



Parent-Student Handbook

2021-2022

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**Fr. Joseph Maalouf
Administrator**

**Mrs. Tara Marino, M.S. Ed.L.
Principal**

DISCLAIMER: The Parent-Student Handbook has items that will not apply at the beginning of this year, and possibly the entire year, due to the current pandemic. We reserve the right to change, suspend, and alter any procedures, rules, activities, etc.

Dear Parents and Students,

Please read this handbook to familiarize yourself with the policies of St. Jerome Catholic School. A study of its contents and adherence to school policy will be of great value in assuring a successful school year.

Instilling our Catholic identity is our primary task. I ask that all parents reinforce the teachings of our Catholic faith at home. There is no greater gift you can give your child than to share your love for Jesus with him or her. Be supportive of all school projects, especially those that enrich your child's faith in God.

With parent partnership and student adherence to our policies and procedures, I know that this coming school year will be successful and enriching while growing in God's love.

With much gratitude,

Tara Marino

Principal

"You are the light of the world. A city set on a mountain cannot be hidden. Nor do they light a lamp and then put it under a bushel basket; it is set on a lampstand, where it gives light to all in the house. Just so, your light must shine before others, that they may see your good deeds and glorify your heavenly Father." - Matthew 5:14-16

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St. Jerome Faculty and Staff

Father Joseph Maalouf- Administrator
Brother Lombardo D'Auria- Director of Religious Ed.
Francisco Utrera- IT Director
Alina Martinez-Tuition Manager

Tara Marino- Principal
Valerie Bryant-Guidance Counselor
Jose Riveron- Facilities Manager
Gredys Grable- Office Manager/
Aftercare Director

Name

Mrs. Ferlady Wilhelm
Mrs. Maria Guitierrez
Mrs. Kelli Prescott
Mrs. Colleen Ramroth
Mrs. Jessica Valverde
Mrs. Audrey Morales
Mrs. Jennifer Brooks
Mrs. Geisy Sanchez
Mrs. Dana Lyle
Mr. Oscar Restrepo
Mrs. Rebekah Bolduc
Mrs. Jennifer Grnja
Mr. William Delafuente
Mr. Benjamin Savath
Mrs. Sofia Yanez-Malik
Mrs. Karen Doyle
Mrs. Carmita Kalis
Mrs. Diana Miller
Mrs. Lisa Snow
Mrs. Terry Godfrey

Grade/Homeroom/Subject

Pre-K Director/Teacher
Kindergarten
1st
2nd
3rd
4th
5th
6th/Spanish
7th/Science
8/Math
8/Social Studies
English
Religion/Art
PE Teacher/Athletic Director
Music
Elementary Art
Preschool Assistant
Kindergarten and First Grade Assistant
Second and Third Grade Assistant/Office Staff
Fourth, Fifth, and Middle School Assistant

I. Introduction

An interesting and challenging experience awaits you as a student or parent of the St. Jerome Catholic School. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

II. History and Philosophy of the School

A. Mission Statement

Saint Jerome Catholic School is a Eucharistic family that empowers students to grow in knowledge, love, and respect. Inspired by the Gospel, we engage our parish and school community in joyful service.

B. Vision Statement

As part of our ongoing school improvement plan, St. Jerome Catholic School will collaborate with stakeholders to develop a vision statement for the school.

C. Belief Statements

As part of our ongoing school improvement plan, St. Jerome Catholic School will collaborate with stakeholders to develop 10 belief statements for the school.

D. Open Admissions Policy

The school has an open admission policy. No person, on the grounds of race, color, disability, or national origin is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

III. Campus Ministry

SPIRITUAL PROGRAM

We believe that all education must lead to the development of a mature and personal relationship with Our Lord Jesus Christ. Emphasis is placed on instruction in the classroom, a common prayer life, participation in Mass and the sacraments and community service. The program includes, but is not limited to, the following:

1. At the opening of each school day, there is a school-wide prayer and pledge of allegiance.
2. Each religion class may begin with a prayer or moment of spiritual reflection.
3. School masses for all students are held weekly. All students are required to attend and participate in school Masses.
4. The weekend Family Mass allows student involvement in various church ministries as well as class level participation. Special Masses such as May Crowning will be held throughout the year.
5. The Sacrament of Reconciliation may be held school-wide two times a year.
6. During the school year, various religious programs including Stations of the Cross, presentations, retreats, and special guest speakers from the community may supplement the Religion program.

IV. ACADEMIC POLICIES

A. ASSIGNMENTS AND BOOKS

- All assignments are expected to be in ON TIME (classwork, homework, special projects, etc.).
- Students should have all the necessary supplies for school (pens, pencils, paper, charged devices, etc.).
- Students are not allowed to write in or damage their textbooks at any time. Students and parents will be responsible to pay for the full price replacement of any textbooks that are damaged or lost.
- All hard-covered books must be covered with a book cover.
- School books must be taken home in a book bag. Due to space constraints in the classrooms, it is strongly encouraged that backpacks with wheels not be used unless recommended by a doctor.
- Books, book covers, devices, book bags, and supplies must be kept free of doodling and graffiti.

B. AWARDS

1. Eighth Grade Graduation Awards:

CORD AND STOLE: The student must obtain honors at least three out of four quarters. The final average will determine whether the student receives a stole (First Honors average) or a cord (Second Honors average).

PRESIDENTIAL AWARD: Students must have achieved a 93% or above average each year for 6th, 7th, and 8th grades.

SCHOLARSHIP AWARD: Three eighth grade students who achieve the highest grade point average will be presented with a monetary award to the Catholic high school of their choice.

2. End-of-the-Year Awards:

PRINCIPAL'S AWARD: Students must receive First Honors in all four quarters (grades 5-7).

3. Honors Program:

The following applies to the honors program for grades 5—8:

FIRST HONORS:

*All A's in the major subject areas: Religion, reading, language, mathematics, science, and social studies.

*All A's or B's in the minor subject areas: art, music, physical education, foreign language.

