**IRN # 056069**

*"Rooted in Christ, Growing in Wisdom"*

# St. Jerome School

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## Parent-Student Handbook
## Policy Manual
## 2026-2027

**The rules and regulations in this handbook are subject to change. These rules and regulations are not all-inclusive. It is the right of the principal, after consultation with the pastor, to make the final decisions about an issue/incident that may not be specifically stated in these pages.**

# SAINT JEROME MISSION STATEMENT

*The mission of St. Jerome School is to empower each child's unique intellectual, moral, social, and physical development through a safe and nurturing environment. Through a cooperative partnership with families and the community, our school provides a quality education emphasizing faith formation, academic excellence, and service based on Catholic values.*

## I. INTRODUCTION

Welcome to St. Jerome Catholic School! St. Jerome School is a well-equipped facility with a faculty that is both professionally prepared and personally dedicated to Catholic education.

In order to maintain an excellent educational program, a positive attitude toward schoolwork, teachers, and classmates must be exhibited. Regular and punctual attendance is a necessity. The school hopes to accomplish the desired outcomes with the full cooperation of parents in these areas.

To insure the continued collaboration and cooperation of all involved in the school, we present this handbook of rules, regulations, and policies of St. Jerome School. Please look it over carefully, familiarize yourself with its contents, and keep it on hand for easy reference. We ask your cooperation in upholding the guidelines provided. By doing so, we will be better able to make our school the educational institution that can best serve you. Please be reminded that your signature on the school contract signifies adherence to this document. The school retains the right to amend this handbook at any time. A copy of any amendment will be sent home. It should be kept on file with the handbook.

A school newsletter, *SJS Journals*, is sent home with the youngest or only child on Wednesday every other week. It contains news, schedules, and items of interest. It needs to be carefully read since any changes in or interpretations of this handbook will be communicated through the newsletter, as well as calendar changes.

## II. SAINT JEROME SCHOOL PHILOSOPHY

**At St. Jerome School, we are educating God's children toward choosing a Christian life.**

In order to accomplish this end, we believe that:

- ***FAITH*** must dominate the entire educational process so that the child can make decisions according to Catholic values and choose to lead a Christian life.
- ***HOPE and TRUST*** must be the foundation of the educational process in order for the child to develop in Catholic maturity.
- ***BELIEF in the DIGNITY of EACH PERSON'S LIFE*** must be the basis for all decisions made.
- ***LOVE*** must be the unifying factor, which enables the child to form genuine relationships in an atmosphere of Catholic community.

We strive to develop the talents and potential of each child so that each child may become a mature Christian citizen who will one day successfully step into the world community. To accomplish this task, guidance in intellectual, social, moral, physical, emotional, and religious areas is provided by the faculty who are personally and professionally involved in the education of each child.

Finally, we strive to create a stable environment for each child and assist each child's development of self-worth. As a faculty, we encourage parent participation and cooperation in the education of the child. This includes not only developing and maintaining home-school communication, but also the participation of families in the sacramental life of their child (children).

## III. EDUCATIONAL GOALS

**Catholic education is intended to make faith become living, conscious, and active through the light of instruction ... To teach as Jesus did.**

We believe that:

- The Gospel message is at the core of our educational program and, as Catholic educators, we are to transmit the values of the Gospel message to those we serve.
- The teaching of academic studies and skills is fully integrated with Catholic religious values and truths.
- The moral training of the child is begun at home by the parents and further guided within the Catholic school and should gradually lead to a mature self-discipline.
- A Catholic community should foster in each child a sense of responsibility to others.
- As each child grows in respect for self, that child will manifest by words and actions, respect for others.
- Serving others is really sharing our time, talents and treasures.

- Catholic leadership grows through responsible service.

## IV. RESPONSIBILITIES

### A. PARENTS

The school recognizes the primary right of parents to educate their children, and acknowledges that the first acts of learning take place between children and their parents. At home the child learns to walk, express thoughts, to share things with others, and to listen.

Set rules, times and limits for your child so that your child:
*Gets to bed early on school nights
*Is at school on time, and picked up on time at the end of the day.
*Wears the correct school uniform
*Completes all assignments on time
*Is ready for class with all materials, supplies, homework, and lunch

To help each child progress in school, parents must:

1. Provide the basic needs for your child. These are fundamental to learning.
2. Provide the required materials for study, both at home and at school, and see that your child completes all assignments on time.
3. Instill in your child the importance of regular and punctual attendance.
4. Ensure that the designated school uniform is worn and is in good condition.
5. Foster and model attitudes of respect for: all people, each student's right to learn, personal property and the property of others, and the rules and regulations of the school.
6. Support and expect your child to obey the school Code of Discipline.
7. Come to school for conferences, open house and other activities sponsored by the school - become an active member of the PTU.
8. Set realistic standards in regard to your child's potential, and expect nothing less than what your child is able to give.

### B. PRINCIPAL and FACULTY

The responsibility of the faculty includes:

1. Providing the academic instruction of the student.
2. Evaluating and grading scholastic achievement.
3. Maintaining and promoting discipline and other social and moral qualities.

These responsibilities are under the guidance of the Ohio State Board of Education, the Office of Catholic Education and the principal.

### C. STUDENTS

A student comes to school to develop his/her individual potential to its fullest and become the best person it is possible to become. To achieve this, a student must:

1. Complete home and class assignments and turn them in on time. **No calling home for missing, forgotten items.**
2. Be neat, clean and in proper uniform at all times.
3. Work towards self-improvement and self-control, striving to always do his/her best.
4. Accept responsibility for his/her actions and the possible consequences of them.
5. Respect all adults who have authority over him/her.
6. Respect fellow students, their persons and possessions.
7. Respect property (books, materials, equipment, buildings and grounds).
8. Come prepared for class with the proper equipment and assignments.
9. Practice courtesy, manners, and the use of good language to show consideration for others.
10. Give an honest account of his/her school progress and activities to his/her parents.
11. Be regular and punctual in attendance.
12. Understand and comply willingly with all regulations of the school and the classroom.
13. Observe the rules of traffic and quiet in halls, lavs, classrooms, and grounds.
14. Demonstrate good sportsmanship and school spirit.

## V. ADMISSION POLICIES

St. Jerome Schools admits students of any race, gender, national origin, ethnicity, or religion.

