



## **Parent-Student Handbook**

**2022-2023**

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Administrator**

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

St. Jerome Catholic School is accredited by the Florida Catholic Conference

Disclaimer:

At any time, St. Jerome Catholic School reserves 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

"For as in one body we have many parts, and all the parts do not have the same function, so we, though many, are one body in Christ and individually parts of one another. Since we have gifts that differ according to the grace given to us, let us exercise them" - Romans 12: 4-6

"We are one body, one body in Christ, and we do not stand alone" - John Michael Talbot

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## St. Jerome Faculty and Staff

Father Joseph Maalouf- Administrator

Tara Marino- Principal

Valerie Bryant-Guidance Counselor/Director of Marketing

### **Name**

### **Grade/Homeroom/Subject**

Mrs. Ferlady Wilhelm

Preschool Director/ Pre-K 4 Teacher

Mrs. Maria Juliana Guitierrez

Pre-K 2-3

Mrs. Kelli Prescott

Lower Elementary Team Leader/First Grade Teacher

Ms. Martha Cruz

Kindergarten Teacher

Mrs. Colleen Ramroth

Elementary Team Leader/ AR Coordinator/Second Grade Teacher

Mrs. Jessica Valverde

Third Grade Teacher

Mrs. Audrey Morales

Fourth and Fifth Grade ELA/Social Studies/Religion Teacher

Mrs. Tonia Piscitelli

Fourth and Fifth Grade Math/Science/Religion Teacher

Mrs. Jennifer Grnja

Middle School Team Leader/English

Mr. Oscar Restrepo

Math/ 7th Grade Homeroom

Mrs. Rebekah Bolduc

Social Studies/ 7th Grade Homeroom

Mrs. Jennifer Green

Science/8th Grade Homeroom

Mr. William Delafuente

Religion/Art

Ms. Carmen Castro

Spanish/6th Grade Homeroom

Mr. Moïse Medacier

Music/8th Grade Homeroom

Mr. Christopher Trujillo

Athletic Director/Physical Education Teacher

Mrs. Karen Doyle

Elementary Art Teacher

Mrs. Carmita Kalis

Preschool Teacher Assistant

Mrs. Diana Miller

Kindergarten Teacher Assistant

Mrs. Francesca Benvenuti

First Grade Teacher Assistant

Mrs. Luisa Jaramillo

Second and Third Grade Teacher Assistant

Lisa Snow- Parish School Registrar

Alejandro Wilhelm- Human Resources/Bookkeeper

Francisco Utrera- IT Director

Jose Riveron- Facilities Manager

Gredys Grable- Office Manager

Dieufraud Pierre- Maintenance Personnel

## **I. Introduction**

An interesting, inspiring and challenging experience awaits you as a student or parent at 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**

Saint Jerome Catholic School's vision is to create the next generation of Christ's disciples who give back to the communities in which they serve. St. Jerome is dedicated to excellence with robust spiritual, curricular, counseling, fine arts, and athletic programs.

### **C. Belief Statements**

1. We believe Catholic education is a powerful instrument through which the Church's mission of proclaiming the gospel message of Jesus is fostered and accomplished.
2. We believe a Catholic school exemplifies the integration of faith, values, and peaceful resolutions.
3. We believe mutual respect is paramount within a school community.
4. We believe establishing and maintaining a health and safe environment is everyone's priority.
5. We believe each student is a unique child of God whose self-worth should be continuously fostered.
6. We believe a strong academic program enriched by extracurricular activities provides a well-rounded education for student success.
7. We believe children must be accountable for their own actions and academic success.
8. We believe student learning with catholic traditions is the primary purpose of the school.
9. We believe a supporting and challenging learning environment increases a student's potential for success.
10. We believe all those united in the faith, including the pastor, priests, administrators, faculty, staff, parents and members of the parish community, share the responsibility for the mission of 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 and closing of each school day, there is a school-wide prayer. The pledge of allegiance is recited every morning.
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. There are opportunities for student involvement including altar serving, lectoring, and bringing up the gifts.
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 is held school-wide two times a year.

## **IV. Academic Policies**

### **A. Assignments and Books**

- All assignments are expected to be in ON TIME (classwork, homework, special projects, etc.).
- Students must have all the necessary supplies for school (pens, pencils, paper, charged devices, etc.). Items forgotten at home may not be dropped off at the school office.
- 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.
- 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, graffiti, and stickers.

### **B. Awards**

#### **1. Eighth Grade Promotion 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).

#### **2. 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 financial obligations for books, tuition, computer devices, team uniforms, etc.

#### **F. Promotion Policy**

It is the policy of St. Jerome Catholic School that each student should progress one grade level each school year. 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.

If a student is being retained, the parents of the child 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, and 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.

