SAINT JEROME
CATHOLIC CHURCH AND SCHOOL

2023-2024

Parent - Student Handbook

10815 N 35th Ave, Phoenix, AZ 85029 | Phone: (602) 942-5644 | Fax: (602) 467-4929
www.SaintJerome.org

TABLE OF CONTENTS

Mission Statement **4**
School Philosophy **4**
Schoolwide Learning Expectations **4**
How You Can Help Your Child 4
History of the School **5**
Accreditation **5**
Admissions and Re-Enrollment Process **5**
Registration 6
Re-Enrollment 6
Attendance Policy **7**
Daily Schedule 7
Absences 8
Medical Absence Policy 8
Tardies 9
Morning and After School Extended Child Care (ECC) 9
Academic Program **11**
Grades & Grading Scale 11
Homework-Study Time 11
Managing long-term assignments 12
Personal planners 12
Standardized Testing 12
Report Cards 13
Parent-Teacher Communication 13
FACTS SIS 13
Awards 14
Promotion/Retention/Transfer 14
Requirements for Graduation 15
Parents' Right of Access to School Record 15
Confidentiality 15
Field Trips 15
Academic Facilities/Resources 16
Copyright/Plagiarism – Guidelines for Students 16
Technology Acceptable Use Policy 16
Faith Formation **17**
Participation in Liturgy 17
Scripture 17
Prayer 17
Religion 18
Sacramental Preparation 18

Reconciliation of Differences 18
Wellness Policy 19
Lunch Policy and Expectations 20
Cafeteria Rules and Etiquette 20
Discipline 20
Philosophy 20
Discipline with Purpose (DWP) Program 20
Implementation 21
Discipline Cycle 21
Step One: Verbal Pre-Action Plan 22
Step Two: Consequence Reflection Session 22
Step Three: The Behavior Contract/Suspension 23
Step Four: Out-of-School Suspension and/or Expulsion 23
Dress Code 23
Uniform Purchase 25
Mass Uniform 25
P.E. Uniform 25
Special Uniforms 25
Boys' Dress Code 26
Girls' Dress Code 27
Additional Dress Code Regulations 29
Out of Uniform (Free Dress Days) 29
Body Adornment 30
Grooming Aids and Fragrances 30
Health 30
Emergency Contact Information 30
Administration of Medications 31
Administration of Medications Prescribed by a Physician 31
Administration of Non-Prescription Medications 31
Illness/Injury 32
Health Concerns 33
Student Accident Insurance 33
Emergency Information Update 34
Immunizations 34
Emergency Response Plan 34
Extra-Curricular Activities 34
Executive Board 35
Sports Program 35
No Pass, No Play 35
Procedure 36
Financial Policies 36

Tuition Payments 36
Late Registrations 37
Late Payments 37
Tuition Assistance 38
Delinquent Tuition From Previous Year 38
Tuition Refunds 38
Tuition Rates 38
Parental Involvement 39
St. Jerome Parent Teacher Service Organization (SJPTSO) 39
Catholic Education Arizona 40
School Board 40
Volunteer Opportunities 40
Birthday Parties 42
Personal Property 42
Phone Calls 42
School Property 43
Backpack Searches 43
Code of Conduct for Students, Parents, and Staff 44
Harassment 44
Academic 45
Health and Safety 46
Christian Service Hours 46
Diocese of Phoenix Code of Ethics 47
Transportation 48
Transportation Policy for Field Trips and Athletic Events 48
Transportation Waiver 48
Bus Transportation 49
Parking Lot Procedures 50
Student Drop -Off 50
Students going to Extended Child Care (ECC) 50
Students not going to ECC – Students being dropped off in the morning 50
Student Pick-Up 51
Punctuality 52
Pest Control Services 52
Right to Amend 52
Asbestos Letter 53
Technology Acceptable Use Policy - TAUP 54

Mission Statement

The mission of St. Jerome Catholic School is to see God in all and respond with compassion and service as we grow in knowledge and in God's wisdom as we strive to become tomorrow's leaders.

School Philosophy

We believe that every child we encounter has a unique purpose and a specific talent that, once discovered and developed, will enrich the greater community.

We assist children in discovering their uniqueness through developing them into faith-filled, life-long learners who are complex thinkers and effective communicators.

We are a Catholic school who accomplishes our vision under the patronage of St. Jerome.

Schoolwide Learning Expectations

A St. Jerome Catholic School student strives to be:

FAITH FOLLOWER
- One who stands up for Catholic values
- One who is knowledgeable about Catholic teachings and traditions

LIFE-LONG LEARNER
- One who shows curiosity and an enthusiasm for learning
- One who uses problem solving skills

COMPLEX THINKER
- One who respects and celebrates human dignity
- One who applies critical thinking skills

EFFECTIVE COMMUNICATOR
- One who listens actively
- One who demonstrates strong reading, writing, listening, and verbal skills

How You Can Help Your Child

- Make sure your child is well rested, eats a nutritious breakfast, and arrives in a happy frame of mind.
- Make sure your child is organized and ready for school.
- Mark or label all your child's personal belongings (uniforms, supplies, sports equipment, etc.).

- Students should not arrive at school before 7:30 AM. However, Before-School Supervision is provided in the North Hall beginning at 6:30 AM Fees are listed in the ECC section of the handbook.
- A student arriving after 7:50 AM must report to the School Office before going to class.
- At dismissal time, students are to leave campus or go directly to Extended Care if they are registered.
- Before leaving for school, please make sure your child has packed their books, technological devices,chargers, all school supplies, healthy snack(s) and a healthy sack lunch. Reusable water bottle with fresh water. NO SODA/ENERGY DRINKS ALLOWED during lunch.
- Notify the office of all absences by 9:30 AM at (602) 942-5644.
- All visitors to the school must first sign in at the School Office to obtain a Visitor's Pass.
- Check your child's personal planner on a daily basis. Ask your child what he or she has learned each day. Check FACTS SIS on a regular basis.
- At home, set aside a time and place for your child to do homework/assignments.

History of the School

St. Jerome Catholic School opened for instruction in 1965 under the leadership of Father Michael McGovern. In its first year, St. Jerome Catholic School was a kindergarten through third grade school. The school was staffed by the Loretto Sisters from Ireland who were personally invited by Father McGovern. After several years of successful operation, St. Jerome Catholic School expanded to a kindergarten through eighth grade school that graduated its first eighth grade class in the spring of 1971.

Originally built on a vegetable farm, the school building consisted of a single story office structure that was shared by the church and the school, a two-story structure that housed six classrooms, restrooms for both boys and girls, and a custodial storage area. In 1967 additional classrooms were added along with storage facilities, additional offices, and a library. Enhancements have continued throughout the years as finances have allowed. The school has now expanded to include a three and four-year-old preschool program and concluded with the remodeling of the campus.

Accreditation

St. Jerome Catholic School is accredited by Western Catholic Education Association. Our certificate is displayed in the Office.

Admissions and Re-Enrollment Process

The entire admissions process at St. Jerome Catholic School consists of two parts: (1) Registration and (2) Enrollment.

Registration

The following documents and fee from the school Registration Packet are needed to complete the registration process. A potential student will not be considered “registered” until all of the following have been submitted to the School Office:

- Registration form
- Non-refundable Registration Fee of $150.00
- Health history
- Original Birth Certificate and Sacrament Certificates
- Immunization records
- Diocese of Phoenix Custodial Agreement
- Verification of public school transfer
- Final Report Card from previous school – The final report card must show the grades for all 4 quarters
    - This documentation is not needed for new Preschool, Pre-K and Kindergarten Students
- Standardized Test results from previous school (i.e. AZMerit or ITBS) when available
- Informed Consent completed/signed
- Create a FACTS account and submit proof of account
    - FACTS is an online tuition management system. When a family receives a scholarship or financial aid, the amount received must be applied to the tuition amount. This can only be done in the FACTS online tuition management system
- Apply for financial aid through Catholic Education Arizona (CEA), Brophy and AZ4Ed and Arizona Leadership Foundation (ALF) or Empowerment Scholarship Account (ESA)
- Apply for a minimum of four (4) tax credit organization scholarships – submit proof with packet
    - For proof, tax credit organizations will email a verification to the family when they submit their application. A print out of the verification is sufficient for proof of completion.

The school will contact families who are missing pieces of the registration packet to assist them in completing the packet. Once the school has received a complete packet the school will move on to the second part of the admissions process.:

- If there is a waiting list for your student’s grade and another student submits all necessary documents, the spot will go to the next student in line who has all documents submitted.

Re-Enrollment

Families who will be re enrolling a student at St. Jerome Catholic School for the following academic year need to do the following steps:

- Complete and submit a re-enrollment form/packet for each current student
    - If a family has a younger sibling enrolling for the first time, the family must first register the new student before moving forward with enrollment
- Apply for financial aid through Catholic Education Arizona (CEA), Brophy and AZ4Ed and Arizona Leadership Foundation (ALF) or Empowerment Scholarship Account (ESA)
- Apply for a minimum of four (4) tax credit organization scholarships – submit proof with packet
    - For proof, tax credit organizations will email a verification to the family when they submit their application. A print out of the verification is sufficient for proof of completion.

Families who have an outstanding balance at the end of the year will be unable to re-enroll in accordance with the policy of the Diocese of Phoenix until a payment plan is created and established a zero balance. Any outstanding balances will be required to pay with a Cashier's Check.

Attendance Policy

Arizona State Law mandates regular attendance at school. Optimum learning is achieved through daily attendance. There is no replacement for time well-spent in class. Frequent absences and/or tardiness negatively affect student progress and may result in potential retention or disenrollment from Saint Jerome Catholic School.

Daily Schedule

Regular Schedule for Grades Pre-School – 8th
Monday thru Thursday:

- 7:50 AM – School Begins
- 2:50 PM– Dismissal for K-3rd Grades
- 3:00 PM– Dismissal for Preschool, 4th-8th Grades

Friday:

- 7:50 AM – School Begins
- 12:50 PM - Dismissal for K-3rd Grades
- 1:00 PM– Dismissal for Preschool, 4th-8th Grades

*Early dismissal times may vary and notice will be given

FRIDAYS ARE EARLY RELEASE DAYS TO PROVIDE THE STAFF THE OPPORTUNITY TO MEET AND WORK ON SCHOOL IMPROVEMENT AS RECOMMENDED BY THE WESTERN CATHOLIC EDUCATION ASSOCIATION.

Once a student has arrived on campus, he/she must remain on campus until picked up by a parent or guardian. The school will not be responsible for children on the grounds

before 7:30 AM or following afternoon dismissal unless they are signed-in to the Extended Child Care Program. We require that all students be registered for the Extended Child Care Program in the event an emergency arises.

Absences

Parents must call the school office (602-942-5644) before 9:00 AM if a student is absent for any reason or return the parent text alert for their student's absence. A student arriving after 10:15 AM on Monday through Friday is counted absent for one half day. A student leaving prior to 11:30 AM Monday-Thursday or 10:30 AM on Friday is counted absent for one half day. Attendance is taken each time a class resumes from recess or a change of class. Parents are called if a child is missing from the school premises if notice has not been given to the office.

Families leaving for an extended period of time must notify the office in writing in advance of the dates of an absence. Parents who are leaving and placing their children in the care of another adult must inform the office in writing of this temporary assignment of guardianship.

Upon the student's return from any absence, Arizona State Law requires a written excuse signed by a parent. If it is a medical absence involving three days or more; a medical doctor's note indicating their return is required. Phone calls are not a substitute for this note.

Repetitive absences/tardies are subject to administrative review.

When a student has 9 absences/tardies in a semester, a letter will go out to parents or guardians reminding them the number of absences and reminding them of the importance of the student being present in the learning environment. When a student reaches 10 absences/tardies in a semester, a mandatory conference with the principal, parent/guardian and teachers will be held.

Medical Absence Policy

Students who are absent for any part of the day for a medical appointment are counted as absent. The proper notation for medical absence/tardy will be made in the attendance register. Students who are called out of the classroom to attend a medical appointment will be counted tardy/absent if they are not present the next time attendance is taken. Parents should schedule appointments during non-school hours.

If a child is absent more than 10 days without parent contact, that child(ren) will be automatically withdrawn from the school. In this event, all financial obligations must be met.

Tardies

A child is tardy when he/she arrives after 7:50 AM for grades Preschool – 8 and MUST be signed in to the school office by an adult, 18 years or older.

WHEN A STUDENT IS TARDY, THEY MUST BE ADMITTED THROUGH THE FRONT OFFICE IN ORDER TO BE ADMITTED INTO THE CLASSROOM.

If a student has 10 or more tardies in a quarter, the parents and student will be asked to conference with the teacher and the Principal.

Punctuality is highly valued and expected. A student who is late when class resumes from recess or change of classes will be marked tardy. Tardiness is disruptive to the educational process. Tardiness is a serious matter, since it affects not only the student, but also other students and the teacher. Tardiness reflects an attitude that is inconsistent with St. Jerome Catholic School's pursuit of excellence and emphasis on the whole child. Tardiness also represents a lack of regard for education and a lack of cooperation with the school.

It is imperative that all students be present for the Pledge of Allegiance and Morning Prayer as this is the time where patriotism and our Catholic identity are reinforced. It is also the time when important announcements are made including athletics and extra-curricular activities. It is a time for prayer and special intentions making it an inherent, key part of a Catholic student's day.