*Active Learner Traits: Students must have a "+" or an "S" in the following category: Self-Regulation

SECOND HONORS:

* All A's or B's in all subjects.

* Active Learner Traits: Students must have a "+" or an "S" in the following category: Self-Regulation

C. CURRICULUM

St. Jerome Catholic School follows the curriculum mandated by the Department of Schools of the Archdiocese of Miami. The religion curriculum incorporates Family Life instruction in the religion textbook.

D. PHYSICAL EDUCATION GRADING CRITERIA

Physical Education grade is based on the following:

1. Preparation (uniform)
2. Conduct
3. Christian Attitude and Sportsmanship

4. Participation and Effort

E. REPORT CARD

Report Cards are distributed every nine weeks. Parents will access the report card on their Parent Portal site in the E-locker. Mandatory Parent-Teacher conferences may be held during the school year. The grading scale is indicated on the Report Card.

Report Cards may be withheld from students who have outstanding bills for books, tuition, computer devices, team uniforms, etc.

F. RETENTION

A student may be retained (held back) in his/her grade level if he/she receives a final average failing grade in all three subjects: reading, math and language.

A student may be retained in his/her grade level if he/she is absent more than 20 days in the school year.

Parents will be notified in writing. The Principal will make the final decision on retention of a student.

G. SUMMER SCHOOL

A student (grades 4—8) may be required to attend summer school or tutoring by a certified teacher if he/she receives a final average failing grade in one or more of the following subjects: reading, math, language. The required number of hours will be determined by the school. A student may be required to attend summer school or tutoring by a certified teacher if he/she is absent more than 20 days in the school year. Parents will be notified in writing.

V. DISCIPLINE AND STUDENT CONDUCT POLICIES

Students must learn and understand a need for order, discipline, and obedience of rules in our shared world.

THEY then must be responsible for their actions, behavior, and the consequences that may occur as a result of their actions. Students are expected to:

1. Respect the school and its property.
2. Respect all adults, fellow classmates and their property.
3. Be good representatives of the school at all times.
4. Use acceptable language at all times.

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including administrative withdrawal, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

Students are expected to comply with the school's rules both on-campus and at all school-sponsored events. Any behavior that is disrespectful to a teacher or student or disrupts the educational environment of the school may subject the student to discipline. Students can be disciplined for conduct outside of school if detrimental to the reputation of the school.

A. DISCIPLINARY PROCEDURES

1. Behavior Report:

Behavior reports may be given for the following infractions, including but not limited to: disrespect to teacher or peers, inappropriate language, teasing, name calling, excluding other students from a group, vandalism (school property or another's property), not following classroom rules, gum chewing, unnecessary roughness (pushing, shoving), disrupting the class (talking, noises), throwing things, inappropriate lunchroom behavior, inappropriate display of affection, annoying others, lying, cheating, forgery, copying another students' homework/classwork, stealing, not following directions, misuse of internet, inappropriate use of cell phone, mishandling classroom equipment, including any devices, and not wearing proper school uniform.

Consequence for a Behavior Report will be determined by the teacher. Students may not be permitted to return to class without the signed report.

If a student receives four Behavior Reports he/she may be placed on "Disciplinary Status" and issued Disciplinary Reports for all subsequent infractions.

2. Disciplinary Report:

The following infractions may result in a Disciplinary Report:

1. Disrespect for authority
2. Aggressive behavior
3. Defacing school property
4. Indecent and/or morally offensive materials, behavior, or language
5. Bullying or Harassment

Disciplinary Report Action:

First Infraction: Disciplinary report to be signed by parent/guardian and returned the next morning, followed by a Parent-Teacher conference. Detention will be determined by the teacher and Principal.

Second Infraction: Disciplinary Report to be signed by parent/guardian and returned. Conference with parent, teacher, and Principal. Length of suspension from school to be determined by Principal.

Third Infraction: ADMINISTRATIVE WITHDRAWAL at the discretion of Principal and Pastor.

The Principal, in consultation with the Pastor, retains the right to impose suspension or administrative withdrawal from the school whenever such an action is deemed necessary.

B. CONDUCT POLICIES

1. Anti-Bullying Policy:

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal

property; or

(5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

a. Definition:

i. Bullying is the willful and repeated harm inflicted upon another individual which may involve but is not limited to teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct.

Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

ii. This definition includes students who either directly engage in an act of bullying or who, by their behavior support another student's act of bullying.

b. Scope:

This policy prohibits bullying that occurs either:

- i. on school premises before, during, or after school hours;
- ii. on any bus or vehicle as part of any school activity; or
- iii. during any school function, extracurricular activity or other school sponsored event or activity.

c. Reporting Complaints:

Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

d. Disciplinary Action:

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, withdrawal from the school, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

e. Bullying/Harassment Investigation Disclosures:

While the School generally prohibits the non consensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

2. Cell Phone Policy:

Students may not use cell phones in school. Cell phones must be turned off and stored inside the backpack. If a cell phone is seen or heard at any time during the school day the following action may be taken: First infraction: phone will be confiscated and released to parent. Second and subsequent infractions: a behavior report may be issued and the cell phone may be held in the office for a period of time as determined by the administration.

3. Computer Usage Policy:

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and the Catholic teachings. **Damaged devices will be at the full expense of the student.** Therefore, students must abide by the following general rules of conduct:

a. General Rules of Conduct:

Respect and protect the privacy of others:

- . Use only assigned accounts and passwords;
- . Do not share assigned accounts or passwords with others;
- . Do not view, use or copy passwords, data or networks to which you are not authorized;
- . Do not share or distribute private information about yourself or others.

Respect and protect the integrity, availability, and security of all electronic resources:

- . Observe all network security practices;
- . Report security risks or violations to the school principal;
- . Do not vandalize, destroy or damage data, networks, hardware, computer systems, computers or other resources;
- . Do not disrupt the operation of the network or create or place a virus on the network;
- . Conserve and protect these resources for other students and Internet users.