### A. GRADES 1-8

1. First priority for admission is given to Catholics who are registered members of St. Jerome Parish. A parishioner is one who is registered, attends, and contributes to the parish in which he/she belongs.
2. Second consideration is given to siblings in families currently attending Saint Jerome School.
3. Third consideration is given to families registered in neighboring Catholic parishes with the consent of their pastor.
4. When space permits, consideration is given to families of other faiths.
5. Students transferring from another school may be required to participate in an interview with their parents, the principal and a member of the faculty (if available). This time will be spent in review of the student's records and in obtaining other pertinent information to help determine if the program at Saint Jerome School will meet the needs of the prospective student.
6. In order to maintain academic integrity, proper academic and social behaviors are of major importance. New applicants must:
   a) Present a copy of the latest report card.
   b) Sign a release allowing Saint Jerome School to contact the previous school for student information.
   c) Sign a probation policy to be attached to the school contract.
7. A waiting list will be developed at each grade level. The parent will be notified of the admission decision within 30 days after receipt of the application packet. Once acceptance is made, a contract will be offered.
8. New students registering must present for verification, the child's:
   a) Birth Certificate
   b) Baptismal Certificate
   c) Custody papers if there are any limits to visitation or access to school records.
   d) Record of physical examination, record of all required immunizations and health forms
9. The parents of new students are also required to make an appointment with the pastor of Saint Jerome Church.
10. Admission procedures are not completed until the school receives records from the prior school. If the school records are not received by the 1st day of school, the student will not be permitted to begin classes.

### B. KINDERGARTEN

In order to attend kindergarten, a child must be five years of age by August 31st. A child must be six years of age by August 31st in order to enter first grade. Prospective kindergarteners take part in a screening process to assist parents and teachers in assessing the child's skill level and readiness for the kindergarten program.

### C. REGISTRATION

Admission and readmission to St. Jerome School are on an annual school year basis. Registration is taken in the spring based on the above priorities and the following requirements:

1. Serious discipline problems must be resolved before admittance to a new school year.
2. Summer school, tutoring or counseling may be required as a condition of admittance.
3. Contracts will be issued to qualifying students in the spring of each year. This contract indicates tuition, fees, and tuition payment plan. **The Parent signature on the contract implies agreement to the contract, handbook, and tuition policy statement**.
4. Full payment of all past tuition, fees and other bills is required before the contract becomes effective.

### D. PLACEMENT PROCEDURES

Students applying to St. Jerome School for entrance into grades 1-8 will be assessed on their academic progress thus far. Tests, both written and oral, may be administered in the areas of Reading, Math, and Language Arts. Recommendations for placement will be based on what the student is able to accomplish in comparison with the expectations of each of our grade levels.

All students are encouraged to participate in the Catholic education experience and are nurtured to reach their potential. The feasibility of accepting any child into St. Jerome School will be dependent upon the school's ability to meet the child's educational needs. Reasonable accommodations will be made, if feasible, to include a student in the St. Jerome School Community.

E. **WITHDRAWAL PROCEDURES**

Families wishing to withdraw their child from St. Jerome School, or those who are asked to withdraw, will adhere to the following steps:

1. A conference will be held with the Principal and/or Pastor.
2. A withdrawal form will be completed.
3. A copy of the permanent record card and the health record will be sent to the receiving school upon request, provided all financial obligations have been met and upon signing a school records release form. If the child leaves the school before the first report card has been issued, he/she receives grades based upon the completed work. These grades and the number of days absent and times tardy are indicated on the permanent record.
4. St. Jerome School will notify the child's public school district of residence of the withdrawal.
5. Withdrawal will not be complete if tuition accounts are not all paid up.

## VI. ACADEMIC POLICIES

### A. EVALUATING STUDENT ACHIEVEMENT

Grades are an evaluation of what a student has learned as evidenced in daily participation, assignments, homework, quizzes and tests, oral and written reports, projects, written class work, and teacher observation of student responses.

These grades, along with conduct and effort marks become part of a permanent record that is filed in the school. Institutions of higher learning, potential employers, and various military services are all interested in school records.

### B. HOMEWORK

Homework instills a sense of responsibility and enables a student to form desirable independent study habits. Its purpose is to supplement and strengthen skills taught in the classroom and is planned so that it has a specific relationship to the classroom subject matter.

Homework is assigned each evening Monday through Thursday. Occasionally, homework is given over the weekend or holidays. The length of homework assignments depends on the initiative and ability of the student and the type of assignment given. Long-range assignments are given to develop a sense of responsibility. Reading and study assignments (flash cards, study for test, etc.) are often given to students.

Students must have a SJS Catholic Assignment Notebook (available in the school office) in which to write all daily assignments. Parents are asked to regularly check and sign this notebook in order to ensure its proper and consistent use by the student.

Parents should encourage and guide students as they do their work at home, provide a specific time and a quiet place without distractions, offer assistance when needed, and check the quality of the student's work.

The following are general guidelines on the amount of time that should be spent on daily homework. Please remember that the ability level of the child, distractions to his/her concentration, and his/her motivation level all affect the amount of time actually spent on homework.

1. Grades 1-3 ..... 15 to 30 minutes
2. Grades 4-5 ..... 40 to 60 minutes
3. Grades 6-8 ..... 20 to 40 minutes per subject

Homework may be included in the computation of a grade. This is at the teacher's discretion.

### C. MISSED ASSIGNMENTS

A student who has missed classes due to absence or tardiness is responsible for missed assignments. It is the responsibility of the students to find out from another student or the teacher what assignments need to be made up and when they are due. Students will have one day for each day of excused absence to turn in make-up work. Make-up work is not available for unexcused absences. A grade of ZERO (0) is given for work left undone after the above stated length of time. Please try and avoid a family vacation during school days. No assignments will be given for students to complete while on a vacation.

### D. CONFERENCES: **Please do not stop in first thing in the morning or right after school to talk to the teacher; Our teachers have duties, and are responsible for the other children in the class. Please contact the teacher to make an appointment**.

Formal conferences are scheduled for the parents twice a year, usually at the end of the first and third quarters. The 1st quarter conference is mandatory. Conferences at other times during the year are requested if needed. A low mark in conduct and/or effort on any report automatically calls for a conference.

The school requires that you send a note or call the office stating your request for a conference and some suggested dates and times. The teacher will reply, indicating the time and date available.

A teacher may not be called to the phone during school hours. He/she will return a phone call after school hours at his/her convenience. Conferences, no matter how brief, may not be planned during times classes are in session. The teacher owes this time to the students under his/her care.

Difficulties arising between a teacher and student should always be handled first with the teacher and then, if necessary, with the principal.