The school day starts at 7:50 AM

- A pupil is tardy if he/she is not on campus by 7:50 AM
- *In the event weather does not permit the Pledge of Allegiance and Morning Prayer to take place on the blacktop, prayer will happen over the intercom. Teachers may require students to be in their seats at the bell.*
- Parents/Guardians must submit a note explaining any arrival after 7:50 AM. (Diocesan Attendance Policy 4.03A.1-2 requires that a written explanation of tardiness be retained on file for one year.) A doctor/dentist/medical note will be required for said tardiness and/or early dismissal.
- Students are to be checked in at the front office by parents/guardians once the back gate is closed and/or if arriving after 7:50 AM.
- **The front office will open at 7:50 AM to accept those students and to conduct any school business matters. Parents/guardians will be expected to park in a parking spot (NOT in the RED ZONE/FIRE LANE) and walk their students to the office.**

Morning and After School Extended Child Care (ECC)

St. Jerome Catholic School is pleased to provide before and after school care for St. Jerome Catholic School students. It is required that all students be registered with the Extended Care program to ensure the safety and well-being of students while they are on campus.

The program will offer care from:

Morning ECC
Monday - Friday: 6:30 - 7:30 AM

After School ECC
Monday - Thursday: 3:00 - 5:00 PM
Friday: 1:00 - 5:00 PM

There is a non-refundable registration fee for any student registered in the ECC program. The registration fee is $25/family (brothers and sisters only). Fees are $7.00 per hour/student. The Extended Care Program operates on a Pre-pay schedule. Any monies unused will be rolled-over and NO refunds for any monies not used. If ECC is to be used on a full-time basis the calculated weekly prepaid rate is $119.00 per week per child.

Keep in mind, if you do not use the Pre-pay schedule; you will be charged the $10.00 per hour per student rate ("drop-in"). All families who incur the "drop-in" charges for ECC are responsible for maintaining a ZERO balance every two weeks for the program use. Failure to do so will result in the inability to utilize the ECC program as well as the student(s) grades/transcripts will be withheld until paid in full.

Any student on campus unsupervised during the Extended Care hours will automatically be signed in the program and billed according to the $10.00/hour per student drop in rate.
Students and families are expected to follow the guidelines set by the Extended Care program in cooperation with the policies and procedures set forth by St. Jerome Catholic School.

ECC closes at 5:00 PM any child picked up after will be charged a late fee. The late pick up fee is $10.00 for every five minutes late per student. Any child not picked up by a parent, guardian or a parent/guardian approved individual by 5:10 PM on more than one occasion may result in the ECC director calling the Department of Child and Family Services and/or the local authorities to secure the safety of the student(s).

Disciplinary actions: if your child has 3 documented discipline incidents either during the school day or in the ECC program, they will not be allowed to attend ECC for one calendar week. Parents will be informed of each incident as it happens.

If a family has an outstanding balance after 2 weeks, the student (s) will not be allowed to attend ECC until the balance is resolved. A cashier's check will be the only accepted form of payment.

In order to maintain trust between child and school community, the ECC director/staff will keep information confidential with some possible exceptions. We understand that the ECC director/staff may share information with parents/guardians, the child's teacher,

and/or administrators or school personnel who work with the child on a need to know basis, so that we may better assist the child as a team.

The ECC director/staff is required by law to share information with parents or others in certain circumstances:

- Presenting a serious danger to self or another person
- Evidence or disclosure of abuse (physically or sexually) or neglect
- Threats to school security
- Criminal or delinquency proceedings are pending

Academic Program

Grades & Grading Scale

St. Jerome Catholic School follows the Diocesan Grading Scale to arrive at student grades. Numeric grades represent the cumulative result of test scores, homework/assignments, and teacher observation. Grades serve to represent the level of the student's mastery of curriculum content. Records of numeric grades are kept by each teacher and are recorded on the permanent record at the end of the school year.

Reporting for Grades K through 8 uses the following scale:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Numeric grades are included with each quarter report.

Homework-Study Time

Although homework may be a necessary part of a child’s education, it should not exceed an exorbitant amount of time, further extending the school day. Homework can enable the child to do individual work, to apply the knowledge that has been acquired, to prepare for the next day’s lesson, and to instill responsibility. We acknowledge that there is also a need to create a balance for school and home, and our homework practices will reflect this.

We expect all students to read for a minimum of 20-30 minutes per day and to record their reading in their personal planner, with a parent signature that they completed their daily reading requirement.

Additionally, engaging in a pre-planned family activity calendar (provided by the teacher), regular and consistent prayer time, and/or participating in an extracurricular activity (i.e organized sport, fine art engagement, and self-discipline practice (i.e. karate, jiu-jitsu, etc.).

Managing long-term assignments

In some instances, there may be long-term assignments assigned to students. The teacher will work to ensure that any work that must be done at home is properly communicated, along with the time-to-complete expectations so families can plan accordingly.

It is important to note that the potential for homework is also based on the student's classroom participation and assignment completion. While teachers will work to ensure that a majority of assignments are completed during provided class time, should a student choose–or be unable–to complete their assignment during class, they will be expected to complete it at home.

Personal planners

In grades 1-8, students will utilize their personal planner (on required supply list) to manage their required reading time and long-term assignments. They may use this planner for other organizational needs as well.

Long term assignments not turned in on the due date will be subject to the teacher's late work policy.

If an absent student needs specific material, please notify the teacher and office when absence is reported by 9:00 AM. Every effort will be made to have necessary supplies ready for pick-up at the end of school day. Reasonable accommodations for absent/late work will be provided by each individual teacher and graded appropriately.

Standardized Testing

First through eighth grade are administered the Measure of Academic Progress (MAP) test for proper academic/social placement. In the spring of each year, the Iowa Assessments Standardized Testing is administered to students in grades 1 through 8. Similarly, the Cognitive Abilities Test is given to students in grades 3 and 6. Parents will receive copies of these standardized test results each year.

Students entering kindergarten are administered the Gesell Assessment of Developmental Readiness, and students grades one through eight are administered a MAP assessment of readiness. Since both are professional assessments, there is a

$35.00 fee at the time of testing to assist in the decision to accept the student into St. Jerome Catholic School. Students cannot be re-tested for 6 months following the first test at any other Catholic school. Communication between schools occurs as necessary in any transfer situation. In conjunction with these testing methods, an interview with the Principal is conducted to assist in proper placement, and the submission of letters of recommendation are required.

Report Cards

The purpose of the report card is to evaluate and communicate a student's progress. Report cards are issued four times a year (for grades K - 8) and formal parent-teacher conferences are held at the end of the first quarter. The conference at the end of the first quarter is required, and there are optional conferences (at the discretion of the teacher or parent) in the springtime. Parents will be notified in advance concerning the scheduled conference time.

If necessary, at other times of the year, parents are encouraged to arrange for a conference with the teacher to discuss specific needs or concerns, or to inquire about the student's progress. Similarly, a teacher may request to meet with a child's parent/guardian if such a meeting is deemed necessary.

Preschool students receive a progress report in January and May.

Parent-Teacher Communication

All of our teachers use email to communicate with parents. Parents may contact teachers through Gmail or by sending a note with the child; please do not call teachers at home. Progress reports are posted on a regular basis on FACTS SIS.

Complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed should administrators be contacted.

FACTS SIS

The FACTS SIS (formerly RenWeb) interactive school web portal lets St. Jerome Catholic School make homework, grades, and other school and class information available securely online for students, parents, and staff.

Every student, parent, teacher and administrator receives a unique user account for personalized security, permissions and access (essential for making private information available at our school’s website). As part of the parent partnership with the school and teachers, parents are expected to access FACTS SIS on a regular basis. This way they can keep current on their children’s grades and school information.

Parents are required to keep their contact information (including cell phone number and mobile carrier) and student health information up to date so parents can be contacted in

case of emergency through FACTS SIS/Renweb. Parents are expected to check FACTS SIS/Renweb on a regular basis.

Awards

Awards recognize a student's outstanding demonstrations of learning and excellence. Awards are given at the end of each quarter.

Principal's Award: Any student, Preschool-8, who exemplifies academic effort, behavior, service to others.

Honor Roll:

- **First Honors**: Students in grades 3-8 who average a 96% or higher in all subjects, including "specials" and without receiving any disciplinary infractions
- **Second Honors**: Students grades 3-8 who average an 88%-95% in all subjects, including "specials" and without receiving any disciplinary infractions

Schoolwide Learning Expectations (SLEs) Award: Each quarter, SJS students will concentrate on exhibiting the traits of one SLE. To recognize exemplary performance, one student per grade, Preschool-8, will be nominated by the teacher to the Principal to earn an SLE Award.

Promotion/Retention/Transfer

A student is promoted each year on the recommendation of the teacher and the Principal. When evaluating the student's progress, the teacher will consider the social, emotional, physical and moral development of the child as well as the student's intellectual and academic growth.

If a student is to be retained in a specific grade, the teacher must be reasonably certain that repetition of that grade will be beneficial to the student. If, in the teacher's judgment, retention of the student is probable, the case must be discussed with the Principal and arrangements must be made for a conference with the parents. This conference should ideally take place no later than the beginning of the second semester.

If, contrary to the recommendation of the teacher, the parents still wish that their child be placed in the next higher grade, the parents may formally state their request in writing to the Principal. The Principal may then choose to honor this request, and the child will be placed in the next grade.

Students not performing at grade level in all curricular areas may be placed in the next higher grade by the teacher if the teacher determines that retention in the same grade is not beneficial for the student.

If a student is clearly unable to profit from the school because of academic or emotional difficulties, or if uncooperative/disruptive behavior by the student or parent inhibits the effective functioning of the school, the student may be required to transfer.

Requirements for Graduation

Successfully completing the requirements set forth by St. Jerome Catholic School is essential for a student to become eligible for graduation. The Principal, in consultation with the Pastor and faculty of St. Jerome Catholic School, determines the requirements for graduation. It is important to note that St. Jerome Catholic School has the authority to withhold a student's diploma and transcripts until the student or their parents/legal guardians fulfill their educational, financial, and/or disciplinary obligations to the school.

Graduation exercises are considered a privilege, not an inherent right, and therefore, students must meet the necessary criteria and obligations to participate fully. By fulfilling these requirements, students demonstrate their commitment, responsibility, and readiness to move forward academically and personally, setting a strong foundation for their future educational pursuits. For 8th grade students, there is a fee associated with graduation to cover gown maintenance, diploma production, decorations, etc. which will be communicated in advance by the school.

Parents' Right of Access to School Record

Full and accurate records of each pupil's attendance and academic progress are kept on file permanently at the school. Parents may have access to these records by submitting a written request to the Principal. St. Jerome Catholic School abides by the provisions of the Buckley Amendment (FERPA) with regard to the rights of non-custodial parents.

In the absence of a court order to the contrary, the school will provide a non-custodial parent with access to academic and other school-related information regarding the child. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Confidentiality

Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

Field Trips

The purpose of the field trip is to enrich the learning experience for the child and to provide opportunities for independent thinking and creativity. Student participation in a field trip is a privilege and not a right. Students may not be permitted to participate if they fail to meet academic or behavioral requirements. Students may be charged a fee to cover the expenses of the field trip. Only forms of payment are exact cash, check, or credit card; NO coins. There are NO refunds for a student who paid and does not attend. Similarly, participation in field trips is not required of students; parents and/or teachers retain the right to refuse to allow their child to participate in a field trip.

A completed permission slip with the parent's signature is required for a student to participate in a field trip. The school provides forms for this purpose; telephone calls will not be accepted in lieu of the proper forms. A standard permission slip is provided on FACTS SIS for duplication purposes, in the case that a student misplaces the form issued in class. Handwritten notes will not be accepted. Only the standard permission slip will be accepted.

Field trips are intended to benefit classroom members only; chaperones are not permitted to bring other children on field trips. Chaperones and/or drivers for field trips are required to devote their full attention to the students placed under their guidance and be responsible for those students alone. All chaperones and/or drivers must have completed the Diocesan Safe Environment Training/Safe Driver Training.

Academic Facilities/Resources

The School Library supports and supplements the classroom learning experience, serving as both a valuable resource for obtaining information and as a place of study and instruction. The St. Jerome Catholic School Library Media Center's mission is to work hand in hand with our teachers, staff, and parents to find, use, and share information in print and digital formats. We strive to challenge and encourage students to find books to read for enjoyment, to try new kinds of tools for research, and to share the love of a good book with others. The SJS Library Media Center believes in fostering an atmosphere of inclusion that allows all students to grow in a safe, compassionate learning environment. In keeping with the schoolwide learning expectations, we hope to empower students to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.

The School Library features an on-line computer catalog (Follet) available for student use. Students are able to access various databases for current factual information for research and homework/assignment help in the library. With assistance from homeroom teachers, the School Library also facilitates the Accelerated Reader Program which encourages student's independent reading practice and promotes reading levels.

Copyright/Plagiarism – Guidelines for Students

Copyright provides protection for creative individuals and commercial companies. It is your responsibility as a citizen to uphold the copyright laws. Plagiarism is defined as claiming someone else's work as your own. Sources should always be cited.

We hold a zero-tolerance level for students who plagiarize. Please visit http://www.copyright.gov/fls/fl102.html for further explanation.

Technology Acceptable Use Policy

This section has been moved to the end of this document and is also found as a separate document on FACTS. Acknowledgement of the Technology Acceptable Use Policy must be reviewed by parents and students (age appropriate), and a separate

document must be signed prior to students having access to technology including technological devices for school and home use, school computers, and Google for Education access.