Respect and protect the intellectual property of others;

- . Do not infringe on copyright laws including downloading or copying music, games or movies;
- . Do not install unlicensed or unapproved software;
- . Do not plagiarize.

Respect the principles of the Catholic school;

- . Use only in ways that are kind and respectful;
- . Report threatening or discomfort materials to the school principal;
- . Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
- . Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);

- . Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
- . Do not use the resources for non-educational purposes such as visiting chat rooms or social websites.
- . Do not send spam, chain letters or other mass unsolicited mailings;
- . Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
- . Do not engage in any form of cyberbullying.

b. Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement

c. Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, **both in and out of the school setting**. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as Instagram, Snapchat and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

d. Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproduction of images, likenesses, and/or sounds. The use of any such recordings and reproduction is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproduction incidental to the use of any technological devices on school property or at school events.

e. Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including administrative withdrawal from the school.

4. Drug and Alcohol Policy:

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately withdrawn.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods at the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. A school may conduct random searches as set forth in this handbook.

5. Gum Chewing Policy:

Chewing gum is NOT allowed either in the classroom or on the school premises in order to maintain cleanliness and hygienic conditions. A Behavior Report may be issued to any student who does not abide by this regulation.

6. Harassment and Discrimination

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students/parents are responsible for helping to ensure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student and/or parent must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student/parent should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

7. Public Display of Affection Policy:

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or administrative withdrawal. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

8. Threats of Violence Policy:

Students are prohibited from making threats of violence. Students whose verbal or written comments, including electronic messages, pictures or posts on social media, that threaten serious bodily harm to another student, him/herself, a member of the faculty or staff or the destruction of property or whose behavior otherwise demonstrates they may pose a threat to the safety of the school, may be subject to disciplinary action including but not limited to:

1. Immediate suspension or administrative withdrawal from the school, at the school's discretion;
2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation; and/or
3. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be administratively withdrawn from school.

This policy applies whether such threats or misconduct were made intentionally, unintentionally, or with or without ill will. Such misconduct may also violate Florida law and may subject the student to criminal proceedings. At all times, the school will cooperate with law enforcement investigations and maintains the discretion to contact law enforcement at any time.

Students and parents should immediately report any threats of violence or other concerning behavior that may suggest an individual intends to commit an act of violence.

9. Weapons Policy:

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be subject to administrative withdrawal from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

VI. HOME AND SCHOOL ASSOCIATION

All parents of St. Jerome Catholic School are members of the Home and School Association and are strongly encouraged to take an active part in school affairs. The objectives of this association shall be:

- A. To help its members acquire a profound appreciation for the ideals of a Catholic education.
- B. To foster interest among its members in the activities, programs and problems of St. Jerome Catholic School; be they spiritual, social, cultural or economical.
- C. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the training of a child.

Regular Meetings: Regular meetings for the school year may be held several times per year. Minutes will be taken and reported at the following meeting.

Home and School Officers' Meetings: Officers shall meet at least one week before each regular meeting.

Special Meetings: Special meetings of the association may be called by the officers.

VII. SCHOOL ATHLETICS, ORGANIZATIONS AND EXTRA-CURRICULAR ACTIVITIES

A. FIELD TRIPS

Field trips are privileges afforded to students; no student has an absolute right to attend a field trip. A student can be denied participation if he/she fails to meet academic or behavioral requirements. Field trips may be invoiced through the FACTS tuition account. Tuition accounts must be current in order for funds to be utilized toward field trips. Parents may always refuse to allow their child to participate in a field trip. Students are required to bring a parental permission slip which releases the school from liability to participate in the field trip. Only the school's permission form will be accepted. Students who fail to submit a proper form in a timely manner will not be allowed to participate in the field trip. Verbal permission will not be accepted in lieu of written permission. This is the only format that may be used to allow a student to leave campus during the school hours. If the form is faxed to the school, the student may go on the field trip; however, after the field trip the parent must submit the original form.

Students must display proper conduct on the bus and at the field trip site.

Parents who have been invited by the teacher to chaperone field trips must have the proper clearance including current fingerprint and background screening information (updated every 5 years), completed Volunteer and Code of Conduct forms, and a Virtus course certificate on file in the school office. Parents must follow teacher instructions for chaperoning students.

Parents acknowledge that participation in sports, activities, or clubs may be inherently dangerous and the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete annually the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues or clubs not identified by the school. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such programs or activities.

Parents should be knowledgeable of the days and times of the meetings, practices, and/or games.

1. If absent during the school day, students may not participate in any after-school activity.

2. Athletics:

a. The students of St. Jerome Catholic School may be eligible for competitive play offered through the All Broward Catholic Conference. It must be understood that all students that try out for an ABCC team will not necessarily make the team. Ordinarily parents are not allowed to attend tryouts. Administration/ Athletic Directors will normally not discuss tryout results with parents.

b. Each sport requires a nominal fee.

c. Each team member is responsible for the team uniform. Full compensation is required for damage or loss.

d. Inappropriate conduct during a game may result in disciplinary action. Sportsmanship is a vital ingredient for all team sports.

The administration reserves the right to add or delete any club, activity, event, or sport during the school year.

C. SCHOOL SPONSORED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, hereby release the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

VIII. SCHOOL ATTENDANCE, ARRIVAL AND DISMISSAL

A. ATTENDANCE

1. School Hours:

Opening exercises begin at 7:45am each day. Once a student arrives, he or she may not leave school property until dismissal. The dismissal bell rings at 2:45 PM (gr. 1-8). Dismissal for grades PreK & Kindergarten will begin at 2:15 PM. Supervision is NOT provided before 7:15 AM or after dismissal. All students should be picked up immediately after dismissal. Any student remaining must be with a teacher, coach, or adult supervisor. Students who are not picked up on time will be sent to Aftercare and will be charged, this includes siblings of students participating in sports, clubs, etc.

2. Absences:

* The office must be notified by 7:45 AM when a student is unable to attend school.

