retain(s) the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.