Faith Formation

Initiation is the term that we use to describe the process of being absorbed into and bonded to a group. It has as its goal to make and form individuals and communities who are committed to the history, symbols, values, celebrations and missions of the group. A community which initiates members into its midst expects from those members' conversion to its "way of life".

Participation in Liturgy

The Second Vatican Council called the liturgy the "source and summit" of faith.

"Liturgy" means "the work of the people". Therefore, we at St. Jerome Catholic School believe that the liturgy is the community's primary formative experience of Christian faith.

St. Jerome Catholic School students ARE EXPECTED to attend Sunday Mass with their parish community. In addition, the entire student body attends Mass weekly and/or as fits the liturgical season. The students actively participate in the preparation of these liturgies.

Scripture

"Ignorance of Scripture is ignorance of Christ" – St. Jerome. Throughout the student's eight grades, he/she becomes acquainted with the whole of the Old/New Testaments and is made conscious of the fact that God speaks to His people through His words. This understanding of Sacred Scripture is deepened and interiorized through the child's participation in the Sunday Liturgy.

Prayer

The St. Jerome Catholic School community is rooted in the prayer life of its members. We make every effort to form our youngest members in this way of life, not simply to teach them prayers. To help the children learn the formal prayers of the church, these prayers are prayed regularly throughout the year. However, children learn to pray by praying. We expect, therefore, that both formal and spontaneous prayer will be a daily part of the students' home life as well.

Religion

The St. Jerome Catholic School community is rooted in the prayer life of its members. We make every effort to form our youngest members in this way of life, not simply to teach them prayers. To help the children learn the formal prayers of the Church, these prayers are prayed regularly throughout the year. However, children learn to pray by praying. We expect, therefore, that both formal and spontaneous prayer will be a daily part of the students' home life as well.

Formal religion classes, taught daily in grades preschool through eight, place as much emphasis on "hearing and living the Gospel Message" as on "learning the catechism". The formation and information presented is appropriate to the child's age and ability to understand.

Sacramental Preparation

Within the St. Jerome Catholic School Community, the celebration of sacraments is the natural way a believer expresses and deepens his/her commitment to the Catholic Christian way of life within the public setting of the community of faith. St. Jerome Catholic School complies with the Diocesan Policy for the reception of sacraments by children: Second Grade celebrates First Reconciliation, and Third Grade celebrates First Eucharist and Confirmation in compliance with Diocesan Policy. Specific details for sacramental preparation are furnished by the office Faith Formation Ministry and managed during the school year by a staff member.

Reconciliation of Differences

Reconciliation begins with going directly to the person with whom we have differences. Sacred

Scripture affirms this approach. "If you come to the altar and there is anything against your brother or sister, go first to your brother or sister and be reconciled" (Matthew 5:23) There is no other way.

St. Jerome Catholic School follows and tries to instill the directives of Jesus to forgive always, to turn the other cheek, to not brood over small injuries, nor speak ill of or judge one another, nor return insult for insult.

Parents who have concerns are asked to follow these guidelines:

1. If you have a classroom concern, contact the instructor first.

2. If you have further concern regarding administration policies, contact the Principal.

3. Further concern after the above mentioned should be taken to the Pastor. Parents/Guardians are asked to refrain from discussing their concerns regarding the school with other parents/guardians. Refer to the steps above.

As inevitable differences arise each year, let us follow the advice Peter gave to the early Christians:

“Love one another completely from the heart.” – 1 Peter 1:22

Wellness Policy

St. Jerome Catholic School is committed to providing a school environment that promotes and protects children’s health, well-being and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.

As part of the school curriculum, teachers and staff will include information to help educate students about healthy eating practices. A physical education program is part of the school curriculum for all students as well as designated recess times for students to receive necessary physical activity on a daily basis.

The school will follow the Arizona Revised Statute (ARS 15-242) that restricts the school from serving or selling “Foods of Minimal Nutritional Value” during the school day. Foods of Minimal Nutritional Value will not be served as part of classroom celebrations (parties), student rewards, or student treats (birthdays).

As part of an allowance of celebrations per the Diocesan Wellness policy; “Celebrations should be limited to three (3) per year (Christmas, End of School and one of the school’s choices) that includes minimal nutritional value.”

In order to comply with the Diocesan Wellness Policy and to help avoid potential serious allergic reactions, students who bring nut-based foods will sit at a nut only table. Some students have allergies to nuts that threaten their lives, so nut-based lunches are discouraged. All classrooms are nut-free!

St. Jerome Catholic School is seeking to partner with parents and students to help establish healthy eating patterns and foster student health and well-being. An awareness of this goal and an effort to make healthy choices will lead to lifelong health.

Lunch Policy and Expectations

Families are to provide a healthy sack lunch for their child. No soda, energy drinks or drinks of little to no nutritional value will be allowed. Students may not share a lunch brought from home. Students who have NUTS or NUT ingredients and/or the item has been manufactured in a facility with nuts in their lunch must sit at the “Nut Table” away from others with allergies.

Cafeteria Rules and Etiquette

- Students must be respectful and obedient to all cafeteria staff.
- Students will exercise proper stewardship of their food by not wasting food.
- “Indoor” voices must be used at all times. Loud voices, yelling, etc. will not be tolerated.
- Acceptable table manners will be displayed at all times while in the cafeteria.
- Students must sit in their assigned area and clean up their entire area prior to being dismissed. Students are to remain seated through the entire lunch period.
- Students will walk in the cafeteria at all times.
- Students assigned to table duty must wait until the class has been dismissed prior to cleaning the tables.
- Students with NUTS in their lunches will sit at an assigned table. Please read food labels.
- Proper cleaning and safety protocols will be enforced.

Discipline

The parents and students will receive a copy of the individual classroom guidelines from their child’s teacher. In addition, the Parent/Student Agreement (at the end of this document) confirming your acceptance of this handbook should be printed off (one per student), signed by the parents and student, and returned to the homeroom teacher. The signed copy will be kept on file.

Philosophy

In order to maintain an atmosphere that is both conducive to learning and faithful to the religious and moral values of Catholicism, a school discipline program must develop the student's sense of responsibility for action. The focus and ultimate goal of the discipline program at St. Jerome Catholic School is the student's growth as a self-disciplined individual, mindful of the inherent dignity of each human being, and respectful of both self and others.

Discipline with Purpose (DWP) Program

St. Jerome Catholic School has adopted the Discipline With Purpose Program, an approach to self- discipline which is based on three classroom rules and student growth

in 15 particular skills. The 15 skills that are identified as fundamental elements of self-discipline are presented developmentally.

The DWP School and Classroom Rules are:

1. Respect yourself, others, and things.
2. Contribute to the learning environment.
3. Follow school rules and classroom procedures.

Discipline With Purpose Program hopes to enable students to be more knowledgeable, more confident, and more capable in the areas of: listening; following instructions; asking questions; sharing; social skills; cooperation; reasons for rules; completing a task; leadership; communication; setting time limits; resolving problems; initiating solutions; distinguishing fact from feeling; and service.

Implementation

The classroom teacher works with the student to ensure that rules are clearly understood and that the
reasons for rules are also apparent. Students are expected to know the following rules:

- Respect self and the rights and property of others
- Contribute to the learning environment
- Respect school property and avoid littering
- Walk (don't run) on sidewalks and in the classroom
- Chewing gum is not allowed on campus
- At all times, use appropriate language and level of voice
- Student cell phones should be turned off and turned into the office at the beginning of the day.
    - If a phone is confiscated, parents may retrieve it from the School Office.
    - Students are NOT permitted to use these devices after dismissal
    - Phones or electronic devices may not be shared with another person.
- No skateboards, roller blades, or heelys are allowed on campus.
- Follow specific classroom and school procedures.

Discipline Cycle

Beyond classroom discipline, teachers and administrators must implement a consistent discipline cycle for the school as a whole. While all school staff embrace the general guidelines in the day-to-day disciplining of students, individual rules and consequences may be adopted by staff to fit specific learning and teaching situations. However, the following behaviors are considered seriously inappropriate:

- Using harmful or dangerous substances
- Use of or possession of drugs, alcohol, and tobacco products
- Use of or possession of firearms, knives and weapons
- Being verbally abusive (making insulting remarks and inappropriate expressions)
- Destroying or defacing property

- Hurting or endangering self or others
- Bullying (Diocese of Phoenix definition):
    - “Bullying” is any aggressive and unwanted behavior by a student or group of students that:
        - is intended to harm, intimidate, or humiliate the victim
        - involves a real or perceived power imbalance between aggressor and victim
        - is repeated over time or causes severe emotional trauma
    - “Bullying” includes cyberbullying.
    - “Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict.

The following behaviors are also considered inappropriate:

- Stealing or cheating
- Disrespectful behavior toward others
- Throwing objects that could cause personal injury or property damage
- Using inappropriate/obscene language or conduct
- Leaving school grounds/class without permission
- Inappropriate use of electronic devices and electronic information services and violation of Technology Use Policy
- Personal fund-raising activities

Step One: Verbal Pre-Action Plan

At this time, a verbal pre-action plan agreement might take place. The discipline cycle established by teachers in individual classrooms may be used. School staff may:

- Address the student one-to-one, apart from the class if possible
- Remind the student of the rule that is being broken
- Ask the student to think about the self-discipline skill that could help him/her follow the rules at this time
- Ask if a change in behavior could occur now
- Think of one or two strategies that would help the student with rejoining the class

Step Two: Consequence Reflection Session

Students who violate the school or classroom regulations will be required to attend a mandatory Consequence Reflection Session or complete another appropriate consequence as determined by the teacher. **This consequence session supersedes sports practices/games, appointments, etc.**

Parents will be notified of the consequence via a discipline document and/or the Conduct Report on FACTS SIS which must be acknowledged/signed by the parent by the next day following the infraction. During the consequence session, students may be assigned to a reflection on his/her behavior relevant to the skills that need to be improved upon. The student may also be assigned cleaning of an area or assisting the teacher in some manner. This is referred to as a “JUG” (Justice Under God).

Any student receiving three consequences in the course of a semester will be required to complete a behavior contract.

Step Three: The Behavior Contract/Suspension

The behavior contract is to be used under any of the following circumstances:

- When Step One or Step Two does not seem to be effective
- When a student has been placed on in-school suspension, because he/she was unable to get himself/herself under control

Coming face-to-face to reflect on and move forward with an issue is an important part of the learning process and is vital to personal growth. Part of the task of the disciplinarian is to facilitate this so that students are forced to examine their behavior and make necessary changes. The end result is that, through increased awareness and greater self-responsibility, students become better able to help themselves by making positive changes in their own lives.

Step Four: Out-of-School Suspension and/or Expulsion

If a student's behavior poses an immediate risk to self or others, the Principal, in consultation with the Pastor, holds the right to enforce an out-of-school suspension lasting up to 10 days. Prompt attempts will be made to communicate with the student's parent or guardian. If direct contact isn't feasible, formal written communication outlining the school's action will be dispatched.

Any suspension exceeding 10 days requires the Pastor's consent and is strictly issued under severe circumstances. The school will provide the student and their parent/guardian detailed information about the due process procedure. This procedure ensures fair and unbiased handling of the situation, providing the student an opportunity to present their case.

In extreme cases, expulsion may be considered, following thorough investigations and substantial evidence of misconduct. Such drastic action necessitates the Pastor's endorsement and will be carried out following due process, with the student and parent/guardian duly notified. All decisions uphold the principles of fairness, respect, and love taught by the Catholic faith.

As stated above, we may bypass the discipline cycle and give immediate consequences for serious, harmful behaviors.

Dress Code

Exterior practice promotes interior dispositions.

St. Jerome Catholic School promotes excellence in all areas of education, including appearance. To accomplish this practice of Catholic values and lifelong learning, careful consideration has been given to the dress code. St. Jerome Catholic School uses the use of a uniform for the benefits it provides in the formation of children. The maxim *"Exterior practice promotes interior dispositions"* verbalizes the notion that the practice of a good act could lead to an understanding and assimilation of the desired behavior and attitude. Some benefits of using a uniform are:

- Uniforms encourage proper behavior – tied to behavioral expectations
- Uniforms encourage professional behavior on the student's part – it is the uniform of their state of life as a student
- Uniforms ensure appropriate clothing and modesty
- Uniforms allow students to see themselves for who they are and not for the clothing/brands they wear
- Uniforms with the school logo encourage pride in the school community

The cooperation of students, parents, and teachers is necessary to maintain the dress code. It is important that the dress code is accepted fully and enforced consistently. Enforcing the dress code is not the sole responsibility of the school. Parents are expected to cooperate with the school in monitoring their child's daily attire. All students are expected to look school appropriate from head to toe. No ripped, holes or inappropriately sized uniforms are allowed.

The uniform should reflect a positive attitude of pride in self and school. St. Jerome Catholic School students are expected to live and conduct themselves in an appropriate manner. St. Jerome Catholic School students (Preschool-8) must wear uniforms purchased only through approved vendors. The following are general expectations for school uniforms:

- All uniforms must be purchased at Dennis Uniforms and have the school logo or through Mundo Graphix (order forms available)
- Students are to be in full uniform on mass days
- All uniforms must be marked with student name
- Uniforms, including shoes, are to be clean, maintained, appropriately sized, true to color, and worn as they are designed to be worn
- Shirts must be fully tucked in and shoes fastened
- An "Out-of-Uniform" pass may not be used on any Mass day
- All club/athletic attire must be approved by the Principal
- Thursday is special school sponsored t-shirt day (i.e. SLE shirts, jog-a-thon, spirit shirts)
- Free dress passes have specific expiration dates on them.