*A student will be marked tardy after 7:45 AM. A student will be marked absent if he/she

leaves the school before 9:00 AM. A student is marked with a half-day absence if he/she goes home between 9:00 AM and 1:30 PM.

*Students must bring a note from parent/guardian upon his return to school explaining the absence. THIS IS STATE LAW. One day's grace will be given for no written excuse. The parent may be called if a note is not sent to school.

*The school may report "truancy" to the Department of Children and Families when there is an extended absence without written explanation from the parent.

*Extended absences other than medical must be approved in advance by the Principal. Family vacations should be planned on days that school is not in session.

*Excessive Absences: A student who is absent from school more than 20 days in a year may not be promoted to the next grade or may not receive credit for courses in which this absence has occurred unless the Principal grants an exception and determines a way in which additional instruction will be received.

*It is the student's responsibility to obtain and complete all lessons missed in a timely manner. Books and work should not be picked up from the classroom teacher until the end of the school day.

*If absent during the school day, students may not participate in any after-school functions.

3. Tardiness:

Students are expected to be in school by 7:45 AM and will be marked tardy after 7:45 AM. The gates will be locked at that time. If a child has a doctor or dental appointment, a note from the doctor or dentist is required in order for the child to return to school. Punctuality is an important trait to acquire and to observe. Students who are constantly tardy are disruptive to his/her classmates and the entire school.

B. ARRIVAL AND DISMISSAL

1. Arrival and Dismissal Traffic Procedures:

In order to ensure the safety of all of our students, we ask that parents adhere to the arrival and dismissal track pattern.

2. Dismissal:

- After 3:00 PM St. Jerome is not responsible for supervision. Students still seen on school grounds may be sent to Aftercare.
- Students are to leave the school building at dismissal unless involved in a supervised extra-curricular activity. Transportation for all students must be provided at regular dismissal time.

3. Early Dismissal:

- Written permission from the parent/guardian is necessary for a student to be dismissed from school any time during the school day. Early release will ONLY be allowed if a child has a doctor's appointment.

Proof of the appointment must be shown in order for the child to be released. THERE WILL BE NO EARLY RELEASE FOR TRAVEL. Frequent early dismissal is disruptive to the classroom environment and should be avoided. **Students may not be released after 1:00 pm. Students may not leave early on EARLY RELEASE days.**

- **Early Release:** Faculty Meetings are held the first Friday of each month. There may also be several other early release days throughout the year, including most third Wednesdays of the month. On these days, all children must be picked up promptly. Students who are not picked up on time after dismissal may be sent to Aftercare.

Students will not be released early on Early Release days unless an emergency arises.

IX. SCHOOL REGULATIONS AND POLICIES

A. ADMISSION POLICY

St. Jerome Catholic School admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Jerome Catholic School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school administered policies. The school does not discriminate on the basis of disability, if with reasonable accommodations, the students can meet the academic and behavioral requirements of the school.

Given the mission of the school as an agent of Catholic Christian formation, the school will accept those children whose parents demonstrate an understanding of the specifically Christian nature of the school and a desire to participate in that mission.

The schools of the Archdiocese will follow the guidelines of the Florida Catholic Conference with regard to the age of admission to Pre-K3, Pre-K4, Kindergarten, or First grade.

Parents of children wishing entry into St. Jerome Catholic School will undergo an application process. Preference will be given to those families who are actively participating in and supporting the parish. After careful consideration of the application, an interview may be granted. In matters of admission and registration, the decisions of the Pastor and Principal are final. Some students may not be accepted because the school's educational program and facilities would not meet the needs of the child.

Prior to registration, each student must present a school entry health examination form (Form 3040) based upon examination performed within one year prior to enrollment, as well as an original and current Florida Certificate of Immunization (Form 680). A birth certificate, baptismal certificate (if applicable), and non-refundable registration fee are also required at the time of registration.

B. APPOINTMENTS

Parents wishing an appointment with a teacher or an administrator must call the school office or send a written note or e-mail. Parents with questions or concerns should first attempt to address the concern with the teacher. In order to preserve the confidentiality of the student and family, the teacher and/or administrator will only meet with the parent or legal guardian of the student. In consideration for the teacher and in justice to the students, neither the teacher nor the class should be interrupted during class hours.

C. BICYCLE RULES:

1. Motor bikes, mini-bikes, mopeds, rollerblades, heeled shoes, scooters, go-peds, skateboards, and bicycles are not permitted on school property.

D. CELEBRATIONS/BIRTHDAYS

Individual students' birthdays are not celebrated with food in school except in Pre-K and Kindergarten. Parents of Pre-K and Kindergarten students, with teacher permission, may bring cookies, cupcakes, or donuts that are **INDIVIDUALLY WRAPPED and STORE BOUGHT ONLY**. In order to ensure the safety of students with peanut allergies, please notify homeroom teacher 72 hours in advance when cupcakes, donuts, or cookies to celebrate your child's birthday will be brought to school. This will give the teacher sufficient time to notify parents of students with peanut allergy or any other allergy to provide a snack for their child on that day. Under no circumstance can parents nor teachers distribute party bags and/or candy. No cakes, balloons, or goodie bags may be brought. Presents for other students may not be brought to school.

Seasonal parties may be celebrated in the younger grades. These parties must be kept simple and always under the direction of the teacher.

E. CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

F. COMMUNICATION: NOTICES/FOLDERS/E-MAIL

Bulletins, announcements, monthly newsletters, calendars, and notices may be sent home during the school year in order to keep parents up to date on school activities. This information will be communicated in various ways including: via the students, the Weekly Reminders, the St. Jerome website, the Sunday Church bulletin, Portals, e-mail and the school's electronic relay system. Parents are asked to keep abreast of all information that is disseminated through these notices and to check the website and church bulletin each week.