## E. HONORS

Honors are given at the end of each quarter for overall excellence in academics and behavior. Honors given include First Honors, Second Honors, and Honorable Mention. Grades 4-8

First honors: Students must have all A's and **at least an S- in Conduct and Effort**, C or S- in Physical Education, Music, Art and Computer. (**Physical Education uniforms must be worn for gym (except K) Students will be on a 12-point system, no gym uniforms, points are deducted, and honors will not be issued)**

Second Honors: Students must have all A's and B's and **at least an S- in Conduct and Effort**, C or S- in Physical Education, Music and Computer. (**Physical Education uniforms must be worn**)

Honorable Mention: Students must have all A's and B's and only one C and **at least S- in Conduct**, **Effort,** C or S- in Physical Education, Music And Computer. (**Physical Education uniforms must be worn)**

GRADING SCALE: (Diocesan Grading Scale) Grades 3-8

| | | | |
|---|---|---|---|
| A+ | 98-100 | C+ | 82-84 |
| A | 95-97 | C | 79-81 |
| A- | 93-94 | C- | 77-78 |
| B+ | 90-92 | D+ | 75-76 |
| B | 87-89 | D | 72-74 |
| B- | 85-86 | D- | 70-71 |
| | | F | 0-69 |

Grades K-2 (Following the Diocesan Scale) (Grade 2 will switch to letter grades second semester)

| | |
|---|---|
| O | 93-100 |
| S+ | 87-92 |
| S | 86-79 |
| S- | 77-78 |
| N | 70-76 |
| U | 69 and below |

## F. PROMOTION

At the end of a school year, the students are promoted to the next grade provided that the standards for the grade have been met. Conditional promotion is approved in exceptional cases. Conditional promotion means that a student is promoted under the condition that he/she fulfills certain requirements for entering the next grade.

## G. REPORT CARDS

Report cards are issued four times a year. Grades are based on standards for the grade and not on individual ability. If a student is working to the best of his/her ability, the effort grade will reflect this. Progress and report cards will be available online through Gradelink. The school will not be printing and sending these home.

**H. RETENTION**

In some instances a child must repeat a year of work if, in the judgment of the parents, teachers, and principal, it seems necessary and will be of positive benefit to the student. Final determination of grade placement is the responsibility of the principal.

The final decision to retain a child is made by the principal in consultation with the teacher(s) and parents. Retention may be considered for the following reasons, which are not all inclusive:

1. Failure in two or more major subjects. (A grade of F for more than two quarters constitutes a failure in that subject.)
2. Failure to master fundamental skills of reading in the primary grades.

**I. STANDARDIZED TESTING**

Test results are an effective way to evaluate the student's academic growth in comparison with local and national norms. The results of these tests become part of the child's permanent record.

1. Cognitive Abilities Tests are given to students in grades 1, 3, 5, and 7.
2. The students in grades 1, 3, 5 & 7 take Iowa Tests of Basic Skills.
3. Kindergarten children are administered the Early Prevention of School Failure test before school begins. They also take the Metropolitan Readiness test toward the end of the Kindergarten year.

**I. ARTIFICIAL INTELLIGENCE (AI) Policy -- Diocese of Cleveland**

**Intent**

Students may, in the administration's and faculty's discretion, learn how to use artificial intelligence ("AI") text generators and other AI-based assistive resources (collectively, AI tools) to enhance rather than damage their developing abilities as writers and thinkers. The following requirements constitute our school's AI use policy, in addition to all of the requirements in our Code of Conduct:

**Students shall:**

- Not use AI tools in connection with any assignments, quizzes, tests, or examinations unless explicitly permitted and instructed and in such case students must following the instructions for AI use.
- Give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- Use AI tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.

**Instructors will:**

- Seek to understand how AI tools work, including their strengths and weaknesses, to optimize their value for student learning.
- Employ AI detection tools where appropriate to evaluate the degree to which AI tools have likely been employed.
- Impose an appropriate disciplinary consequence for inappropriate use of AI tools.

## VII. ACADEMIC PROGRAMS

**A. Religious Education Program**

**St. Jerome School is a Catholic School.** All students, regardless of religious affiliation, receive an average of 30 minutes per day of religion instruction in the Catholic faith, inclusive of class or school Masses. Prayer begins and ends each day. Weekly Masses are arranged in which students participate and share in the planning. Other penance and prayer services are provided. Parents are invited to share in these celebrations with their children.

Parents should consider it a responsibility to see that their children attend Church regularly on Sunday. Church envelopes are given to the children to help them develop the habit of supporting their Church.

Pre-Sacramental programs are mandatory for parents whose children will be receiving the sacraments of Baptism, Reconciliation (Penance), First Eucharist, and Confirmation. Religion is a subject that is graded and is part of the academic record.

**B. AUXILIARY SERVICES**

Saint Jerome School participates in programs funded by the State of Ohio that offer services of remedial reading and math, speech therapy, psychological service, and a part-time nurse.

Saint Jerome school has the services of a psychologist two days/week, provided by state funding under the Auxiliary Services Program. With the permission of a child's parent, and based on teacher referral, the school psychologist may test a child. If Saint Jerome School is unable to meet the educational needs of a child, the child will not be permitted to remain at Saint Jerome School.

**C. GRADING SYSTEM**

Standards-based Grading Students in grades K-3 will receive a standards-based report card. This report card communicates growth in skills and academics to provide families with a global picture of student success.

Grading Scale In grade 4 and beyond, a traditional letter grading system is used to help students and families track student growth and progress in academic areas. The grading system is broken down by letter grades, percentages, and GPA points below.

The grading scale is as follows:
A = SUPERIOR (93% - 100%) Consistently does superior work in accomplishing goals, objectives and requirements.
B = ABOVE AVERAGE (85% - 92%) Usually does above average work in accomplishing goals, objectives and requirements.
C = AVERAGE (77% - 84%) Usually does average work in accomplishing goals, objectives and requirements.
D = BELOW AVERAGE (70% - 76%) Usually does below average work in accomplishing goals, objectives, and requirements.
F = FAILING (0% - 69%) Usually does unsatisfactory work in accomplishing goals, objectives, and requirements.

O = OUTSTANDING (93% - 100%)
S+ = SATISFACTORY+ (87% - 92%)
S = SATISFACTORY (82% - 86%)
S- = SATISFACTORY- (77%-81%)
N = NEEDS IMPROVEMENT (70% - 76%)
U = UNSATISFACTORY (0% - 69%)

O, S, N, and U will be used for effort and conduct and may be used for Music, Art, Physical Education, and Computer and in some primary grade levels.

**D. FIELD TRIPS**

Field trips are planned relative to the subject matter studied and suitability for the age of the child. Minimal fees may be charged to cover entrance and transportation costs. Students may participate in field trips only with the written permission of the parent/guardian. Any student who neglects to return the signed permission slip will not be permitted to attend the trip. Telephone permission calls do not meet this requirement. Field trips are a privilege, and thus may, in certain cases, be denied to any student at the discretion of the teacher and/or principal.

**E. LIBRARY**

Classes are given an assigned time each week to visit the school library. Other times are available for students to do research or to pursue special interests. Volunteer librarians help in the selection and signing out of books. A fine is charged for overdue books. A replacement fee is charged for damaged and/or lost books.