If, in the opinion of the administration, the attire is inappropriate, corrective action will be taken. The administration has the discretion to not allow anything relating to the appearance of a student not specifically mentioned in this policy and considered inconsistent with school policy.

If a student is in violation of the dress code and an appropriate substitution could be located, the item will be loaned to the student. The student is expected to return the item, clean and laundered, as soon as possible. If the violation is not readily correctable, parents will be contacted to correct the situation or parents will be asked to remove the student from campus.

Uniform Purchase

St Jerome Catholic School-logo items that include: polo shirts, physical education (P.E) uniforms, sweatpants, sweatshirts and/or zippered jackets for all grades are available for purchase through Dennis Uniform Company and Mundo Graphix throughout the school year. Mundo Graphix uniforms and the school sponsored spirit shirt will be offered on a pre-order monthly basis. Girls Tartan plaid skirts, skorts, or jumpers are ONLY available through Dennis Uniform Co. Uniform style navy blue shorts, slacks are available for purchase both at Dennis Uniform Co., and your local retailer, for example Walmart, Target or Amazon. Dennis Uniform Co., (602) 220-0302

Mass Uniform

- Boys- Regular school uniform
- Girls- Regular school uniform

P.E. Uniform

- P.E. uniforms are mandatory for grades Preschool-8. Appropriately sized.
- Students will wear their P.E. uniforms to school and remain in their uniform on their designated P.E. days.
- St. Jerome Catholic School-logo P.E. shirt and St. Jerome Catholic School-logo P.E. shorts are required
- Athletic/tennis shoes must be worn
- Dennis or, plain (without logo), navy blue sweatshirts and/or navy blue sweatpants may be worn **OVER** the P.E. uniform in cold weather. Tights may not be substituted for sweatpants or be worn **UNDER** the P.E. shorts.

Special Uniforms

- Scout or St. Jerome Catholic School-sponsored club uniforms may be worn on the designated day of the meeting with prior approval from administration.
- School sponsored spirit shirts may be worn on Thursdays.

Boys' Dress Code

Shirts

- St. Jerome Catholic School-logo polo shirt in white or red
- At least two (2) buttons buttoned at all times
- A plain, solid white, short-sleeved t-shirt may be worn under the polo shirt.
- Sleeves may not extend below the polo shirt sleeves.
- In cold weather, a long-sleeved uniform shirt or a plain long-sleeved red, white or blue solid t-shirt can be worn under the uniform shirt.
- Uniform shirts including P.E. MUST be tucked in at all times.

Shorts

- Solid navy blue, twill fabric, uniform-style (pleated or flat-front; no form-fitting or
- skinny look). Appropriately sized.
- Must be worn fitted at the waist with a belt (Grades 3rd-8th wear belts).
- Must be worn no more than two inches above the knee.
- NO cargo or carpenter style, corduroy, knit or other fabric, contrasting stitching or rivets

Slacks

- Solid navy blue, twill fabric, uniform-style (pleated or flat-front; no form-fitting or skinny look). Appropriately sized
- Must be worn fitted at the waist with a belt. (Grades 3rd-8th wear belts)
- NO cargo or carpenter style, corduroy, knit or other fabric, contrasting stitching or rivets.
- No holes/rips, capri ("high water") style may be worn.

Belts

- Solid black, navy blue or brown leather or canvas belt (Grades 3-8)
- NO large buckles, logos, or decorations

Sweatshirts/Cardigans

- Plain Navy, Mundo Graphix or Dennis Uniform sweatshirts/cardigans may be worn
- NO sweaters/sweatshirts or jackets are to be worn when the weather is 80 degrees or higher.

Shoes

- Athletic/tennis shoes only, **solid** entirely all white or all black in color
- Must be appropriately sized and have closed toes and heel, be flat, tied or
- fastened.
- Socks must be worn with all shoes, regardless of the style of shoe and be visible above the shoe.

- NO sandals, boots, thick-soled shoes, checkered style, light-up shoes (at any time).

Socks

- Solid white or black only, must be visible above shoe
- No logos

Grooming Aids/Fragrances

- Fragrance-free solid deodorant (no aerosols) may be carried in backpacks or sport bags
- NO grooming aids or fragrances may be brought to or worn to school.

Hair

- Appropriately styled hair must be neat and well-groomed
- Must be cut above the eyebrows, collar, and ears (ears must be visible)
- Must be kept out of the face and not excessive in style or length
- Must not be distracting to students or others
- NO hair accessories, hair coloring of any kind
- NO shaved patterns, Mohawks, or trend styles, etc.
- Boys will be given over the weekend to have their haircut

Facial Hair

- NO facial hair is permitted

Jewelry

- One small cross necklace
- NO rings, smartwatches, or bracelets are allowed.

Outdoor Attire

- The only acceptable outdoor attire–aside from Dennis and Mundo Graphix with the St. Jerome Catholic School logo–are: winter coats, hats, and plain, navy blue sweatshirts with no logo.
- Sunglasses may be worn for sun protection outside.
- NO head scarves or bandanas are allowed
- NO outdoor attire may be worn indoors (except school-approved sweatshirts/cardigan)

Girls' Dress Code

Shirts

- St. Jerome Catholic School-logo polo shirt in white or red
- At least two (2) buttons buttoned at all times
- A plain, white, short-sleeved t-shirt may be worn under the polo shirt. Sleeves may not extend below the polo shirt sleeves.
- In cold weather, a long-sleeved uniform shirt or a plain long-sleeved red, white or blue solid t-shirt can be worn under the uniform shirt.
- Uniform shirts including P.E. MUST be tucked in at all times.

Jumpers

- Grades K-4 only, Dennis brand Tartan plaid. Appropriately sized.
- Recommend shorts under jumper, not to extend below bottom of jumper

Skirts

- Grades 5-8 only, Dennis-brand Tartan plaid. Appropriately sized
- Worn fitted at the waist, no rolling
- Length must be no more than 2 inches above the knee while kneeling, notice will be given if not in compliance
- Recommend shorts under skirts, not to extend below bottom of skirt

Skorts

- Grades K-8, Dennis-brand Tartan plaid. Appropriately sized
- Worn fitted at the waist, no rolling

Shorts

- Solid navy blue, twill fabric, uniform-style (pleated or flat-front; no form-fitting
- or skinny look). Appropriately sized.
- Must be worn fitted at the waist with a belt (Grades 3-8)
- Must be worn no more than 2 inches above the knee
- NO cargo or carpenter style, corduroy, knit or other fabric, contrasting stitching or rivets

Slacks

- Solid navy blue, twill fabric, uniform-style (pleated or flat-front; no form-fitting or
- skinny look). Appropriately sized.
- Must be worn fitted at the waist, with a belt (Grades 3-8)
- NO cargo, yoga pants, jeggings, leggings or carpenter style, corduroy, knit or other fabric, contrasting stitching or rivets.
- No holes/rips, capri ("high water") style may be worn.

Belts

- Solid black, navy blue or brown leather or canvas belt (Grades 3-8)
- NO large buckles, logos, or decorations

Sweatshirts/Cardigans

- Plain Navy, Mundo Graphix or Dennis Uniform sweatshirts/cardigans may be worn
- NO sweaters/sweatshirts or jackets are to be worn when the weather is 80 degrees or higher.

Shoes

- Athletic/tennis shoes only, **solid** entirely all white or all black in color
- Must be appropriately sized and have closed toes and heel, be flat, tied or fastened
- Socks must be worn with all shoes, regardless of the style of shoe
- NO sandals, boots, thick-soled shoes, light-up or checkered style (at any time)

Socks

- Solid white or black only, must be visible above the shoe.
- No logos
- Knee socks, must be knee-high (not over the knee)

Tights

- Solid white, black or navy blue only
- Tights (full footed style) can only be worn under skirts during cold weather and not on their own on free dress days
- No yoga pants, leggings or jeggings allowed

Grooming Aids/Fragrances

- Fragrance-free solid deodorant (no aerosols) may be carried in backpacks or sport bags
- NO grooming aids or fragrances may be brought to school

Hair

- Appropriately styled hair must be neat and well-groomed – off the face and out of the eyes
- Must not be a distraction to students or others
- Hair accessories should not be distracting or extreme
- NO hair coloring, hair extensions, large bows, cat ears, scarves, bandanas, feathers, flowers, or tinsel

Jewelry

- One small pair of stud earrings may be worn in single-pierced earlobes only
- One small cross necklace
- No rings, smartwatches, or bracelets allowed.

Makeup and Nails

- NO makeup (mascara, eyeliner, false eyelashes, eye shadow) or lipstick/gloss
- may be worn or brought to school
- NO nail polish or artificial nails may be worn

Outdoor Attire

- The only acceptable outdoor attire–aside from Dennis and Mundo Graphix with the St. Jerome Catholic School logo–are: winter coats, hats, and plain, navy blue sweatshirts with no logo.
- Sunglasses may be worn for sun protection outside
- NO head scarves, large bows, headband ears or bandanas are allowed
- NO outdoor attire may be worn indoors (except school-approved sweatshirts/cardigans)

Additional Dress Code Regulations

Out of Uniform (Free Dress Days)

On an out-of-uniform/free dress day, it is expected that students will dress appropriately, reflecting Catholic values and good taste. If non-uniform dress is considered inappropriate, infractions will result. These may include loss of out-of-uniform privilege for a specific period of time and parents being called to bring a uniform. The student will not be allowed in the classroom until in compliance with the dress code. On campus after school hours, the non-uniform dress code still applies. Shirts may be un-tucked on free dress days unless the student opts to wear a school uniform. Uniform shirts must be tucked in at all times. Socks are required at all times.

Items NOT permitted during Out-of-Uniform days include and are not limited to:

- Clothing that is gang-related, promotes alcohol, drugs, or sex, or that is
- considered inappropriate or offensive in any way

- Bike or spandex shorts, boxer shorts worn as outerwear, bottoms with writing, pajama bottoms, yoga pants, leggings, jeggings or stretch pants (acceptable
- shorts are to be modest in length; i.e. Bermuda style)
- Cutoffs, ripped, frayed pants, or pants with holes
- Tank tops, single strap, halters, tube tops, or tops that show the midriff
- Jewelry (other than previously mentioned above)
- Makeup
- Sandals, flip-flops, heavy-soled shoes, boots or other unacceptable shoes, as mentioned previously
- Hats

Body Adornment

- NO markings on the skin are permitted, including temporary and permanent tattoos
- **NO writing on self or others' body or clothing**
- NO body piercing is allowed except single-pierced earlobes in girls only
- NO glitter is allowed
- NO stickers may be worn on the body

Grooming Aids and Fragrances

- Fragrance-free solid deodorant (no aerosols) may be carried in backpacks or sport bags
- No grooming aids or fragrances may be brought to school
- Lipstick, lip gloss, facial and eye make-up, false eyelashes, nail polish, tattoos, glitter, heavily scented creams, perfumes, and colognes, etc. may not be worn. Marking on the body, writing on self or others' clothing is not permitted.
- Nails must be natural, no artificial add-ons or nail polish. Nails must be clean and groomed and be maintained at a reasonable length.
- Piercing of the nose, eyebrows, lips or tongue will not be tolerated.
- Students must be clean shaven, no facial hair.

Health

The Health Assistant establishes and maintains a health record for each student. The health record contains immunization status, screening results, health history and other information at the discretion of the Health Assistant.

Emergency Contact Information

Parents are required to complete emergency information for each student at the beginning of the school year. Current information is imperative so that they can be reached in the event of an illness/injury. All information must be completed and should be updated as needed in order to remain current, specifically with regard to addresses, phone numbers, and other important contact information.

Administration of Medications

In order for students to receive medication at school, the following policy will apply:

- Parent/guardian will supply medication to the Health Assistant in the original container bearing the student's name.
- A written Medication Permission Form must be signed by the student's parent or guardian and given to the Health Assistant.
- No student may carry medication on his/her person for self-administration at lunch time or during any other time while on campus.
- Medication may not be administered if the requirements of ARS 15-344 and school policy as outlined below are not met.

Administration of Medications Prescribed by a Physician

If, under certain unusual circumstances, it is necessary for a student to take medication during school hours, the following requirements must be met:

1. The medication must be prescribed by a physician, and the prescription number must be provided. The law (A.R.S. 15-344) requires that medication must be delivered to the Health Assistant in the prescription container as prepared by the pharmacist. The number of pills will be documented upon receipt by the Health Assistant.
2. The medication must be brought to the Health Assistant by the child's parent.
3. The prescription label must bear the student's name, expiration date, name of medication, dosage and the time to be given.
4. Please ask your pharmacist to provide you with two containers: one for home and one for school.
5. It is recommended that no more than a 30-day supply be maintained at school.
6. There must be written permission from the parent or guardian to administer the medication. Parental consent forms are available in the Health Office.
7. The Health Assistant may consult with the physician regarding the medication.

Administration of Non-Prescription Medications

No student may carry medication on his/her person for self-administration at lunchtime or during any other time while on campus.

Due to Diocesan policy, the Health Assistant is NOT allowed to provide Tylenol, Advil, nor any other over-the-counter medications. If you think your child may need over-the-counter pain relief medication during the school year, you must provide it. Please provide a small bottle of whatever medication you administer at home. The medication must be in the original container with the child's name written on it. No expired medication will be administered.