Parents may communicate with teachers via e-mail for important matters only. Please allow at least a 24 hour response time. Teachers may not check e-mails after school hours and on weekends. Parents wishing to contact the Principal should call or email the Office Manager,

G. DELIVERIES

St. Jerome Catholic School does not customarily accept deliveries for students. Flowers, balloons, cards, mail, etc. delivered to a student may be returned to the sender

H. ELECTRONIC ACKNOWLEDGMENTS

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.

I. EMERGENCY INFORMATION

1. It is the parents' responsibility to inform the main office of any changes in telephone numbers and/or addresses throughout the school year in order to be reached in an emergency.
2. **Weather Emergencies:** In the event of a weather emergency, such as a hurricane, St. Jerome School will follow the Broward County Schools schedule for school closure. Opening of school after the emergency may be conducted on a school-by-school basis.

J. ENDORSEMENTS/EVENTS

Periodically, flyers promoting community organizations and events may be distributed to the students. All flyers must be pre-approved by the Principal. St. Jerome Catholic School does not endorse these organizations and events. Any events, social or otherwise, are the total responsibility of the sponsoring agents.

K. FUNDRAISING

No student or parent may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

L. HEAD LICE POLICY

School board policy requires that students with head lice be sent home from school and not be readmitted unless they are free from nits or lice. Parents are expected to accompany students to the school Health Room for re-inspection before a student may re-enter school. Siblings may also be checked for lice.

M. HEALTH ROOM

The Health Room is located in the Main Office. When a child is ill, he/she goes to the HealthRoom where an adult supervisor is present. The supervisor notifies the parent/guardian that the child is not feeling well. Parent/guardian must pick the child up and sign the register. It is imperative that all student information is kept current throughout the year.

A student who is running a fever, vomiting, displaying intestinal flu symptoms, pink eye, unknown rashes, etc. is required to go home. A doctor's note may be required upon return to school.

All medication must be brought to the clinic by an adult and will only be administered if a Medication Authorization Form is on file. See *Medication Policy*.

N. IMMUNIZATIONS

The Archdiocese of Miami requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a

temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

O. LOST AND FOUND

Student's name must be put on all personal items, i.e. clothing, lunch boxes, book bags, etc. Lost items may be claimed in the office. Items not claimed will be given to the needy.

P. LUNCH

Students in grades PreK through 8, may bring a bag lunch or buy lunch.. Parents may not deliver "fast-food" lunches to the school for their child. Parents are encouraged to provide healthy lunches for their children, avoiding sodas, candy, etc.

Q. MEDIA/PUBLICATION COVERAGE/USE OF PHOTOS

Throughout the school year, the media may be invited to St. Jerome to cover special activities and events. A parent/guardian must notify the Principal in writing if he/she wishes that his/her child be excluded from any coverage. This information must be updated annually. The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize and grant permission to the school, the Archdiocese of Miami, and their agents, employees or duly authorized representatives to photograph or videotape students and parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.**

Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

R. MEDICATION GUIDELINES

Except as authorized by the school, students are not permitted to carry or distribute any prescription or nonprescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may also be made for the use, supply and administration of an epinephrine auto injection (EpiPen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments.

S. NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should complete the Request for Release of Student Records and submit it to the school principal (or appropriate school official) identifying the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Oco, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920

T. PARENTAL COOPERATION

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forums. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

U. PARENTAL RIGHTS IN CASES OF SEPARATION

In the case of divorced parents, St. Jerome School will interact with the parent who has legal custody of the child. The school ordinarily will deal with the parent having legal custody in matters of absence, tardy, truancy, early dismissal, disciplinary issues, school records, etc. Access to in-person conferences and the records and information pertaining to a minor child, including, but not limited to school records, may not be denied to a parent because the parent is not the child's primary residential parent. St. Jerome School, in accordance with Florida Statute 61.13 will make school records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school. It is the parents' responsibility to inform the school of the addresses where the student's records should be sent.

V. PEANUT ALLERGY POLICY

In order to ensure the safety of students with peanut allergies, please notify homeroom teacher 72 hours in advance when cupcakes, donuts, or cookies to celebrate your child's birthday will be brought to school (PreK and Kindergarten ONLY). This will give the teacher sufficient time to notify parents of students with peanut allergy or any other allergy to provide a snack for their child on that day. Under no circumstance can parents nor teachers distribute party bags and/or candy. All allergies must be on file. If an EpiPen is necessary, it must be provided to the School Office. A meeting with all teachers that have students with allergies may be conducted at the beginning of the school year.

W. PERSONAL PROPERTY/PLAY EQUIPMENT

The School is not responsible for loss or damage to any personal property brought onto the campus or to a school-sponsored event. Students are not permitted to bring smartwatches, skateboards, iPods, CDs, CD players, radios, cell phones, laser pointers, electronic toys, hee-lies, balls, gadgets, cards, games or any play things to school. These items are not appropriate on school grounds and are not allowed without a teacher's permission. Items brought to school without permission will be confiscated and may not be returned to the student.

X. SCHOOL COUNSELOR

The services of the St. Jerome School counselor are available to the students. The school has a counselor on staff to provide instruction in the classes and to provide individual counseling when warranted. A situation may arise necessitating that the student visit the counselor. The counselor reserves the right to see a student without parental permission. The counselor will also conduct class activities to assist with student issues.

Y. SCHOOL INSURANCE

School Insurance is mandatory for all students.

Z. SCHOOL/PRINCIPAL'S RIGHT TO AMEND HANDBOOK AND SCHOOL POLICY

Any student action that is not in keeping with the philosophy of St. Jerome School is subject to the review of the administration and may lead to withdrawal from school. Since situations can arise that were not foreseen at the time of writing this Handbook, the School/Principal reserves the right to initiate, change, or modify the policies as needed at any time. Parents will be notified of any amendments. The Principal and/or Pastor are the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

AA. SEARCH AND SEIZURE POLICY

The principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

BB. SEXTING

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

CC. SMOKING/VAPING

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

DD. STUDENT DISABILITY AND ACCOMMODATION POLICY

St. Jerome welcomes all requests for reasonable accommodations for qualified students with disabilities. The school will attempt to provide reasonable accommodations to qualified students with mental or physical disabilities, to the extent that such request does not cause a fundamental alteration to the school's programs and to the extent that it does not create an undue hardship. All requests must be in writing and directed to the Principal.