**F. SPECIAL PROGRAMS**

1. **Assemblies**: Speakers are invited periodically to speak to the students on topics of general or specific interest. Assemblies give the students the opportunity to learn proper behavior in audience situations and to broaden their experience**.**

2. **Mini Courses and Clubs:** Special clubs and events give the students a chance to show leadership and to develop their talents (e.g., Writing clubs, Drama, etc.). Mini courses may be provided after school for additional fees. The subjects will vary based on the interest and availability of instructors.
3. **Sports:** Intramural and CYO sports are offered through neighboring parishes. Basketball, baseball, soccer, volleyball, cross-country, and softball are sponsored. Sports activities instill in the participants a competitive spirit, develop good sportsmanship, and foster a growth of school spirit and loyalty among the student body.
4. **Eligibility:** Students who participate is special programs must maintain good effort marks in class and be truly representative of our school. If grades drop considerably or behavior presents a problem, the student will be temporarily ineligible for participation until improvement is shown. Parental guidance is needed to help the child develop mature judgment in the use of time and energy.

## VIII. DISCIPLINE POLICIES: Please note dress code & behavior policies.

As children grow intellectually and physically, there should be a corresponding growth in self-discipline. In establishing policies, we hope to maintain a balance that will contribute to controlled, responsible behavior and thus promote an atmosphere conducive to learning and Christian living. Students shall refrain from any action which:

- Endangers their health or safety or that of others.
- Shows disrespect toward adults and/or other students.
- Damages or destroys school property and/or that of others.
- Interferes with the rights of the teacher and/or other students to have a classroom atmosphere, which provides for a Christ-centered learning environment.

The system of school discipline is in place to help the student act responsibly by accepting the consequences for his/her inappropriate behavior. If a student chooses to break a rule, that student chooses the consequence. The system also helps to keep the parents aware of their child's behavior and attitude. Each teacher establishes classroom rules to which students are expected to adhere. Consequences will be issued for infractions. When the problem becomes chronic or severe, the school discipline code is enacted.

The following disciplinary actions may result from violations of school rules, regulations, and policies: written and/or verbal warnings, demerits, detentions, parent conferences, behavior contracts, suspensions, and/or expulsion.

### CODE OF CONDUCT

**The classrooms and school need to be quiet and order is needed for our student's learning. We want our children to develop positive life-long behaviors. We reward good behavior and encourage our students to develop positive attitudes towards each other, themselves, our staff and our school. If a student does not display this attitude, and is not keeping up with our school philosophy they will be asked to leave St. Jerome School.**

### SEVERE OFFENSES/CLASSROOM DISRUPTION POLICY: THREE-STRIKE RULE:

**Severe Disruptive Behavior that threatens the education and safety of other students, teachers or staff will not be tolerated. The Pastor and Principal will discuss the situation with witnesses, including adults; use discretion and common sense to address the situation, if warranted may go directly to expulsion.**

**First Offense: Three day Suspension**
**Second offense: Five day Suspension**
**Third Offense: EXPULSION**

### A. DEMERIT

The demerit may be issued in response to relatively minor infractions of school rules, including uniform violations. The student and teacher will sign the demerit. The demerit must be returned the next day with a parent signature. The parent signature affirms that the parent has read the document. An additional consequence may be assigned for not returning the signed demerit the next school day.

Demerits will be assigned for, but not limited to, the following:

*Eating candy or chewing gum.
*Missing homework or class work
*Minor offenses at the discretion of the teacher or principal.

**B. DETENTION**

Detentions may be issued for violations of school rules. They will also be issued as the disciplinary action for having received three demerits. Detentions will be served on Wednesdays during the child's scheduled lunch recess.

Students who skip detention will automatically serve two detentions and parents will be contacted. If a subsequent detention is skipped, the result will be a one-day suspension. In addition, students who receive more than three detentions during the school year will be issued a one-day suspension.

Parents/guardians need to sign the demerits or detentions. Signatures indicate parent's/guardian's awareness of the consequence, not agreement or disagreement.

**C. SUSPENSION**

The principal or pastor has the right to suspend a student from school. Suspension is the exclusion of a student from school for a specified time and may be in school or out of school. In school suspension may be issued to students who choose to continue to violate school rules. The students will be given their work to do while isolated from teachers, classmates, etc. If the work is completed to the teacher's satisfaction, they may earn full credit for work completed.

For serious offenses students will be suspended out of school and are excluded from extracurricular activities during the time of suspension. They will be given their class work and will be able to earn half credit for work that is completed to the satisfaction of the teacher. Parents will be notified of any suspension and are requested to come to school for a conference to determine the necessary steps needed to rectify the behavior of the student. Students, who receive more than two detentions during the school year, will be issued a one-day suspension.

The student is responsible for class and homework missed during the time of suspension in order to keep up with what was done in class.

**D. EXPULSION:** Expulsion of a child is a serious matter. Parents will be called for a conference with the principal and school personnel involved. A list of the student's behavior and efforts on the part of the school personnel to modify that behavior will be presented at this conference. The pastor will be advised of the problem and called in for consultation, if deemed necessary. In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor. In review, a student who, through repeated violations of the discipline code, continues to disrupt the teaching/learning process either directly or by creating an atmosphere that inhibits learning will be expelled from Saint Jerome School.

**I. VIOLATIONS**: The **following include, but are not limited to the misbehaviors which shall result in suspension and/or expulsion.**

- Repeated misbehavior
- Smoking or carrying tobacco materials
- Possessing or distributing prohibited articles, including alcohol, drug paraphernalia, hallucinogens, controlled substances, illegal drugs, look-alike drugs/controlled substances, weapons/look-alike weapons, or any materials that can be considered harmful to the student or others
- Possessing or consuming alcohol
- Destruction, vandalism, theft or misuse of property
- Open and persistent defiance of authority and/or school rules and regulations
- Vulgarity, profanity, abusive, disrespectful, and/or indecent language toward school personnel, volunteers, students, and/or visitors
- Fighting in school, on the school grounds, or at school related functions
  First offense-Three day suspension
  Second offense- Five day suspension
  Third offense- Expulsion
  This goes for any students involved, will not be accepted-"he/she started it first."
- Hitting and /or putting hands on other students or adults in our building/school
- Threatening or harassing fellow students
- Class disruption

- Insubordination
- Inappropriate conduct, including conduct on the way to and from school
- Failure to accept corrective action or discipline
- Incorrigibility and failure to positively respond to the directions and assistance provided by the school personnel
- Immoral and indecent behavior
- Assault
- Chronic dress code violations
- Play fighting & "hugging"
- No physical contact of any sort. Examples: respect personal space by keeping hands & feet to self
- Leaving the school area to go to the store/ includes AFSC and Sports participation.
- Disrespect to authority
- Bullying
- 5 Tardies = Detention
- Cell phone policy not followed
- A parent/guardian's continued unwillingness to cooperate with school administration, repeated disrespectful or disruptive behavior, harassment of school personnel, or refusal to follow established school policies may result in disciplinary action, up to and including the expulsion of their child from St. Jerome School.