If under certain unusual circumstances it is necessary for a student to take non-prescription medication during school hours, the following requirements must be met:

1. The law (A.R.S. 15-344) requires medication to be delivered to the Health Assistant in the original container as packaged by the manufacturer and labeled with the student's name.
2. Dosage must be in keeping with manufacturer's recommendations as printed on the label.
3. There must be written permission from the parent or guardian to administer the medication.
4. Parental Medication Permission Forms are available in the Health Office.
5. The Health Assistant may request a medical evaluation and may require a physician's order giving permission to administer non-prescription medication.

If a student has severe allergies and has a potential of anaphylaxis, an Allergy Emergency Action Plan should be completed by the student's doctor and parent/legal guardian.

- Students who are at-risk for anaphylaxis should be prescribed epinephrine auto-injectors to have available in the Health Assistant's office, as well as the student's classroom, in case of an emergency.
- Provide written documentation, instructions and medications as directed by the physician, using an Allergy Action Plan as a guide.
- Students with life-threatening allergies should not be excluded from school activities based solely on their allergies.

Illness/Injury

The control of communicable disease during the school year is a real challenge. Please keep your child at home if he/she shows any of the following signs of illness:

- restlessness during night
- fever, over 99.0F
- runny nose/discolored nasal drainage
- coughing
- sore throat
- rash
- nausea/vomiting/diarrhea
- red, watery eyes
- flushed face
- headache
- swelling of facial glands
- lice

A child who has diarrhea, vomiting, fever, rash, deep cough or a communicable disease (chicken pox, strep throat, pink-eye, lice, etc.) should not be sent to school. If you have any questions regarding the symptoms mentioned, please call your doctor.

A child should be free of a fever without the use of medication, and free of vomiting or diarrhea for 48 hours, before returning to school.

St. Jerome Catholic School will contact a child's parent or guardian if the child becomes ill, is injured, or is in need of emergency medical care while in school. It is the

responsibility of the parent/guardian to provide transportation and care of the sick child as soon as possible or within a reasonable time or the school will pursue an alternative pick up person on their emergency card.

Students will only be released to parents/legal guardians or their designee; every attempt will be made to notify parents first.

When illness or injury occurs, and it is determined by the School Health Assistant that it is not serious and the student remains in school, notification of the parent/legal guardian will be at the School Health Assistant's discretion.

If an injury or other condition occurs, and the student's doctor has advised activity restrictions, written documentation from the physician is expected. Once the condition has resolved, the physician should provide a written order that activity may be resumed and to what extent. When a student has a new cast, stitches, sling, crutches, etc., the parent/guardian will notify the Health Assistant to determine whether participation in any physical activity is allowed.

If no written documentation is provided by the physician or healthcare provider, the school reserves the right to restrict physical activity that could pose a safety or health risk to the student.

Health Concerns

It is imperative that the School Health Assistant be notified if a child has a medical condition which could be potentially threatening or limiting to the child. Conditions like diabetes, epilepsy, asthma, heart disease, allergies, etc. should all be brought to the Health Assistant's attention and documented. If a student has an extended medical absence of 3 days or more, a written note from the child's physician is required before being allowed to return to school.

Student Accident Insurance

Any student enrolled in a Diocese of Phoenix nursery, pre-school, kindergarten, elementary, or secondary school, will be provided accident insurance worldwide, while:

- on school grounds when school is in session
- while taking part in a school-sponsored and supervised activity
- attending school-sponsored and supervised religious services or instruction

If a student suffers a covered "accidental injury," he/she will be eligible for benefits by completing the proper claim documentation which will be available in the School Office. The program acts as a secondary insurance to cover what the family's primary insurance does not pay. Student injuries must be reported immediately to the Health Assistant and the appropriate forms completed.

This description is for informational purposes only; please refer to the policy in the office for actual coverage, conditions and restrictions that may apply.

Emergency Information Update

Should you change any of your contact phone numbers or email address, please contact the school office immediately so school personnel are able to reach you in case of emergency.

Immunizations

Arizona State Law ARS-15-871-874 states that children must have proof of immunization prior to school admission, and copies of these immunization records must be kept on file at the school. It is the parent or guardian's responsibility to furnish the school with documentation. St. Jerome Catholic School requires that all immunizations be current or in progress before the child is allowed to enter the school, unless an exemption form is signed and on file in the School's Health Office. Hold your phone camera over QR code to open the updated Arizona Guide to Immunization Required For Entry.

Emergency Response Plan

Our school has an emergency plan to respond to unforeseen events. The plan includes responses to a variety of scenarios along with lockdown and evacuation procedures. In addition, our plan is updated annually by the school emergency response team and followed up with training for faculty and staff members. The general content of the school's emergency plan is available for review upon request to the school administration.

To enhance communication in the event of an emergency or crisis situation, parents are requested to keep their contact information updated with home, work, and cell phone numbers, as well as home and work (when permissible) email addresses.

Extra-Curricular Activities

Extra-curricular activities enrich, enhance, and complement the academic offerings at St. Jerome Catholic School.

Executive Board

St. Jerome Catholic School has an active, functioning student government. There are seven elected positions and chairman from grades 6th, 7th, and 8th. To qualify for these positions as members of Saint Jerome Catholic School Student Council; students must:

- Have no grade lower than a 75% in any subject taken during the current school year
- Attend student council meetings and actively participate on the student council committees
- Students are required to meet the requirements of their office
- Exhibit a sense of responsibility that sets an example for the rest of the student body, follows SLEs and DWP skills.

Any student failing to meet the above requirements may result in removal from office. All applications to run for office will be reviewed for approval by the Student Council Moderator.

Sports Program

Students in grades 5 through 8 may participate in the Catholic Youth Athletic Association after-school team sports program that includes volleyball, basketball, softball, baseball, football, and the possibility of soccer and cross country.

Students participating in school sports activities will be assessed on a regular basis. St. Jerome Catholic School strictly observes the state regulation of "No Pass, No Play." In order to qualify for participation in the after-school sports program, students must maintain a grade of 75% or higher in each subject. Students who do not meet this requirement will be given an ineligibility period, not to exceed two weeks, before he/she is ineligible from participation in team activities. Parents will be notified of student ineligibility. If after two weeks the student does not meet the academic expectation level, he/she will be suspended from participation in team activities. If however consistent improvement is demonstrated by the student and teacher approval is obtained, the teacher will notify the administrators and the student may be eligible to participate.

Due to the costs of the athletic program, there will be a fee for each sport in which the athlete participates. The fee must be paid **BEFORE** the athlete can participate in the first practice. Fees are $70 for 5th – 8th grade teams. All student athletes must have a doctor’s annual physical form on file in the school office. Uniforms must be cleaned and returned to the Athletic Director within a week of the last game of any particular sport. Failure to return a team uniform could lead to the student's report card being held until the uniform is returned to the Athletic Director.

No Pass, No Play

State Board of Education Rule R7-208 as mandated by the Arizona State legislature requires that schools must have in place a "No Pass No Play" policy. St. Jerome

Catholic School strictly observes the "No Pass, No Play" policy for participation in school athletics, student council, or any other extracurricular activity.

Procedure

1. For every extracurricular activity/sport, a list of participants is provided to teachers.
2. A student must maintain a grade of "75%" or higher in each subject. Grades are accumulative through each nine-week grading block. Students who have a grade lower than a “75%” in any subject are given a warning, issued by the teacher, and have two weeks to improve their grade.
3. The warning is sent to the parents and needs to be acknowledged promptly by email. The teacher will notify the athletic director/moderator in charge of the extracurricular activity. If students do not improve the grade, they may be removed from the team or extracurricular activity. If a student repeatedly drops below a “75%,” they may become ineligible for additional seasons.
4. Students participating in school sports and/or extracurricular activities will be assessed on a regular basis.
5. In addition, the student may not have an unsatisfactory mark in conduct/behavior.
6. During a private conference, the coach and/or teacher will notify the student of his/her ineligibility. It is the responsibility of the student to improve his/her grade. Remediation options will be presented to the student.
7. Students who are ineligible for play may not attend practices.
8. Students present for less than 50% of the school day may not participate in any after-school activities.

Financial Policies

We at St. Jerome Catholic School believe that tuition payments are an investment in your child’s education and religious formation. Therefore, the Pastor and administration have adopted the following tuition policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. It is the responsibility of the Parish Finance Committee, in concert with the Pastor and Principal, that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

Tuition Payments

School families who are registered, contributing members of St. Jerome Parish, participate, attend Mass regularly shall receive the benefit of reduced rates of tuition to be determined annually by the Pastor. Families who are not parishioners of St. Jerome Parish with children enrolled in our school shall pay the out-of-parish rates determined annually by the Pastor.

All families shall be expected to make tuition payments according to one of the following payment plans. Each family’s preferred manner of payment must be submitted annually at the time of student registration.

Options for payment shall include:

Full Payment: Under this plan, the entire amount of tuition is paid on or before July 1. This payment is made directly to St. Jerome Catholic School.

Monthly Payments: Under this plan, the entire amount of tuition is paid monthly through the FACTS Tuition Management Plan. There are a variety of options in order to ensure that families will be able to budget according to their needs. This program is an automatic payment plan made through a checking or statement savings account. Those choosing this plan will authorize their bank to make electronic monthly payments. FACTS payments also can be set up with a credit card. There is a convenience fee that will be assessed for the credit card option.

Late Registrations

Families registering after July 1st but before school begins, shall be expected to fulfill their tuition obligation according to the tuition policy stated above.

Tuition for students registering on or after the first day of school shall be prorated according to a formula established by the School Board.

Late Payments

It shall be the responsibility of each school family to keep the Principal or Administrative Assistant informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

1. Full Payment: When full payment has not been made by July 1, the family will be contacted within ten school calendar days by the school personnel concerning the missed payment date and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments shall be made through the FACTS Tuition Management Plan.
2. Monthly Payments: Families, who choose one of the Options through FACTS and miss a monthly payment due to insufficient funds will be automatically charged a $30.00 missed payment fee by FACTS. (There may also be a similar fee incurred from their banking institution.) The missed payment will be processed again by FACTS the following month.

In addition, school families who have missed two monthly payments and have not made suitable arrangements within 14 calendar days of the second missed payment will be informed that their child/children may not be allowed to attend school until payment arrangements are made.

Student transcripts and/or report cards may be withheld until financial obligations are met. At a stage where transcripts or report cards are withheld, a Cashier’s Check is the only acceptable form of payment.

Tuition Assistance

Every school family is encouraged to apply for scholarship funds through Catholic Education Arizona. Applications are available at time of registration and scholarships are based on financial need. This fund is administered through the Diocese of Phoenix. There are many other State Tuition Organizations who also offer our students financial assistance. A list of these STOs is available from the school office.

Delinquent Tuition From Previous Year

All previously-unpaid tuition must be paid by June 30th if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school. If full payment is not possible, suitable arrangements must be made with the Pastor, Principal and Administrative Assistant. A Cashier's Check is the only form of payment accepted.

Tuition Refunds

Families withdrawing students prior to the first day of school shall be refunded the amount of tuition that has been paid for the current school year less $100. After the first day of school, tuition refunds shall be prorated according to a formula established by the administration.

Once payment plans have commenced (in July), tuition is no longer refundable. Catholic Education Arizona and/or other applicable scholarship funds are re-allocated to another student and are not transferable to another school. If a student receives scholarship monies after payments have been made, those monies are not refundable and will be used for other school-related activities or forwarded to the following school year.

Tuition Rates

Active Catholic Rate	
Preschool - 4th Grade	**Cost Per Student**
1st Student	$6,500
2nd Student	$5,850
3rd Student	$5,200

4th Student	$4,550
5th - 8th Grade	
1st Student	$6,800
2nd Student	$6,120
3rd Student	$5,440
4th Student	$4,790

In order to qualify for the In-Parish Tuition Rate and multi-child discount, families must be registered and active in parish life. It is our expectation that families applying for the In-Parish Rate attend Sunday Mass regularly and demonstrate consistent stewardship by sharing their time, talents, and treasure. Your active standing will be up to the discretion of the Pastor. Families will receive regular offertory envelopes for their use, however, parishioners may sign up for monthly “automatic giving” contributions that are electronically deducted from a designated bank account. If this option is chosen; please see Parish staff to complete the process. If contributions are not made, out-of-parish rates will apply.

Non-Catholic Rate	
Preschool - 4th Grade	$7,500 per student
5th - 8th Grade	$7,915 per student
No multiple student discount.	

Parental Involvement

St. Jerome Parent Teacher Service Organization (SJPTSO)

The St. Jerome Parent Teacher Service Organization enables parents and teachers to come together to operationalize the mission of St. Jerome through events and community building. The SJPTSO has its own organizational structure which is available upon request in the front office.

Catholic Education Arizona

The Catholic Education Fund is administered by the Diocese of Phoenix and awarded on a need basis to families that qualify. Funding for this program comes from the State Tax Credit and Corporate Tax Credit dollars received by Arizona State Tax payers. Applications are submitted on line and must be completed by the deadline listed on the application. CEA funds are not transferable in the event of student withdrawal.

Funds awarded from other School Tuition Organizations are applied according to State mandate and are not transferable. Families may not receive tuition assistance for preschool students or for more than the current year tuition. Book and Registration fees cannot be paid with scholarship funds.