The parent must provide the school with current documentation of the condition from a qualified professional (such as a physician, psychiatrist, or psychologist). Upon receipt of a diagnosis and recommendations, the school will ask the parents to complete an Accommodation Request form and meet with the Principal, school counselor, and/or teacher to discuss the desired accommodations.

St. Jerome Catholic School complies with the mandate of the Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, St. Jerome Catholic School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities. The school's designated 504 Coordinator and contact information are as follows: Marcey Ayers (305) 762-1019. Parents with questions regarding the school's disability accommodations or related items

should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows: Donald Edwards, Ed.D, Archdiocese of Miami Associate Superintendent of Schools, 9401 Biscayne Boulevard, Miami Shores, FL 33138. The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

EE. TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS

The school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

FF. TEXT MESSAGING/TELEPHONE CALLS

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

GG. TRANSPORTATION ARRANGEMENTS

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. Companies such as Uber and Lyft may not be used to transport a child unless the parent is in the car with the child. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

HH. TUTORING, COACHING OR LESSONS (PRIVATE)

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.

II. UNDOCUMENTED STUDENTS

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

JJ. VISITORS/VOLUNTEERS

Parents or adults visiting the school must sign in at the office first. In consideration for the teacher and students, neither the teacher nor the class should be interrupted during school hours.

Parents (or any other adult) who wish to volunteer at the school must submit to a background check, to filling out a Volunteer Form and a Code of Conduct Form, and to taking a three-hour Virtus course and complete Virtus bulliyens sponsored by the Archdiocese of Miami. Parents will be responsible for supplying the office with this information. The background screening will be valid for a period of five years. The administration reserves the right to prevent a parent from volunteering at the school.

X. TRANSPORTATION – TRAFFIC PATTERN

In order to ensure the safety of all of our students, we ask that you adhere to the following traffic pattern at arrival and dismissal time.

Students PreK-8

Parents must use the car line for drop-off and pick-up. An informational flyer will be provided . Parents should read it carefully and be prepared to use the assigned NORTH or SOUTH car line. Name or Number tags will be provided. Parents should place the tag on the rearview mirror.

The same procedure is followed at dismissal.

Procedure to Follow for Rain at Dismissal:

Regular dismissal procedure will be in effect in order to ensure the safety of all. All students must carry a raincoat/poncho in their book bag. During a heavy electrical thunderstorm, dismissal will be delayed until the storm subsides.

General Guidelines:

All parents should pull the car up as far as possible to expedite a speedy pick-up and drop-off. Students should not be released from a car or picked up anywhere other than at the designated coned-off area.

XI. TUITION AND FEES

A. TUITION

Tuition and fees for the school year will be collected by the FACTS Tuition Management Company. All families are required to register at the FACTS website. The link may be found on the school website

B. FINANCIAL OBLIGATIONS

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to

meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenroll the student if any financial obligations are not met.

A child whose family has an outstanding debt in the last school attended may not be accepted in an Archdiocesan school.

XII. UNIFORM POLICY

A. Uniforms

All students are to be in complete uniform at all times during school hours. This includes the proper shoes and socks. If an emergency arises necessitating the wearing of an incomplete uniform, a note must be submitted stating the reason and giving the approximate date when the student will return to complete uniform attire. It is at the discretion of the principal as to whether a student may attend school out of proper uniform.

B. P.E. UNIFORM

Must be purchased through the school (except shoes). Call the school to place an order

C. UNIFORM REGULATIONS

1. Jewelry: It is advisable that valuable jewelry not be worn to school.

Necklaces: Only one small silver or gold cross/crucifix on a thin gold or silver chain is allowed.

Bracelets: no bracelets or ankle bracelets are allowed.

Earrings: Only one pair of small earrings, worn on the lobe, is permitted for girls. Boys are not permitted to wear earrings.

Watches: A watch may be worn. Smartwatches (Apple, Samsung, etc.) are NOT allowed.

No costume or bead jewelry is allowed.

2. No makeup, nail polish, or acrylic nails

3. No body piercings

4. No tattoos

5. Undershirts must be solid white.

6. Boys' and girls' shirts must be tucked in at all times. Pants must be worn with a belt and a proper fit. They are to be worn at the waist, not baggy or slouching at the ankles. Waistbands and belts must be visible.

7. School uniforms may not be cut, sewn or altered in any way.

8. Shoes must be completely laced and tied.

9. Hair styles are to be appropriate for school. Boys' hair may not exceed collar length, be worn with a headband, be styled in long spikes, be shaved around the hairline, be taped, be shaved in the hair itself, be worn "shaggy" or long over the eyebrows and ears or be worn in a Mohawk. Boys' sideburns may not be shaved in a "thin" line. **Girls' and boys' hair may not be colored in any way.** Hair must be kept away from face. Hair styles should not be outlandish as to cause a distraction (to be determined by the Principal).

10. While on school grounds and at all school events, students must be in proper uniform.
11. If an emergency arises necessitating an incomplete uniform, a note must be submitted, stating the reason and giving the date when the student will return in complete uniform attire. If a student does not bring a note, the parent/guardian will be called to bring the proper uniform or to correct the infracon.
12. Not wearing the proper uniform may result in disciplinary action.

D. COLD WEATHER UNIFORM POLICY

1. On very cold days, jackets may be worn over the St. Jerome sweatshirt or jacket.
2. Girls may wear plain white or blue tights or leggings under the school uniform—no trim or lace.

E. OUT-OF-UNIFORM DRESS CODE

On out-of-uniform days, students must be dressed appropriately for school. Any student wearing inappropriate clothing will be asked to call the parent to bring his/her school uniform and may be subject to disciplinary action.