## IX. GENERAL SCHOOL POLICIES

### A. ADDRESS/PHONE CHANGE

If your place of residence, employment or telephone number is changed during the school year, this new information must be sent to the school office. **This is of critical importance**. We often need to contact the home due to emergency situations.

### B. AFTER SCHOOL CARE

The ASC Program provides service from 2:45 to 5:30 each school day. Students in Kindergarten to Grade 6 may attend. There is a $50 family registration fee and an hourly charge of $4.00 per child. Any child remaining after 5:30, a $5/minute charge will be charged. Regular participants in ASC are asked to keep their accounts current at all times. If accounts become delinquent, attendance at ASC will be restricted until payment is made. **If payments are not current after two weeks, the student will not be permitted back until the account is cleared up or current**.

All students are required to leave the school premises at dismissal. Loitering on school property is not permitted. In the event that a student is not picked-up by his/her parent/guardian by 2:40 PM (or 1:30 PM on Early Dismissal days), the student will report to ASC. For this reason, all families are required to complete an emergency enrollment form.

Report cards will be withheld for any students with delinquent accounts.

### C. AIDS REGULATIONS

Persons seeking employment or entrance in a diocesan Catholic School shall not be discriminated against on the basis of AIDS. A copy of the AIDS policy is available in the office/Diocesan policy page. Parents/guardians or employees have the obligation to report to the school administration when a diagnosis of AIDS has been made.

### D. ATTENDANCE

Children between the ages of 5 and 18 are required by law to attend school. A child under the age of 5 is also considered to be of compulsory school age if enrolled in Kindergarten. A student may be lawfully absent from school for one of the following reasons:

- Personal illness (physical, emotional, and mental)
- Quarantine
- Communicable disease
- Critical illness in the family
- Death of a family member

- Discretion of the principal

St. Jerome School Staff will account for every child on its roster each day. Each day a child is absent, parents are required to call the school office, (216) 486-3587, by 9:00 AM and give the reason for the absence. This is for the protection of the student. Upon returning to school, a **written note** must be presented to the teacher. Failure to submit a note will result in an unexcused absence**; 7 unexcused** will receive a warning letter about referral to Juvenile court after 12. The principal will contact the attendance department of the local schools concerning attendance (truancy) and tardy issues.

Students absent from school for reasons other than those stated above, or absent without notification to the school, will be considered truant. Chronic and Habitual Truancy are matters that will be referred to Juvenile Court.

**When a child has been sent home with an illness, the child should not return to school until free of symptoms and fever for at least 24 hours.**

If a child needs to be excused from school during any part of the school day, a written note stating the reason is required before the requested absence. This note is sent to the school office for the approval of the principal. **PLEASE AVOID EARLY PICK UPS!**

A student is released from school only to a parent or other authorized person who must call for the child at the school office. This person must sign the child out on the form provided.

Students who miss more than one hour of a morning or afternoon session are considered absent for one-half (1/2) day. **Please do not call and ask to pick up your student early unless it is an emergency. This often disrupts the entire learning process. Thanks!**

**Excessive Absences (12 or more) will be reported to Juvenile court; unless we have a written, documented letter from a doctor.**

**TARDINESS; Students MUST be on time for school!**

Students enter the school at the ringing of the 7:45 AM bell. If a student wants to use our **breakfast program** they will not be allowed in after **7:35 am**. A student is considered tardy if he or she is not in the **CLASSROOM** when the tardy bell rings at 7:55. The following procedure should be followed:

1. Students arriving after 7:55 AM must use the front entrance.
2. Students arriving after 8:30 AM must be signed-in by the parent/guardian.

**TARDY POLICY: 5 tardies-=1 absence. 10 Tardies=principal, parent and student conference. The child will not be allowed back to school until a conference is held with the principal, teacher.,parent/guardian and student.**

**Children who are consistently tardy not only hurt themselves but also become a distraction that interferes with the learning of the other children.**

**If tardies are excessive, 12 or more, child services will be contacted. We will be in contact with the truancy officer. When a student is late; they will not have recess that day. BE ON TIME!**

**E. CUSTODY:** PARENTS - RESIDENTIAL AND NON-RESIDENTIAL See Appendix 1.

**F. DRESS CODE**

The wearing of a school uniform assures an equality of dress. All students shall come to school with clean clothes and neat hairstyles. Uniforms should be washed and shoes repaired over weekends and holidays. Uniforms, both school and gym; should be clearly marked with the student's name as these items are often mislaid, particularly after gym classes. It is important to note that the uniform policy will be enforced when students are on the school grounds not just in the school.

- All shirts and blouses must be worn tucked into student's skirt/pants/walking shorts.
- Care should be taken in shoe selection to avoid soles that leave black marks on classroom, hall, or gym floors.
- Students not wearing the proper attire, either for school or gym, will receive a demerit and, depending on the severity of the violation, the item will be removed and/or a parent will be called to bring a change of clothing to school.
- Students who continually violate the dress code policy will be required to participate in a conference with his/her parents/guardians, the principal, and teacher(s).
- Hats are NEVER to be worn on school grounds by either boys or girls unless part of a special event or class assignment. This includes, but is not limited to bandannas, sweatbands, du rags, and

headbands. Exception: Winter hats may be worn on school grounds (before school and during recess) during the winter months.

- No **Hoodies** are to be worn during the school day, this includes SJS sports ones or any type.

**1. BOYS**

a) St. Jerome polos should be ordered from Schoolbelles. White, green, navy polos are permitted. **Seventh & Eighth Grade boys will wear a white dress shirt and a tie as a symbol of their grade status and in preparation for High School on Mass days.**

**b)** Uniform pants should be **navy or khaki** dress pants - solid color - standard style. No black pants, blue jeans, denim, outside snap pockets, gathered cuffs or any non-standard styles may be worn. **BLACK PANTS ARE NOT PERMITTED.**

c) All students in Grades 1 through 8 with pants that have belt loops must wear belts. Belts may be brown, black, or navy.

d) Solid black or solid white tennis shoes may be worn- no shoe boots, boots, crocs, slippers, Uggs, moccasins, or metal cleats must be worn. Avoid black soles that leave scuffmarks**. Sample page enclosed.**

e) **Socks must be visible above the ankle**; solid color, black, white, blue or brown. Solid-colored sweaters may be worn in cold weather - green, gray, or navy. A Saint Jerome School sweatshirt may also be worn. **No other sweatshirts are permitted, including zippered, hooded, or sports sweatshirts. Only white undershirts, no color tee shirts under school shirts.**

f) Boy's hair must be neatly trimmed, out of the eyes and not touching the shirt collar. There should be **no extreme styles, including tails, mohawks, flat tops, lines, sculpted patterns, and extreme, long locks, current fads; etc**. **Hair should not exceed 2 inches in length**. If boys have braids, their braids must be pulled back neatly. Length must be appropriate and at the decision of the principal /administration. Hair is not to be colored, dyed, tinted, or shaven. The principal determines the extremity of the hairstyle. Violations to the hairstyle code will result in suspensions until corrected.

g) All jewelry, except for watches and cross necklaces, is not permitted (this includes earrings).

h) T-shirts worn under the uniform should be white except on gym days when the gym uniform m shirt is acceptable.