The funding for this opportunity is due to the tax credit legislation passed and approved by the Arizona Supreme Court. Arizona taxpayers may donate up to $2,609 (married couples) or $1,307 (singles) in 2023 to Catholic Education Arizona (www.catholiceducationarizona.org) and receive a dollar-for-dollar tax credit on their Arizona Tax return. The taxpayer may also designate an Arizona Catholic school of their choice on the contribution form to benefit from this tax credit. We would hope our school families who donate to Catholic Education Arizona will designate St. Jerome Catholic School.

School Board

The St. Jerome Catholic School Board assists the Principal and Pastor in providing for the spiritual, intellectual, moral and physical growth of students at St. Jerome Catholic School. Some of the areas addressed by the school board are: budget planning, facilities, extra-curricular activities, parent, parish and civic relationships, development and promotion of Catholic education. Terms for a position on the school board are for three years. By-laws are available in the school office. ***Currently the school board does not exist. The parish council fulfills these duties.***

St. Jerome Catholic School and Parish are working together in partnership with Fry's to take advantage of the financial rebate program from Fry's Food Stores. With the cooperation of all school families and members of the parish community, great returns can be realized for SJPTSO, the school and parish. Shoppers can link their VIP card to St. Jerome on-line.

Volunteer Opportunities

All volunteers who wish to be involved at the school or parish must take the Diocesan Safe Environment Training. The program is updated annually, and parents will be informed throughout the school year about specific requirements and seminar dates. Parents should go to https://phoenix.cmgconnect.org/ to sign up for classes.

The following are some areas in which parent volunteers may wish to help:

Homeroom Planner
Under the direction of the teacher, the homeroom planner helps to plan parties, field trips, and special activities appropriate to the grade level. All activities are designed to further the development of the child within the educational program, and therefore require the approval and supervision of the teacher or Principal.

Coaching
Parents and SJ alumni are invited to participate as coaches for the after-school athletic teams. Per the Diocese of Phoenix Catholic Schools Athletic Program called Catholic Youth Athletic Association's (C.Y.A.A) handbook on page 5, index #9 states; "All head coaches must be 21 years of age or older." All coaches must take the Diocesan Safe Environment Training and Safe Driving course with a Driver Insurance form submitted yearly and be approved by the administration.

Volunteer Classroom Assistance
Under the direction of the teacher, the volunteer may assist students in the learning process or may perform functions specific to the needs of the teacher. Volunteers may assist the teacher in the preparation of classroom projects and activities, record keeping, small-group and individualized student programs.

Library Worker
A library volunteer assists the librarian by helping students check out books, reshelving books, reading stories to primary grade classes, and helping with the annual A.R. (Accelerated Reader) promotion, and performing other tasks as needed.

Playground Supervisor
Playground Supervisors help school staff monitor the safety of students during lunch recess.

Lunchroom Supervisor
The Lunchroom Supervisor will create and foster a safe and enjoyable lunchtime experience for students while maintaining order, cleanliness and enforcing school rules in the lunchroom area(s) (South and/or North Halls and at times classrooms).

Maintenance Volunteers
From time to time, help is needed in the upkeep of school facilities through routine tasks such as washing windows, painting classrooms, and the execution of other basic maintenance requirements. Parents who are willing to donate time and/or supplies should contact the office.

Short-Term Projects
Various short-term projects also arise during the year that rely heavily on parent volunteer assistance: Lunchroom supervisor, Jog-A-Thon and other special events are

all dependent upon the organizational and leadership skills of parent volunteers. Parents who are interested in donating their time and talents to such special events should contact the School Office.

Chaperones/Drivers
Parent chaperones are needed for field trips, etc. Sign-up for chaperones/drivers can be done for each event through the teacher.

Birthday Parties

Balloons and flowers are not to be sent to school for students. In keeping with the Wellness Policy, edible birthday treats may not be passed out on campus. If you are planning a party and inviting classmates, please be considerate of the feelings of others and include all students on the invitation list. Invitations handed out in class must go to all girls and/or boys in the class. Otherwise, mail the invitations to students at home.

Personal Property

Each student's name should be clearly marked on all personal belongings. This includes all clothing articles and school supplies -- jackets, sweaters, book bags, books, etc. Students are not allowed to bring skateboards, personal game devices, or any other electronic devices to school (unless teacher directed). If brought to school, the items will be confiscated and returned to the parent.

Items not in the student's backpack will be confiscated and will be returned at the end of the school year. Cell phones must be turned into the office and may not be used on campus during school hours. Cell phones used during the school day will be confiscated and parents may retrieve the cell phone from the School Office. Any other use will result in confiscation. Repeat offenders may receive additional consequences. Any item that does not reflect Catholic values (i.e. magazines, T-shirts, jewelry, etc.) will be confiscated and disciplinary action will be taken.

The school does not assume responsibility for articles that are lost or stolen.

Phone Calls

The office phone and classroom phones are for school business use only. Students will not be called from class to use the office phone during school hours unless it is an urgent message from parents and deemed so by the Principal. Students will not be permitted to call parents during the school day for forgotten items/materials and/or lunches, etc. Cell phones are permitted at school but must be labeled and left at the front office at the beginning of the day and picked up at the end of the day. Only the owner or the parent/legal guardian may pick up the cell phone. If a student is found to have their phone on their person during the school day without prior approval from the Principal; it will be confiscated and returned to their parent/guardian and they will be restricted from bringing it to school. Failure to comply can result in disciplinary action.

Parents/guardians may call the office and leave a message for their children with the front desk personnel in the event of an emergency.

School Property

Students are encouraged to take pride in their school by helping to keep the classrooms and grounds in order. Students are required to maintain the quality of their classrooms and work areas by keeping them clean and free of litter. Books, desks, and other school property should be treated with respect and care -- students who willfully destroy books or damage/deface school property will face severe disciplinary consequences and will be liable for the cost of any damages incurred.

Backpack Searches

Students are expected to assume full responsibility for the security and content of their backpacks. Inspections of backpacks may be conducted by school authorities at any time for any reason without notice, without student consent, and without a search warrant.

Code of Conduct for Students, Parents, and Staff

Students shall have the right to attend school without fear of harm, threat, intimidation or harassment. Physical or psychological threats, intimidation, harassment or bullying will result in appropriate measures being taken that may include the implementation of Diocese of Phoenix Policies and/or referral to civil authorities. Gang-affiliated mentality, activity or dress is not permitted.

St. Jerome Catholic School community members will:

- Be honest at all times.
- Be courteous and show respect to one another and to all parish and school personnel and property.
- Use appropriate language in speech and writing.
- Behave in a safe and orderly manner in the Church and on the parish/school campus including, but not limited to: the classrooms, cafeteria, restrooms, playground, ECC, as well as on field trips.
- Respect church and school property and all property of others.
- Participate respectfully in Mass and Para-liturgies.
- Remain in supervised areas at all times while on school campus
- Clean up after themselves at all times.
- Come prepared for class.
- Follow directions as they are given.
- Follow the guidelines set forth in pre-teaching checklists.
- Receive expressed written permission from teacher/staff before removing any item from classrooms or other areas.
- Be responsible for delivering and having parents sign all school/teacher/parent communications, including behavior and mid-term reports and tests, and returning them to school the following day or by the end of week of midterms.
- NOT engage in inappropriate physical contact of any kind.
- NOT engage in harassment (see Diocesan Harassment Policy) or bullying of any kind against students or teachers/staff.
- NOT make threats through speech, writing or on social media.

Harassment

The following section derives from the Diocesan Policies (3-1, Appendix A.3):

“Harassment” is threatening, intimidating, or hostile conduct toward an individual because of his/her race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability, or that of his/her relatives, friends, or associates, which conduct:

i. has the purpose or effect of creating an intimidating, hostile, or offensive environment;
ii. has the purpose or effect of unreasonably interfering with an individual’s performance; and/or

iii. otherwise adversely affects an individual's opportunities.
Conduct that constitutes harassment may include, but is not limited to, the following:
i. epithets, slurs, negative stereotyping, stalking, unwanted physical conduct, or other threatening, intimidating, or hostile acts based upon race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability;
ii. threatening, intimidating, or hostile commentary or graphic material based on race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates, or by the use of social media or means of electronic communications.

Sexual harassment is a form of harassment and is prohibited by this policy.

Sexual harassment includes, but not limited to, unwelcome sexual advances, requests for sexual conduct and other verbal, visual, or physical conduct of a sexual nature which meets any one of the following criteria:
i. Submission to, or rejection of, the conduct is the basis for any decision affecting services, honors, programs or other available activities or benefits of the Diocese or school;
ii. The conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Conduct that constitutes sexual harassment may include, but is not limited to, the following:
i. *Verbal*: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets;
ii. *Written*: Suggestive or obscene letters, notes, e-mails, or invitations;
iii. *Physical*: Sexual assault, touching, impeding or blocking movement;
iv. *Visual*: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.

Academic

a. Academic honesty is critically important. Students are expected to work independently on tests, projects, and homework unless directions from the teacher indicate otherwise. Academic dishonesty, including cheating, forgery, copying homework, and plagiarism will not be tolerated. This includes the use of Artificial Intelligence, i.e. Chat GPT.
b. It is necessary to be on time for class.
c. The library is used for quiet study, activities, and/or reading.

Health and Safety

- The following items are not permitted on school property: knives, firearms, weapons of any kind, fireworks, matches, lighters, smoking materials, drugs, alcohol, and obscene or offensive materials.
- Physical, sexual, and emotional bullying will not be tolerated by teachers/staff, students or parents.
- Other electronic devices are not permitted at school without permission from the teacher or the Principal. If the student needs to use an electronic device for after school use, they must also check it in at the front office. Devices may not be left in backpacks.
- If teachers/staff see any electronic item(s) on campus, the item(s) will be confiscated. Confiscated items may be released to parents only following a meeting with administration.
- Cameras are allowed for classroom functions only at the discretion of the teacher.
- Rollerblade/skates, “Heely” shoes, skateboards and motorized scooters are not permitted on school grounds.
- Gum is not permitted on school grounds, unless permission is given by a supervising teacher or coach, and only under specific circumstances.
- Food and beverages (other than water) are to be consumed in the cafeteria or other assigned areas at assigned times.
- Students may not bring food or drinks to be consumed before school. Breakfast should be eaten before coming to school. Food trading/sharing is not allowed.
- Only designated areas may be used during recess, lunch recess, and before school.
- In an effort to protect students with peanut and tree nut allergies, students who bring food that contain nuts will be asked to sit together at a designated table at lunch. This provides for better observation and prevention of life-threatening allergen exposure, as well as the requisite hand and table washing. Each of these students may bring a friend without nut allergies to the table with them.
- Playground equipment may be used only during recess in designated areas.
- Running is permitted only on the playground.
- Rough play and throwing of objects are not permitted.
- Students must obtain permission before leaving supervised areas.
- Parents and students are not to enter an unoccupied classroom without teacher/staff permission.
- Areas for transportation drop-off and pick-up are places of quiet waiting and no eating..
- For the safety of the children, electronic devices are not to be used in drop-off or pick-up areas.

Christian Service Hours

“*Lord, when did we see you hungry and feed you, or thirsty and give you drink? When did we see you a stranger and welcome you, or naked and clothe you? When did we*

see you ill or in prison, and visit you?' And the king will say to them in reply, 'Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.'" (Matthew 25:37-40)

The Mission Statement of St. Jerome Catholic Church and School reads: We see God in all and respond with compassion and service as we grow in knowledge and in God's wisdom as we strive to become tomorrow's leaders. Our mission is rooted in the belief that our encounter with Christ compels us to serve others. We are driven by the truth that our actions are a response to the love and compassion that Christ demonstrated during his time on earth. Our service is a tangible way of living out this truth, as we strive to make a positive impact in the lives of those we encounter. Christian Service distinguishes itself from mere volunteerism in that the reason for doing the service flows from an individual's love for the person of Jesus Christ.

At St. Jerome Catholic School, we strive to build an interior disposition to Christian Service in our students through the exterior practice of engaging in Christian Service. The school will require 10 hours of service per quarter for middle school students (Grades 5-8). The parish and school will communicate to families, parish and school events where students may gain service hours.

In addition to this requirement, St. Jerome Catholic School is asking all parents to model Christian Service for our students. St. Jerome Catholic School requires all parents to commit to 20 hours of Christian Service. These hours are separate from student service hours. Ten hours should be for the school and ten hours for the Parish.

In order for the student's hours to be compliant with the expectations laid out by The Catholic Community Foundation Scholarship Program (Christian Service Award), hours must be in the area of service to the parish, school, and community.