1. Girls' shorts, skirts, pants, or dresses must be of modest length and proper t (not too ght).
2. Spaghe strap, bare midriff, strapless, and halter tops are not permitted.
3. Jeans may not have tears or holes in them.
4. Girls may not wear make-up.
5. Boys may not wear earrings.
6. Boys' pants or shorts must be worn at the waist and may not be excessively baggy.

ADDENDUM TO PARENT-STUDENT HANDBOOK: (8-2-2021)

COVID-19 RISKS AND PROTOCOLS

Attendance at school and participation in school activities pose some risks including the transmission of COVID- 19. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and to participate in school activities and/or by coming onto the school campus and attending school activities themselves. Parents further agree to abide by all school policies related to COVID-19 and any associated safety measures including but not limited to the proper use of masks for vaccinated and/or unvaccinated students and visitors and any isolation or quarantine requirements as determined by the school as may be applicable to students, visitor or parents on campus or attending a school-related activity.

While the school strongly supports in-person instrucon, in the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs may transition to distance learning and/or other methods adopted by the school administration and faculty. Due to the school's conning financial obligations related to its operations, there will be no suspension, reducon, or refund of tuition in these circumstances unless decided otherwise by the school administration.

Back to School Planning: Checklists to Guide Parents, Guardians, and Caregivers from the CDC

If a student forgets to bring his or her mask to school, there will be a supply fee of \$2.00 applied to your FACTS account.

1. Check in with your child each morning for signs of illness. If your child has a temperature of 100.4 degrees or higher, they should not go to school.
2. Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches.
3. If your child has had close contact with a COVID-19 case, they should not go to school. Follow guidance on what to do when someone has known exposure.
4. Identify your school point person(s) to contact if your child gets sick: Mrs. Tara Marino at tmarino@stjfl.org
5. Be familiar with local COVID-19 testing sites in the event you or your child develops symptoms.
6. Make sure your child is up-to-date with all recommended vaccines, including for flu.
7. Review and practice proper hand washing techniques at home, especially before and after eating, sneezing, coughing, and adjusting a mask or cloth face covering. Make hand washing fun and explain to your child why it's important.
8. Talk to your children about precautions to take at school.
 - Wash and sanitize their hands more often.
 - Keep physical distance from other students.
 - Wear a mask.
 - Avoid sharing objects with other students, including water bottles, devices, writing instruments, and books.
9. Make sure your information is current at school, including emergency contacts and individuals authorized to pick up your child(ren) from school. If that list includes anyone who is at increased risk for severe illness from COVID-19, consider identifying an alternate person
10. Have multiple masks, so you can wash them daily and have back-ups. Masks should
 - Fit snugly but comfortably against the side of the face
 - Completely cover the nose and mouth
 - Are secured with ties or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without restriction
 - Can be washed and machine dried without damage or change to shape

GENERAL INFORMATION

Backgrounds and Screensaver

Inappropriate media may not be used as a screensaver or background photo. The presence of pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols or pictures will result in disciplinary actions and a re-imaging fee charged to remove any inappropriate screensavers or backgrounds.

- Inappropriate or copyrighted media may not be used as a screensaver.
- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

Sound, Music, Videos, Games, or Programs

- Students may not download onto the issued iPad/Chromebook, music from iTunes or any other music sharing site unless directed by or with the permission of a teacher.
- Music is only allowed on the iPad/Chromebook if provided by the teacher for educational use.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Non-educational games are not allowed on the iPads/Chromebooks.
- The device can only be synced with a school provided iTunes (Apple ID) account.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
- When sound is needed, headphones provided by the student must be used.
- The use of iPads/Chromebooks to watch movies, videos, unless assigned by a teacher, is not permitted during the school day.
- 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
- iTunes account will be restricted during student's enrollment at ST. JEROME to block all explicit music and limit videos to PG-13 and TV-14.
- The viewing and/or playing of electronic games is not permitted during school hours, except as part of an assigned, in-class activity.
- No games that are played over the school network are allowed.

AFTER SCHOOL CARE PROGRAM

Hours of Operation

Regular School Days: 3:15 - 6:00 PM
Early Release Days: 1:20 PM - 6:00 PM

Philosophy

The After School Care Program is an extension of the school program and, therefore, the philosophy of a Christ-centered program extends to after school care.

Admission Policy

Only students who are enrolled in and are in good standing at St. Jerome Catholic School may attend the After School Care Program.

Discipline Policy

Every child is expected to abide by the rules of the After School Care Program and all the rules delineated in this handbook. Children are not permitted to run inside the cafeteria. Pushing, shoving or fighting of any kind is prohibited. Outside equipment is to stay outside. Throwing of toys or objects inside will not be permitted. Furthermore, children are expected to respect staff members, other students, and all property.

Emergency Procedures

In the event of an emergency, parents will be contacted at home or at work. If the parent cannot be reached, the emergency contacts listed by the parent will be contacted. In the case of an extreme emergency, 911 will be contacted first. Please be sure the After School Care Supervisor is notified of any changes in your contact numbers.

Health and Safety

The most important component of the After School Care is the safety and well-being of the children in our care. An emergency/information form will be filled out by every parent during the first week of school. At least two emergency phone numbers must be provided. Rules for attendance apply the same as for school. If your child is sick or has a fever, you will be notified to come and pick up the child. The giving of any medication must adhere to the rules of the school handbook.

NO TOYS, TAPES, CDs, VIDEOS, CELL PHONES, OR GAMES MAY BE BROUGHT TO AFTER SCHOOL CARE FROM HOME WITHOUT THE PRIOR APPROVAL OF THE STAFF. THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE THE APPROPRIATENESS OF MATERIALS.

St. Jerome Catholic School
Student Devices Use Agreement
Grades K-8

Devices _____ STUDENT NAME: _____

This Student Device Use Agreement ("Agreement") is made effective as of _____ between St. Jerome Catholic School ("School") and the above named student and the student's parent or guardian (collectively referred to in this document as "Student").