**2. GIRLS**

a) A tailored white blouse with long or short sleeves and Peter Pan, pointed, or button down collar, or the SJS polo shirt must be worn **firmly tucked** inside of the skirt, slacks, or shorts - not bloused. Only white undergarments are allowed, including undershirts, camis, camisoles, bras, etc., No Tank tops.

b) Girls in grades one through four wear Green plaid jumpers or solid navy blue skirt. (See Schoolbelles catalog... available in office for styles and prices.)

c) Girls in grades five through eight wear Green plaid or solid navy blue skirts. (See Schoolbelles catalog... available in office for styles and prices.) **The skirt should be no more than an inch above the knee.** Hems must be let down or new skirts purchased if skirts are too short.

d) Girls in grade four have the option of the jumper or the skirt.

**e)** Girls in grades 1 through 8 may wear navy slacks throughout the school year, **NO skinny, tight pants**, (See Schoolbelles catalog... available in office for styles and prices.) No denim or facsimile may be worn. Slacks must be worn with a sweater, vest, or SJS sweatshirt, regardless of grade. **BLACK PANTS ARE NOT PERMITTED.**

f) Belts must be worn with all pants that have belt loops. Belts may be brown, black, or navy.

g) Sweaters may be worn in cold weather - green, gray, or navy (solid color). A Saint Jerome School sweatshirt may also be worn. No other sweatshirts are permitted, including zippered, hooded, or sports sweatshirts. **No hooded sweatshirts or sweaters may be worn outside of gym class where only a St. Jerome sweatshirt is permitted.**

**h)** Only one pair of socks **– green, gray, white, or black solid color** – may be worn at one time. If tights are worn they also must be the approved solid colors. Any new styles must be approved prior to being worn. No extreme styles will be approved. **Socks must be visible above the ankle.**

**j.)** Solid color black or solid color white tennis shoes may be worn. **No shoe boots, tennis shoes,**

**platforms, boots, crocs, slippers, Uggs, moccasins, high heels (no more than 1 inch), clogs, sandals, or open shoes may be worn**.

k.) Girls hair should be simply styled and out of the eyes. Extreme styles, as determined by the principal, are not acceptable. Hair is not to be colored, dyed, tinted, or shaven. Violations to the hairstyle code will result in suspensions until corrected. Girl's headbands must be standard & simple, no extreme bows, decorations on headbands. Clips, ribbons, and headbands should match a color in the school uniform.

L.) Make-up (including lip gloss) or nail polish (including acrylics) may not be worn. Jewelry, except for watches (no apple watches), small pierced earrings (posts only: no hoops, no drops), and one cross necklace, is not permitted. Purses are to be left at home or turned in to the grade level phone box. Students are not permitted to carry them during the day.

**3. WINTER-WEAR**

When snow is on the ground or predicted for the day, students are to wear boots to school. Children are to bring their school shoes with them or another pair of school shoes may be left in school. Demerits will be issued if shoes are not brought to school.

During the winter, girls may wear pants under the uniform to and from school and during outdoor recess. They must be removed while in the classroom.

**4. PHYSICAL EDUCATION UNIFORMS**

All students are required to participate in gym classes unless excused by a physician. PE uniforms may be purchased online through 1stPlace Spiritwear. Please visit our website, www.stjeromecleveland.org navigate to 'Current Families', and then click the appropriate links for the gym uniform. **NO HOODED** sweat shirts.

**Three violations of the gym uniform policy will result in a detention.**

**5. DRESS CASUAL/DRESS-UP**

On occasion, a student may earn a "Dress Casual" pass, or the school will sponsor a "Dress Casual" Day. These opportunities are comparative to "Casual Fridays" in the work place.

Acceptable Attire includes:

neat jeans, sweatpants, khakis, and walking-length shorts;
golf shirts, polo shirts, non-advertising T-shirts.

Unacceptable Attire includes:

Acrylic nails, heels higher than 1 inch, sandals, flip-flops, back less shoes, clogs, vulgarity, advertisements, and earrings for boys, short-shorts.

*Jewelry policies remain the same every day. Check "DRESS CODE #1 and #2 for details.

Dress-Up days are used for special occasions. "Sunday Best" attire is appropriate for Dress-up days.

**6. ALTERNATE UNIFORM** (May, June, August, and September)

Because the weather is often uncomfortably warm in May, June, August, and September, an alternative uniform may be worn during those months. This or the regular uniform must be worn.

a) **Boys***:* Schoolbelles shorts, style QQ in navy blue, or a navy blue walking short, with a short sleeve white three button knit or dress shirt or the SJS green polo shirt.
b) **Girls**: Schoolbelles shorts, style BB in navy blue, or a navy blue walking short, with a short sleeve white three button knit or dress shirt or the SJS green polo shirt.
c) **Shoes:** SOLID BLACK OR WHITE tennis shoes with white or navy socks.
d) **Socks: Must be visible above the ankle.**
e) **Belts:** Must be worn by all students in Grades 1 through 8 with all shorts that have belt loops. Belts may be brown, black, or navy.

**UNIFORM VIOLATION POLICY:**

**First Violation**: Warning and child will call home for the appropriate uniform.
**Second Violation**: Detention/call home, after 3 detentions = suspension

***Kindergarten students wear navy blue pants (navy or blue or shorts August-October & the month of May) with a SJS polo shirt. Tennis shoes only are to be worn; no sandals.**

**G. ELECTRONIC GAMES, TOYS, DEVICES, WALLETS, MONEY**

Children are not to bring any electronic games any other electronic device to school unless specifically requested to do so by a teacher. **These items will be confiscated** and held until a parent picks up the item in person.

St. Jerome School is not responsible for the loss or theft of games electronic games and devices brought to school, missing or lost wallets and money.