Each student will keep track of hours using Google Suite for Education (e.g., Google Docs, Google Slides, etc.) including the name of the organization, description of the service, dates of service and hours. Students wishing to apply for the Christian Service Award must keep track of their hours beginning with the summer before seventh grade to December of the eighth grade year. When applying, these hours will be entered into the award's service hours template.https://ccfphx.org/service-record-template

Diocese of Phoenix Code of Ethics

The Diocese of Phoenix requires **all** volunteers at the school or church to attend a Safe Environment Training class regarding its Policy and Procedures for the Protection of Minors. Classes are held online and **must** be completed by September 30th of each school year. The website is https://www.phoenix.cmgconnect.org/

The following is for Diocesan personnel and volunteers in their ministerial relationships with children, youth, and vulnerable adults.
Employees and volunteers while working in their scope of ministry shall:

- Abide by the Diocese of Phoenix Policy and Procedures for the Protection of Minors
- Exhibit the highest Christian ethical standards and personal integrity
- Conduct themselves in a manner that is consistent with the discipline, norms, and teachings of the Catholic Church
- Provide a professional environment that is free from all forms of abuse including intimidation and harassment
- Accept personal responsibility to protect all minors and adults from all forms of abuse
- Report concerns about boundary violations or other questionable behaviors and circumstances with the program supervisor, Pastor, or Principal
- Report promptly, in accordance with the law of the State of Arizona and policies of the Diocese of Phoenix, any suspected abuse or neglect of a minor
- Call the Office of Youth and Child Protection for clarification when in doubt of policy or procedure

Employees and volunteers while working in their scope of ministry shall not:

- Abuse a minor
- Take advantage of supervisory and/or authoritative relationships, or any relationship of trust, for their own benefit

Transportation

Transportation Policy for Field Trips and Athletic Events

Field trips have educational or cultural value and are directly related to the curriculum. The purpose of a field trip is to provide experiences for children that directly relate to academic development or experiences that enrich their knowledge. Teachers may contact parents to help supervise/drive children on some field trips. Only parents who are current with Safe Environment Training/Safe Driver Training can assist with supervision/driving on school field trips. The school will provide a permission slip to be signed by the parent and returned to the teacher. There are no acceptable substitutions for this permission slip. Siblings and students outside of St. Jerome Catholic School are not allowed to attend field trips.

Transportation Waiver

This optional waiver indicates your preference for the child to be transported to and from school events. The options include transportation in a vehicle with one (1) driver, with 2 adults in the vehicle, or that you will provide your own transportation. The waiver must be notarized. Students without the completed Transportation Waiver will only be able to ride in a car that has two (2) adult drivers meeting the eligibility requirements.

IT IS MANDATORY THAT DRIVERS:

a. Have a good driving record and complete the chaperone permission slip.

b. Have completed Diocesan Safe Environment Foundation course and yearly online renewal courses.
c. Have completed the Catholic Mutual Group driving course and have provided the school with a certificate of completion
d. Have a Driver Information Form on file and updated verifying their insurance coverage before the group leaves the property. The Diocese of Phoenix requires an insurance policy with a minimum liability limit of $100,000/$300,000 coverage for the transportation of students. A copy of insurance will be required
e. Without the above stated insurance requirements per Diocesan policy; parents will be restricted from taking students, INCLUDING THEIR OWN, on a school-sponsored activity.
f. Are not taking medication or other substances that could affect their driving.
g. Supervise students that are riding in their cars and report misconduct, etc., to the teacher/coach as soon as possible.
h. Assist the teacher as much as possible during the field trip so that it can be a learning experience for the students.
i. Not leave the site of the field trip.
j. Not bring other children, REGARDLESS OF AGE, when driving for a field trip.
k. Require students to use seat belts/car seats (gr. 3 and under), and not seat a student in the front seat of a vehicle that has a passenger air bag.
l. Follow the assigned route and not make any unassigned stops.
m. Enforce school rules at all times.
n. Not allow snacking in the vehicle.
o. Do not smoke while students are in the vehicle.
p. Have an adult per vehicle who is over 25 years of age, or see that all students in your car have the Diocesan Transportation Waiver on file.
q. Play age-appropriate music and videos in the vehicle. G-rated only.

In reference to line item “e” regarding driver requirements. Per the Diocese of Phoenix Insurance Program; “$100,000/$300,000 General Liability (GL) coverage is required on personal vehicles when the driver is acting as an agent of the parish/school. Agent meaning when they are transporting a student or individual or supplies on behalf of the parish/school.” This further means that a parent/guardian is an agent of the parish when they transport their own child to a school sponsored event if they leave from the parish/school property to attend such an event therefore the GL is required.”

Bus Transportation

Bus transportation is not provided for daily school arrival and departure. However, bus transportation may be provided for occasional field trips. All bicycles ridden to school must be parked and locked while on campus. The school will not assume responsibility for damaged or stolen bicycles. No skateboards or rollerblades are allowed at school.

Parking Lot Procedures

Student Drop -Off

Students going to Extended Child Care (ECC)

Families dropping off students for morning Extended Child Care from 6:30 AM - 7:30 AM must park in a designated parking spot in the lot in front of the school (NO PARKING/STOPPING IN THE RED FIRE LANE ZONE OR UNAUTHORIZED HANDICAPPED SPOTS) and enter through the glass-door of the parish hall.

All students in ECC must be signed in and out by a parent/guardian.

Students not going to ECC – Students being dropped off in the morning

At 7:30 AM, the north gate opens, allowing all students to be dropped-off in the back circle drive and parking lot from 7:30 - 7:50 AM. To ensure student safety and to facilitate the drop-off process, parents are asked to only drop-off students in the back parking lot. Parents are asked to enter through the parking lot entrance off of Desert Cove Avenue, make a left turn and travel along the outer edge of the parking lot. They are to enter the small parking lot next to the basketball courts and drop students off on the east side of the back circle. They are to proceed and exit the parking lot on 35th Avenue. The following map illustrates the flow of traffic.

THERE IS NOT A SCHOOL CROSSWALK OR CROSSING GUARD AT ST. JEROME CATHOLIC SCHOOL.

Students who are on campus prior to 7:30AM must be signed in by their parent/guardian to the Extended Care program. Exceptions to this directive include students attending club meetings, or students who have made special arrangements to meet with a teacher prior to the start of the school day.

Parents/Guardians with students in Preschool and Pre-K must park and sign their student in and out. Parents/Guardians with students in Preschool or Pre-K may park in the front parking lot. Parents will proceed through the side gate south of the main entrance. This process is for both drop-off and pick-up of Preschool and Pre-K students.

Student Pick-Up

For the safety of Kinder - 8th grade students it is necessary that:

1. Students to be picked up in the North-East (back) parking lot, not the 35th Avenue entrance area.
2. Parents are asked to enter through the parking lot entrance off of Desert Cove Avenue, make a left turn and travel along the outer perimeter of the parking lot.
3. They are to enter the small parking lot next to the basketball courts.
4. Parents must display the card indicating the student's first and last name and teacher name. (If multiple children are being picked up the parent must display each applicable student/teacher name card).
5. Staff members will call the children and send them to the family ca.r
6. Once students are secure in the car the driver will turn the card over making the word "Exit" visible. This will be an indication to the staff member that you are ready to drive off safely. If you will be having multiple cards, it is only necessary to display one card with the word "Exit."
7. Students are to refrain from eating or playing on structures after school hours while waiting to be picked up by their ride. St. Jerome Catholic School will not assume responsibility for any injuries incurred during this time.
8. Drivers are asked to be cautious and courteous in pick-up and drop-off areas. Always be watchful for students between and behind cars. Observe speed limit of 10 mph.
9. Students will not loiter or leave their belongings in the office area.
10. Do not cut across the parking lot or get out of line.

ALL STUDENTS MUST BE PICKED UP BY 3:10 PM. STUDENTS REMAINING WILL BE TAKEN TO ECC AND THE DROP-IN RATE WILL BE CHARGED.

The flow of traffic will be identical to the flow of traffic for drop off. The traffic flow is illustrated in the picture above (page 40). Pick up at dismissal should be in the back parking lot. Parents are to remain in their cars.

Student/Teacher Name Cards

- K – 3 – Blue Card
- 4 – 5 – Yellow Card
- 6 – 8 – Green Card

Punctuality

Students must be dropped off between 7:30 - 7:50 AM, and picked up between 3:00 - 3:10 PM Monday – Thursday, and between 1:00 – 1:10 PM Friday. The Extended Child Care program is available to students who need to arrive before 7:30 AM or stay later than 3:10 PM Monday – Thursday and 1:10 PM on Friday. Students must pay registration fee and pre-pay for ECC in order for students to attend ECC. Students who are picked up after the times indicated above will be taken to ECC and the family will be charged the drop-off rate.

Pest Control Services

Every 1st Thursday of the month, the Parish/School campus is sprayed for pest control. The company is Crowley's Pest Control, and the owner is Terry Crowley. Should you have questions about pest control, you can reach Crowley's Pest Control via phone at 602-272-5791. Prior notification of scheduled service will be posted.

Right to Amend

The Pastor and administration reserve the right to amend the policies stated in this handbook with just cause.

Safety Procedures, Statement of Inspection Reports, Crisis Procedures, and Emergency Drills are kept on file at the school office.

Asbestos Letter

SAINT JEROME
CATHOLIC CHURCH AND SCHOOL

August 1, 2023

Dear Parents:

This informational letter comes to you at the direction of the United States Environmental Protection Agency (“EPA”). The Agency requires all schools to inspect their buildings, and facilities, and to identify, sample, and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos in Schools Rule and the Asbestos Hazard Emergency Response Act (“AHERA”) regulation further requires that all parents, teachers, and employees of schools where asbestos is found, be notified. This requirement is a part of an inspection and management plan that is on file at St. Jerome Catholic School.

The Asbestos Office of the Diocese of Phoenix has conducted an inspection of our entire school facility. Any friable asbestos containing material that has been found to be damaged has been repaired or removed in accordance with the Rules and Regulations of the EPA. The non-friable asbestos containing material will be maintained as it is and re-inspected visually every six months for any physical damage until it is eventually removed.

Repair or removal is done by contractors experienced and certified in this type of work. After repair or removal, an extensive survey is completed to ensure that all of the school areas are safe and free of asbestos fibers.

Sincerely,

Mrs. Leslie Barasha, M.A., PC, CSC, CAS
Principal

10815 N 35th Ave, Phoenix, AZ 85029 | (602) 942-5644

Technology Acceptable Use Policy - TAUP

St. Jerome Catholic School (SJS) is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration--a vital skill for our 21st century learners. Students at SJS will utilize technological devices on a wireless network at school. Technological devices and the wireless network on the school's campus are strictly for educational use consistent with the school's educational goals. Along with the opportunity this provides comes responsibility. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the school's campus, clear and concise guidelines regarding the appropriate use of technological devices & school technology. The underlying premise of this policy is that all members of the school community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

Access to the internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. Parents should be aware that some material from the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Inevitably, students may find ways to access this material. St. Jerome Catholic School does have filtering software, however, no filtering system is 100% effective in preventing access to all inappropriate materials.

We believe that the benefits to students from access to the internet outweigh the disadvantages, and we will do our best to maintain and teach internet safety. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using technology.

In keeping with the technology goals of the Diocese of Phoenix, students at appropriate grades may participate in a variety of online activities which may include the use of wikis, discussion forums, blogs, educational games, and educational social networks. Content published online by students may include, but is not limited to: multimedia, written, oral, and artistic projects to supplement all curriculum areas and demonstrate understanding of technology and/or other curriculum area concepts.

If your student is under the age of 13, any external website that requires student accounts or uses students' personal information is subject to a Federal law known as the Children's Online Privacy Protection Act (COPPA). SJS administration and/or teachers may use/create web-based student accounts for educational purposes, such as FACTS SIS, Quizlet, Spelling City, Google, Apple, etc. The completion and signature portion of this document gives the consent of the parents/guardians of the students listed to authorize St. Jerome Catholic School to create educational accounts as needed.

G-Suite, formerly Google Apps for Education, will be used as a tool for our students and staff and may be used from any computer with internet access. This education version

of Google provides a self-contained environment for students and staff to collaborate and share information in a controlled environment. For students in grades K-8, accounts will be set up to allow sharing of documents only within the St. Jerome Catholic School Google site. Students may have the ability to communicate in an electronic/email format with other SJS students and teachers within our school. Teachers and administrators have access to student accounts.

What is expected?

Students are responsible for appropriate behavior on the school's network, just as they are in a classroom or on a school playground. General school rules for behavior and communication apply. It is expected that users will comply with both school and diocesan standards and the specific rules set forth in this document and as directed by their teacher. The use of technology resources is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges, disciplinary action (up to and including expulsion) and/or appropriate legal action. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. Students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

Parents assume responsibility for the supervision of internet use outside of school. Parents are encouraged to discuss family rules and expectations for using internet-based tools, including G-Suite, Apple programs, etc. Parents are encouraged to report any evidence of cyber bullying or other inappropriate use to the school.

Electronic Communication

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion. This policy applies to any type of electronic communications or depictions, such as e-mail, text messages, blogs, Xbox, Twitter, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication.

E-Mail

- The use of e-mail during class is prohibited unless authorized by faculty or administration on a case-by-case basis.
- Students may not add personal, parent, or school email accounts on their school-issued technological device.
- No inappropriate online communication will be tolerated, including derogatory, obscene, or harassing messages. Messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any message asking you to pass information or messages on to other individuals or groups.

- Students are prohibited from accessing anyone else's account.
- School accounts information are not to be given to ANY student websites, companies, or other third parties.
- Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus only for academic purposes.
- Participation in chat rooms is prohibited.
- Chats in Google Meet should only be initiated by the teacher. All chats require teacher supervision.

Audio and Video

- Audio should be turned off or on silent unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Use of Apple Radio/Music, iTunes or other music services is not permitted.
- When sound is needed, headphones or earbuds provided by the student must be used.
- The use of technological devices to watch movies or videos or to listen to music that is not for educational purposes, unless assigned by a teacher, is not permitted.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to disciplinary action.

Technological Devices

- Student technological devices must not be left unattended at any time. If a technological device is found to be unattended, it will be turned in to the office and appropriate disciplinary action will be issued.
- technological devices must be in a student's possession or secured in a locked classroom at all times.
- Do not lend your technological device to other students. Do not borrow a technological device from another student.
- technological devices should be handled with care. Inappropriate treatment of school technological devices is not acceptable.
- technological devices must be carried and transported appropriately on campus. technological devices should be in their school-issued cases at all times. Failure to do so could damage the hard drive or screen and result in permanent loss of data.
- Do not consume food or beverages near the technological device.
- No writing or stickers will be allowed on the technological device and technological device cases. Damaged technological devices will be fixed and/or replaced by students at a cost.
- Do not remove, move, or write on the identification stickers on your technological device.