Equipment Subject to Agreement: The Equipment subject to this Agreement ("Equipment") includes the Device, accessories, and related software.

Ownership: The School shall be deemed to have retained title to the equipment at all times, unless the School transfers the title. The Student shall hold no security or ownership interest in the Equipment. Likewise, the Student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the School may from time to time install on the Equipment used by the student.

Term Equipment Use: The Student shall return all Equipment itemized above in good operating condition to the Technology Office of the School if the Student is not enrolled in the current school year (unless the School transfers the Equipment's title). The School may require the Student to return the Equipment at any time and for any reason.

Equipment Storage and Use at School: The Equipment must be on the School's premises during each of the Student's normal school days. During the School's normal business hours or after school, when the Student is not in the immediate presence of the Equipment, the Equipment must be secured in a classroom or other secure, approved location.

Use of Equipment: The primary use of the Equipment by the Student is for the Student's educational programs. The Student may use the Equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The Student shall abide by the School's Acceptable Use Policies ("AUP"). Violation of the school's AUP, which requires administrative correction/repair by the St. Jerome Catholic School Technology Office, will result in imposition of a \$50 fee.

Compliance with Software Licenses: The Student shall not make copies of the software licensed to the school. The Student is responsible for compliance with the license terms of any licensed software, and the Student agrees to hold the School harmless for any violations of such license terms.

Back-up Requirements: The Student may store documents or other files on the Equipment, and the Student is responsible for making back-up copies of such documents or other files, preferably through iCloud. In the event of loss of such documents or other files, the School's responsibility is limited to reloading the School's standard software suite on the Equipment.

Care of Equipment: The Equipment may only be used in a careful and proper manner. The Student shall keep the Equipment in good operating condition, allowing for reasonable wear and tear. The Student shall immediately notify the School's Technology Department if the equipment is not in good operating condition or is in need of repair. No repairs are allowed without school approval. The School maintains a service contract covering the Equipment. The Student shall be financially responsible for repairs due to negligence. No personal stickers or writing is allowed on the Equipment.

Right of Inspection: The Student shall make the Equipment available to school personnel as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the School's normal business hours.

Loss: The Student assumes all risks of loss of the Equipment and agrees to return it to the School in the condition received from the School, with the exception of normal wear and tear. Insurance is available to replace a lost or stolen device.

Warranty: During a student's enrollment, Devices will be issued to students. **Safeware Insurance** will provide a policy for the Devices used by our students. This policy will cover the Student's device for one school year beginning from the date of possession until the last day of the 2021-2022 school year. Any claims made against the policy will require a \$0 deductible. This is a ZERO DEDUCTIBLE policy. This policy covers accidental damage, theft, burglary/robbery, power surges, vandalism, fire, and natural disasters. The premium cost of the Safeware Insurance Policy is \$100.00 for the entire school year..

Indemnity of School for Loss or Damage: If the Equipment is damaged or lost due to negligence, or any other reason not covered by the warranty, the School shall have the option of requiring the Student to repair the equipment to a state of good working order or to reimburse the School for the full replacement cost of such Equipment. The student is responsible for the FULL COST of replacement.

Device: This Agreement shall apply to any device issued by St. Jerome Catholic School until a new Equipment Use agreement is executed between the parties.

Entire Agreement and Modification: This Agreement constitutes the entire agreement between the parties. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties. This Agreement replaces any and all prior Equipment Use agreements between the parties.

Governing Law: This Agreement shall be construed in accordance with the laws of the State of Florida.

Severability: If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

Waiver: The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Disclosures: The Student and the Student's parent or guardian, hereby agrees to the terms of this Agreement and to release and indemnify the School, the Archdiocese of Miami and any of its agents for any claims relating to the loss, damage or interception of any information, data, work product, or other material viewed, searched, or stored on this device.

Furthermore, you agree to release and indemnify the School, the Archdiocese of Miami and any of its agents for any liability or for claims relating to the use or functioning of the hardware or software included with this borrowed device and accessories.

Student Name _____ **ID Number** _____

Student Signature _____ **Date** _____

Parent Name _____

Parent Signature _____ **Date** _____

**St. Jerome Catholic School
Sports Participation Form
Grades 5-8**

I _____ give my child _____
(Parent – please print) (Please print)

Permission to participate in St. Jerome Catholic School’s sport program. Each child must remain in good standing in all classes (academics and conduct) to remain on any team.

St. Jerome Catholic School will provide sport uniforms for each team. Each student athlete is responsible for the care and return of his or her uniform immediately following the respective sport season.

Each family may be responsible for purchasing certain necessary equipment deemed necessary by the Athletic Director and coach. A fee per athlete per sport is due at the beginning of each sport season when the student makes a team. This fee covers league registration fees, gym rental fees, referee fees, etc.

Transportation to tryouts, practices, and games is the responsibility of the parent. If your child will be picked up from school by someone other than yourself, the school must receive written notification.

In case of emergency, this form authorizes school authorities to transport the child to a hospital emergency room and receive medical treatment as needed. **I also understand that we will release any medical insurance information, and will not hold St. Jerome Catholic School or its staff liable for any injuries.**

Date

Parent Signature

Student Signature

Name of Insurance

Company Policy Number

St. Jerome Catholic School

Parent-Student Handbook Acknowledgement Form

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

I hereby authorize my child(ren) to use the digital platforms, tools and applications selected by St. Jerome Catholic School to support the At-Home Learning Program including but not limited to Google Meets. I understand that these third-party platforms may maintain their own privacy policies, terms and conditions for which St. Jerome Catholic School cannot control or assume responsibility for. I further understand that in order to facilitate program activities, these online platforms often include video and audio conferencing, recording, and other forms of electronic communication. This At-Home Learning Program as well as those school directives and requirements related to this program of study may be amended at any time at the sole discretion of the school with or without notice.

(Print Parent/Legal Guardian Name)

(Date)

(Signature Parent/Legal Guardian)

(Date)

(Print Student Name) (Grade)