**H. CELL PHONES**

**Cell phones are not permitted and are not to be used during school day**. However it is at the parent/guardian discretion. Cell phones and pagers must be turned off once the student enters playground/property; during the school day and given to the teacher according to school policy and her/his classroom policy; teachers will collect and send down to the school office in the morning. Cell phones that ring or have texting cause distractions will be confiscated. If student does not turn it in when collected in morning; parent will be called, and it will be taken away. **We are not responsible for broken, misplaced, stolen or lost cell phones. Please watch your student & their use. We cannot control texts, messages, Facebook accounts, & snap chats, etc. that occur in your home. This policy includes, Apple Watches or devices that are worn on the wrist.**

**CELL PHONES:** Teacher will collect cell phones, smart watches and air pods in the morning and send them to the office. Cell **phones are off during the day and will remain off until the child enters the care of their parents. No Air pods, Apple/smart watches are to be worn.**

**First offense: cell phone, air pods, apple/smart watches gone for the day. Parent must retrieve at end of the school day.**

**Second offense: $10.00 parent/guardian picks it up after school.**
**Third Offense: 1 day out of school suspension, no exceptions!**

**Parent/guardian/student is taking the risk bringing the phone to school. We cannot be responsible for broken, lost, misplaced or stolen phones. The children do not need them here; it's a disturbance to their academic learning.**

**I. FACEBOOK, TIKTOK ACCOUNTS & SOCIAL MEDIA:**

Students do not need these accounts; please if you allow your child/children to use one, monitor it frequently. If there is inappropriate activity on them they are and will be held accountable for it. "**Sexting" is a Major Offense**, **the police will be called and student/students involved may be expelled from school**. **This information is directly given from the Prosecutors office and Law enforcement. We cannot control what happens in your home; please continue to monitor what your student is doing on Facebook & Social Media. The student signs an acceptable use policy, this is all part of the acceptable use policy they sign.**

**J. EMERGENCIES**

1. **Drills**: In order to ensure the safety of each student, the following drills are conducted on a regular basis:
   a) Fire Drills
   b) Tornado drills
   c) Rapid dismissal drills
   d) Intruder drills
2. **Weather**: If it is necessary to close school because of weather conditions, the "No School" announcement is made over the local radio and TV stations. Saint Jerome School will notify the local radio

and TV stations if school is closed. Listen/Look for the name of the school (St. Jerome School) not the general category of Cleveland Catholic Schools. We are also closed if Cleveland Municipal Schools are closed. Please do not call the rectory or school. Radio Station WTAM (AM 1100) generally has the most complete listings.

3. **Leaving school property**: Students must remain on school property after their arrival in the morning until they are dismissed at the end of the day. Students may not leave the school grounds during the school day without the written permission of the parent and the approval of the principal. If a child is picked up by anyone other than a parent, written permission from the parent is needed and the person must present ID. **No leaving to go to the store in the morning or after school before sports.**
4. **Other emergencies:** In case of accident or illness, parents/guardians will be notified to come to the school office to take their child home. If parents/guardians are unable to be reached, the person named on the child's Emergency Form will be called. During a severe thunderstorm or tornado emergency, listen for broadcasts of the latest Weather Bureau bulletins.

**K. FINANCES**

Money sent to the school for any reason should be enclosed in an envelope, marked with the child's name, grade, amount enclosed, and purpose of the money. The envelope should be given to the child's homeroom teacher who will send it to the office to be recorded.

1. **Tuition:** Tuition is evaluated and revised annually by the Parish Finance and Tuition Committees. . Arrangements vary and are explained at the time of registration.
2. **Re-registration:** Re-registration for the coming year is taken in the spring. All tuition and fees from the previous school year must be paid before registration for the next year may take place.
3. **Contracts: Registration fee of $100.00 is due with the contract.** Each family must sign a contract annually at the time of re-registration. These contracts state the tuition for the coming year, the payment deadlines, the consequences of non-payment and other required obligations. Agreement to the tuition contract obligates payment of tuition in accordance with the plan selected and agreement to rules, regulations, and policies of St. Jerome School. (See Registration information on page 4.)
4. **Fundraising:** Fundraising projects are necessary since tuition does not cover the cost of educating a child at St. Jerome School. Each family is asked to raise $100 each year by participating in the **school's** major fund-raisers (candy sale). PTU fund-raisers are separate from the school, and are not applied to the $100 requirement. These sales help keep costs down while continually improving school facilities. There may be several minor fund-raisers throughout the year for special purposes that do not count toward the total. The amount not raised is added to the tuition account and is treated as on outstanding debt when dealing with re-registration or release of records. Activities resulting in additional funds are designed for the service and/or entertainment of the students. All funds raised by the school are used for the school.
5. **Refunds:** Upon registering for each academic year, parents are required to pay a $100 registration fee. This fee is non-refundable.
6. **No records will be released to any other schools if money is owed. Eighth graders will not be able to graduate or take part in any graduation activities if their accounts are not paid up in full. By May 1st.**
7. **We will do Financial Suspensions from school if accounts are not kept current. If a payment is not made after three months; the student will have a financial suspension until account is current.**
8. **A student will be excluded from AFSC if no payment is made during six-week periods and or any outstanding balances after six weeks of attendance.**

**L. GANGS**

A gang is defined as: Any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, unlawful or anti-social behavior, violation of school rules, establishment of territory or "turf," or any action that threatens the safety or welfare of others or substantially disrupts the orderly operation or the school. If a student is suspected or identified as being a member of a gang, disciplinary action will be taken. The complete Policy on Gang Activity is available in the school office. /Diocesan policy page

**M. HEALTH/FIRST AID POLICY**

A nurse visits the school one day each week. Hearing, vision, postural screening, height, and weight checks are given to various grades. Each child is required to have a physical exam upon entry into school. It is the responsibility of the parent to let the school know if there is a change in his/her child's health status. On

occasion, a parent will be asked to consult with a physician if a health problem arises at school that indicates a child is in need of a health assessment by a physician. Please observe the following:

1. Keep your child home if he/she is ill in the morning before school begins. **Remember to call the school office by 9:00 AM**.
2. Notify the school if your child contracts a communicable or contagious disease. The school must report this to the County Board of Health.
3. An injured or seriously ill child should be taken to the doctor for a diagnosis. The nurse is neither trained nor permitted to be a diagnostician.
4. The school is required to comply with the Immunization Laws of the State of Ohio. A child who is not properly immunized may not be admitted to school until this obligation is met.
5. In the case of an extended absence, you may be asked to have the illness and readiness to return verified by your doctor. If a student misses 20 days of school, we will have to look closely at the readiness of that child to move to the next grade.
6. St. Jerome School will administer first aid in the form of bandages and ice packs. Parents will be notified when students are injured and will determine whether further medical attention is necessary.
7. If a serious injury occurs, warranting immediate medical attention, a call to 911 will be placed, followed by a call to parents.

**N. LUNCH**

The school offers a modified government lunch program in which the students have the option of participating. Menus are sent home monthly. Order forms and money are to be handed in **on time, on the due date stated on the monthly calendar**. Children who bring lunch from home should mark names on their bags. Lunches brought to school after 8:00 a.m. will be placed on the 1st floor bench and it will be the responsibility of the student to pick it up prior to lunch. Because it is a disruption to the office staff, this is NOT recommended.

**O. MEDICATION**

The dispensing of medication by school personnel is prohibited except under the direction of a physician, with the parent's written request that medicine is needed during the school day.