- Students are not allowed to create any administrative passwords or passcodes on their technological device.
- Students are expected to come to school with a fully charged battery on a daily basis.

Network Access

- Students must not make any attempt to access school servers or network information.
- The utilization of proxy avoidance and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity may be considered a crime under state and federal law. This includes tampering with technological device hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- The School is not responsible for damaged or lost data transferred through our network or stored on technological devices or our file servers.

File Sharing

- File sharing is the public or private sharing of technological device data or space. Any program that creates a point-to- point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on the technological device. Although these types of programs are software downloads, they automatically create file-sharing connections.
- Fines may be incurred to re-image/remove any unapproved software or files, in addition to disciplinary action determined by the administration.

Deleting Files

- Do not delete any Apps, folders, or files that you did not create or that you do not recognize. Deletion of certain files will result in technological device failure and will interfere with your ability to complete class work and may affect your grades.
- You may incur a $50 re-imaging charge to correct system files that have been changed without permission.

Downloading and Loading of Software

- No software/apps are to be removed, downloaded, or installed onto technological devices or computers without permission from the Technology Director and/or teacher.

- Students may NOT download apps from the App Store or place “personal” apps on the technological device. Apps may ONLY be downloaded by the school or technology director.
- Students may not sign into a personal or parent iTunes or App store account.
- Students are not permitted to install custom/individualized applications that require administrator privileges.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the technological device that impedes the educational purpose of the technological device program.
- Copyrighted movies may not be "ripped" from DVDs and placed on the technological device, nor may copyrighted movies be downloaded to the technological device from the Internet.
- There is a $50 re-imaging charge to remove any unapproved apps, software, or files.

Content Filtering and Monitoring

St. Jerome Catholic School will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors, and child pornography, as required by law. Because St. Jerome Catholic School’s technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access. Filtering/Blocking devices are not foolproof, and St. Jerome Catholic School cannot guarantee that users will never be able to access offensive materials using St. Jerome Catholic School’s equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by St. Jerome Catholic School is prohibited.

Internet Use

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited to avoid plagiarism and in compliance with copyright laws.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism includes the use of any information obtained from the Internet that is not properly cited. • Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.

- If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, he/she is to notify a teacher, administration, or technology director as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Copyright

- Unauthorized duplication, installation, alteration, or destruction of data, programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

Games

- The viewing and/or playing of electronic games is not permitted during school hours, except as part of an assigned, in-class activity or as directed by faculty or administration.
- The school reserves the right to remove any game from a school technological device that is considered inappropriate or impedes the educational purpose of the Apple technological device program.
- Games, of any nature, are not to be installed or played on the technological device except for those installed by the school for a specific purpose and suitable for learning.

Screensavers

- Students are not allowed to change their technological device wallpaper.

Personal Electronic Use Policy

Personal electronic devices (Kindle, Nook, E-Reader etc.) can be useful tools for education. Student use of personal electronic devices is at the teacher's discretion. No devices are to be utilized without teacher permission. Students who are granted permission to use a personal electronic device must do so in a fair and effective way to enhance their learning experience while not disrupting the learning experience of others. Personal electronic devices, when used on school campus or during any school event, are subject to the same rules set forth in this policy, as well as any rules/guidelines communicated orally by teachers, staff, and the administration. We reserve the right to inspect personal electronic devices to ensure they are being used for school-related work. Students who choose to bring personal electronic devices to school do so at their own risk. The school will not be held responsible if a device is damaged, lost or stolen. Devices should be charged AT HOME. Students should never access the Internet on their personal device through the SJS network. Information on personal devices may not be shared with other students. Failure to comply with these rules may result in disciplinary action and/or loss of privileges at any time.

Privacy, Use, and Safety

- Students may not give any personal information regarding themselves or others through email/ messages or the Internet including name, phone number, address, passwords, email address, or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students must secure and maintain passwords. This is important in order to protect the privacy of each student. Do NOT share passwords or usernames.
- The School respects the privacy of every student, faculty member, and administrator with respect to stored files. However, if inappropriate use of accounts or the School's network, including student/faculty handbook violations or harassment is suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor technological device activities, including log-in website access, apps, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staff file servers for any reason.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's technological device.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the technology staff.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Cyber or any type of bullying is strictly prohibited and is subject to disciplinary action. Examples of this behavior include, but are not limited to:
    - Sending/posting false, cruel, hurtful, or vicious messages/comments; ○ Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others;
    - Breaking into an email account and sending vicious or embarrassing materials to others;
    - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and forwarding that information to others;
    - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing, or intimidating an individual or group of individuals; placing an individual in reasonable fear of

harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- Technological devices that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

Consequences

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use a technological device, the loss of the use of the technological device for an amount of time determined by the administration and members of the Technology Department, fines, disciplinary action, and/or possible legal action.
- These consequences apply to students participating in the technological device program at the School as well as to students who are using the school's technological device off campus.
- Any technological device with illegal or inappropriate software or materials on it will be reformatted or "re-imaged," and the student may be charged a $50 AUP violation fee PER incident for this service. This amount may be increased for repeat violations.
- In the case of repeated technological device abuse and/or damage, the school has the right to revoke the use of the school's technological device and the student will be restricted to using it only on-campus. Repeated AUP offenses or technological device abuses may lead to the loss of a student's privilege of using a technological device on campus.
- Students are to report any known violations of this AUP to appropriate administrative staff members. Random checks of student technological devices will be conducted throughout the year to ensure that these policies are being followed.
- The School takes no responsibility for activities conducted on the technological device or materials stored on the technological device, or on the school's network.
- A list of prices for damages is available upon request.

Distance Learning

Should distance learning be needed in the event of an emergency or special circumstance, students will be presented with various opportunities for remote/distance learning as needed. Teachers may use live or recorded video for classes, including but not limited to, Zoom, Google Meet, Class Dojo, etc.

Parents/guardians should be mindful about what family activities would potentially be heard/seen during the students' use of video conferencing on the school technological device or home device. This is a great tool to keep connected, but please have your child use these tools somewhere near enough so that you can monitor, yet private enough to concentrate on their work.

Please have students dress appropriately in a school uniform shirt when video conferencing and make sure that there are no distracting materials or backgrounds. Please be sure that your child has earphones or a headset to use.

Students/parents/guardians, should not take photos, screenshots, record any video, or audio, from these sessions. Teachers may record non-confidential video sessions and post them for students who cannot attend a live session. We want and need our faculty to be efficient and effective when covering material or providing reinforcement. These recordings will not be publicly available, and shared within the school's domain that requires a network account.

Student Expectations for Google Meet, Zoom or any other online/remote classroom

Join the meeting from a public area of your home, like the dining room, the backyard, the living room, etc. Don't sit in your bed for a video call. Let your family members know that you will be participating in an Online Class Meeting.

- Please show up at the scheduled time. Attendance will be taken.
- Dress appropriately in a school uniform shirt.
- Check your background. Make sure nothing inappropriate is in view.
- No chewing gum or eating in front of the camera.
- Maintain respect in speaking, writing, and appearance.
- Keep your microphone muted unless you have been invited to talk.
- Raise your hand to participate. Your teacher will tell you how to do that on the app you are using.
- Don't interrupt the speaker, whether it's the teacher or a student.
- Don't multitask or walk away from your screen. You may miss important information.
- Take notes as you watch and listen.
- Don't use the chat feature for side conversations.
- Video should be on to promote focus (unless otherwise approved by the teacher). Eye contact should be maintained.
- You should only be having a teacher-led meeting while the teacher is present.

- You may not record the video call as video, audio, or still images (screen captures, etc.)
- You may not invite others (share the link) to any Meet hosted by an SJS staff member.
- You are not allowed to start your own Zoom, Meet, chat, video, or audio session on a school technological device.

By participating, students agree that they will not save, record, share, or post a session or any photos/screenshots from a session. Please remember that all school rules and acceptable use policies apply during these remote learning sessions. Students and parents/guardians should report concerns, or a violation of school guidelines regarding the use of video conference technology, to their assigned teacher or school administration. Students and parents/guardians may be removed from a video conference, have a session canceled, have the video feed or microphone turned on/off, or other actions to maintain a positive online learning environment.

Students may work individually with teachers using video conference technology if needed for additional instruction. These sessions will be recorded.

G Suite for Education Account AUP

St. Jerome Catholic School has established a Google for Education account to support teaching and learning and to allow for easy sharing of documents, file storage, and connectivity within our school and classrooms. This service is available through an agreement between Google and St. Jerome Catholic School. This software will allow students and teachers to create, collaborate, and share documents, spreadsheets, presentations, websites, calendars, and more, allowing for flexible access from any computer – both at home and school – with Internet access and a web browser. While Google for Education provides for greatly enhanced flexibility over traditional desktop software, it also allows students to work in a safe, protected environment in a private domain (www.saintjerome.org). While all documents are stored online, no one outside our school can access them. Google for Education enables us to move towards developing a paperless environment in our classrooms and promoting 21st century skills. Many high schools and colleges use Google for Education. We feel this is another step in preparing your child for the future ahead.

This Google for Education saintjerome.org account will be for school purposes only. Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use ONLY. Your student's teachers will be using Google Apps for lessons, assignments, and communication. Emphasis will be made that this account is not to be used for any social or entertainment purposes and should only be used for school assignments.

Google for Education is also available at home, the library, or anywhere with Internet access. The administration, technology director, and teachers will monitor student use of Google Apps when students are at school. Parents are responsible for monitoring their child's use of Google Apps when accessing programs from home. Students are responsible for their own behavior at all times. Student safety is our highest priority.

Acceptable Use (Privacy and Safety)

Google for Education is for educational use only. Student use of Google Apps for Education is subject to the restrictions below and additional school rules and policies that may apply.

Privacy

School staff, administrators, and parents have access to student email, docs, etc. for monitoring purposes. Students have no expectation of privacy using any G Suite apps.

Limited personal use

Students may use App tools for personal projects but may not use them for:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a website to sell items)
- Inappropriate sexual or other offensive content
- Violent content or promoting weapons of any kind
- Threatening or bullying another person
- Misrepresentation of staff or student. Apps, sites, email, and groups, are not public forum; they are an extension of classroom spaces where student free speech rights may be limited.

Safety

- Students may not post personal contact information about themselves or other people. That includes student ID, passwords, last names, addresses, and phone numbers.
- Students agree not to meet with individuals they have met online.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.

Access Restriction & Due Process

Access to Google for Education is considered a privilege accorded at the discretion of St. Jerome Catholic School. The school maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or School policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, the School also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student accounts are filtered. Account content containing harmful content from inappropriate sites will be blocked. In addition, students can only use the account within the saintjerome.org domain.
http://fcc.gov/cgb/consumerfacts/cipa.html

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 18 years of age. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.
http://www.ftc.gov/privacy/coppafaqs.shtm

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the right to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...), but parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID #, etc.) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

http://www2.ed.gov/policy/gen/guid/fpco/ferpa

St. Jerome Catholic School reserves the right to modify or change any policy at any time. Conditions or circumstances not specifically covered by the policies outlined in this policy may arise. On such occasions, the school administration will make decisions or pursue courses of action which, in its judgment, can best sustain the well-being of St. Jerome Catholic School, including the health and safety of the faculty, staff, and student body.

SAINT JEROME
CATHOLIC CHURCH AND SCHOOL

2023-2024

Parent/Student Signed Agreement and the Technology Acceptable Use Agreement

Return this page to the homeroom teacher for **each** of your SJS students by Friday, August 25, 2023. If this is not returned and signed by August 25, your child or children will not be able to return to school until it is signed.

In order to distribute beginning-of-the-school-year information in an efficient and timely manner, we have posted the Handbook on our website and disbursed electronically. Please read all policies and discuss in an age-appropriate manner with your children. Your signature indicates that you and your child(ren) have read, understand, and agree to uphold all policies and procedures for the 2023-2024 school year. If we make any changes to these policies during the year,notification will be sent.

We understand that we consent to follow these directives for the protection and well-being of each member of St. Jerome Catholic School and will therefore adhere to the guidelines established in this handbook.

Technological devices will not be issued to students unless and until the required permissions and paperwork are turned in.

_____ Parent
_____ Parent
_____ Student

Yes, I acknowledge I have read, and accepted, and will follow all rules in the St. Jerome Catholic School Parent / Student Handbook including the Technology Acceptable Use Policy (TAUP).

_____ Parent
_____ Parent
_____ Student

Yes, I have reviewed the TAUP and understand our responsibilities regarding the technological devices and technology at SJS.

_____ Parent
_____ Parent
_____ Student

Yes, I give permission for my child to be assigned an SJS-owned technological device to use at school and at home during the school year. I understand I am financially responsible if the technological device, or cords that get broken, lost or stolen. K-4 will have in-school assigned technological devices, and 5-8 students will be assigned a technological device for the school year that may be taken home.

_____ Parent
_____ Parent
_____ Student

Yes, I give permission to SJS School to create, on behalf of the parents/guardians and their students, online accounts. These accounts may include: Google Apps/Drive/Email to be used for school and educational purposes only. Teachers may also use/create additional web-based student accounts for educational purposes.