1. A form to facilitate such a request is available in the school office.
2. No medication, for example: aspirin, Tylenol, nose drops, cough medicine, etc. will be given in school except under the written direction of a doctor.
3. All medicine is to be furnished by the family and must be in the original prescription bottle with the name of the medicine, the amount to be given, and the time to be given.
4. If a child is taking medication prescribed by a physician, the school nurse or office must be notified.
5. Students may not carry drugs of any kind on their person. This includes over the counter medication such as aspirin, cough drops, inhalers, etc. All drugs brought to school are immediately brought to the school office.
6. School personnel are prohibited from administering injections.
7. All medications will be stored in a locked file cabinet in the office of the secretary.

**P. SALES**

No item may be sold, distributed, or posted in school or on school grounds without the express permission of the principal.

**Q. SCHOOL DAY**

A school day of 5 hours and 30 minutes, exclusive of noon recess, is scheduled. The extra 30 minutes of time allows for the teaching of religion. The daily schedule is 7:45 AM - 2:40 PM. Please do not call for early release for your child, unless it is an extreme emergency. This interrupts the learning process, when a teacher needs to stop and get your child ready for early release. Thank you!

**R. SCHOOL RECORDS**

A child's admission to St. Jerome School is contingent upon the receipt of all school records from the school of prior attendance.

**S. SEARCH**

Lockers and desks are school property and, as such, are subject to inspection at any time. Any items brought into the school building are subject to inspection at any time. See Diocesan policy page.

**T. SEXUAL HARASSMENT/SEXUAL VIOLENCE**

St. Jerome School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others. If allegations of sexual harassment are made, an investigation will be conducted. If the allegations are substantiated, disciplinary and/or legal action will be taken. The complete Policy on Sexual Harassment/ Sexual Violence is available in the school office/Diocesan Policy page.

**THREATS**

Whenever an individual believes that his/her personal safety has been put in jeopardy or challenged, a threat has occurred. All threats at Saint Jerome School will be taken seriously. The complete Threat Policy is available in the school office/Diocesan policy page. Threatening or bullying on social media accounts occurring in your homes, after school and weekends, etc. need to be addressed by the parent/guardian. Please be diligent and monitor what your child is doing online, with social media accounts. Please have A conversation, an open dialogue with your child about the consequences of their actions. We want all students to be safe with their social media interactions.

**TRANSFERS**

Tuition and fees are adjusted on a percentage basis at the time of the transfer. Records are not released until outstanding bills are **paid in full**. When transferring a child to another school, please send your new address and the name of the school to be attended to the office. When all schoolbooks have been returned and all outstanding bills are paid, the child's report card will be given to you and the academic records will be released to the receiving school.

**TRANSPORTATION**

The transportation policy for students residing in the Cleveland Public School District is as follows: Students who live within 30 minutes travel time and 2 or more miles from school may receive: FREE TRANSPORTATION ON A CLEVELAND PUBLIC SCHOOLS BUS OR FREE RTA TICKETS (eligible students may receive 2 free tickets for each day they attend school) or REIMBURSEMENT (parents who drive their child to school may request a state reimbursement. The Ohio Department of Education calculates the amount of this reimbursement each year.) Applications for the above MUST be in the school office by the first week of September each year. If you qualify and do not receive the proper forms, please call the school office immediately. **Students must follow the bus rules or may be suspended from bus riding.**

**PARENTS/VISITORS:**

**ALL** parents/visitors must use the front door entrance. Please do not ask a staff member to let you in through the side door even if we know you; **this is for the safety of all our students and staff.**

**VOLUNTEERS**

The volunteer program provides opportunities for adult members of the community to help the school. All volunteers working with children must be trained in *Virtus,* and submit to a background check. Volunteers provide the staff with greater opportunities to serve the child's educational needs by:

1. Providing clerical assistance when needed
2. Giving library service to the children and teachers
3. Helping in the cafeteria or the playground at lunch time

**RE REGISTRATION FOR THE FOLLOWING SCHOOL YEAR:**

A student will not be accepted for the next school year if attendance or tardies are excessive, or not excused. The student is not keeping up to their academic ability. Lack of parent co operation with the school administration and staff.

**WEAPONS:** St. Jerome School expressly prohibits the use, possession, sale, or discharge of any weapons, dangerous objects, and/or instruments or explosive devices. Look-alike weapons are also prohibited. If a student is in

possession of such weapon, or suspected of possession, disciplinary and/or legal action will be taken. The complete Policy on Weapons is available in the school office/Diocesan policy page.

**Threatening/bullying/sexting on any electronic devices: The administration will first call the police; the second call will be to the parents. Threats may include but are not limited to the following: verbal, written, threats made on any social media, or possession of a weapon. If the child is suspended, they may not return until the student has been seen by outside counsel through a licensed psychologist. The school must have written verification that the student has been seen by an outside, licensed school psychologist.**

## CONCLUSION/ELASTIC CLAUSE

It is impossible to include everything in a handbook, just as it is impossible to foresee everything that might happen during the course of a school year/ day. We hope this document will be of assistance, as it is the aim of the school to have open and honest communication with the parents and students regarding our expectations. Please familiarize yourself with its contents. Read it and discuss it with your child. Keep it on hand for easy reference. We ask your cooperation in upholding the guidelines set forth for St. Jerome School.

The school reserves the right to search everything that is brought to school, on school property, including cell phones.

## NON-DISCRIMINATION

St. Jerome Elementary School in Cleveland, Ohio admits students of any Race, Color, National and Ethnic Origin to all the Rights and Privileges, Programs and Activities generally accorded or made available to students at the school. It does not discriminate on the basis of Race, Color, National and Ethnic Origin in Administration of its Educational Policies, Admissions Policies, Scholarships or Loan Programs and Athletic or other school-administered programs.

The governing board of St. Jerome School located at 15000 Lakeshore Blvd. in Cleveland, Ohio 44110 has adopted the following racial nondiscriminatory policies.

The St. Jerome School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

The St. Jerome School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Appendix – 1

**Family/Custodial Situations**
**Relationship with the school**

St. Jerome School is finding an increasing number of families experiencing transitions in parental custodial relationships. For this reason we find it necessary to clarify and restate the usual procedures followed by the St. Jerome School administration and faculty in dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Jerome School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes, but is not limited to, progress reports, report cards, conference appointments, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to the parent who currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. St. Jerome School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number, including the final page bearing the judge's signature must be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. The custodial parent should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access records and school information, the non-custodial parent has a right to the same access to school information as the custodial parent. Unless restricted by a Court Order, we will, upon request, release such information to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondences, and conference appointments directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, parents should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity involving his/her child, including sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching the child.

In cases of "joint custody" (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure at St. Jerome School that one conference appointment will be scheduled "jointly" if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstandings and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by St. Jerome School's legal counsel. Every effort will be made to keep communication open with both parents while at the same time avoiding duplication of services.

Visitations should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements will reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

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