#### **H. Private Tutoring, Coaching, or Lessons**

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.**

## **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 the following: 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 student's homework/classwork, stealing, not following directions, misuse of internet, inappropriate use of cell phone, mishandling classroom equipment, including computer 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 directly 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:

a. Disciplinary Report Action:

First Infraction: Disciplinary report to be signed by parent/guardian and returned the next morning, followed by a Parent-Teacher conference. If deemed appropriate, at the sole discretion of the Principal, the student may be suspended from school for a given period of time.

Second Infraction: Disciplinary report to be signed by parent/guardian and returned. Conference with parent, teacher, and Principal. Student will be suspended from school for a length of time to be determined by the Principal.

Third Infraction: ADMINISTRATIVE WITHDRAWAL at the discretion of the Principal and Pastor and in consultation with the Superintendent of Schools of the Archdiocese of Miami.

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

Suspension occurs out of school at the discretion of the Principal. Suspensions may involve counseling with appropriate professionals and assigned activities to stimulate productive reflection on the situation as well as responsible decision making by all students involved.

A student suspended from school is expected to complete all missed assignments by checking his/her Google Classroom. Students are not permitted to participate in school-sponsored extra and co-curricular activities, including sports, during the duration of the suspension.

## **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.

#### **1. Definition**

- a. 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.

b. 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.

## 2. Scope

a. 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.

## 3. Reporting Complaints

a. 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.

## 4. Disciplinary Action

a. 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, administrative withdrawal, 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.

## **2. Cell Phone Policy:**

Student cell phones are NOT permitted on campus. If a student must bring a cell phone to school, it will be collected in a "homeroom bin" at the start of the day. When returned at dismissal, they must be turned off and remain in the student's backpack at anytime that the student is on campus. If a cell phone is used, 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 a 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. Technology 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 concerns. 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, Facebook or Tik Tok. 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 reproductions 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 result in a disciplinary response, up to and including administrative withdrawal.

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 in 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 administrative 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 are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student 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 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**

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, student inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, 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**

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school;
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. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be administratively

withdrawn from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.

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;

4. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

## **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 administratively withdrawn from the school. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

## **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.

## **B. Participation in School Athletics or Organizations**

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 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, activities, 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 program or activities.

For purposes of this handbook, a club is defined as a group of individuals dedicated to a particular interest or activity and a league is defined as a group of teams or individuals participating in an athletic activity.

If absent during the school day, students may not participate in any after-school activity. 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. Parents are not allowed to attend tryouts. Administration/ Athletic Directors will not discuss tryout results with parents.

Each sport requires a fee. Each team member is responsible for the team uniform. Full compensation is required for damage or loss. 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.

#### **D. Community Service Activities**

Community service activities are not school activities and St. Jerome Catholic School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. St. Jerome Catholic School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

### **V111. School Attendance, Arrival, and Dismissal**

#### **A. Attendance**

Regular attendance in school is necessary to increase the probability of success for all students. Florida laws addressing compulsory attendance are specified in Statute 1003.21. Students are expected to be present and engaged in instructional/learning experiences for at least 180 days of the academic year.

##### **1. School Hours:**

Opening exercises begin at 7:50 am each day. Once a student arrives, he or she may not leave school property until dismissal. The dismissal bell rings at 2:45 pm. Students should not be picked up early unless they have a doctor's appointment and a note needs to be sent to the office. Supervision is NOT provided before 7:30 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 and coordinated in advance.

##### **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 7:50 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 their 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 or multiple absences without a written explanation from the parent or doctor's note.. 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 office 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 7:50 am and will be marked tardy after 7:50 am. The gates will be locked at that time. Parents must walk the child(ren) into the front office and sign him/her/them in. 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 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:**

Dismissal is at 2:45 pm, unless it is an early release day at 1pm. After 3:00pm, and 1:30pm respectively, St. Jerome is not responsible for supervision. 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. Parents must use their family number for pick-up through the school Concierge app. If another person is picking up your child, you must notify the school office and the child's homeroom teacher in advance. The person picking up your child must have the family Concierge app number. No student will be released unless his or her family number comes up on the board through the Concierge app.

### **3. Early Dismissal**

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.

## **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 Catholic 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 for each 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 must email the teacher. Parents wishing an appointment with an administrator must call the school office 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, heellies, scooters, mopeds, skateboards, and bicycles are not permitted on school property.

### **D. Celebrations/birthdays**

**Individual student 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. In order to ensure the safety of students with peanut allergies, please request permission from the student's 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. Under no circumstances can students, teachers, or the office distribute birthday party invitations.

### **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**

Weekly emails, announcements, 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. 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 accept deliveries for students. Flowers, balloons, cards, mail, etc. delivered to a student may be returned to the sender. Lunch deliveries are also not allowed.

## **H. Electronic Acknowledgements**

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 acknowledgment of receipt of this Handbook, HEREBY AGREE** to receive and be bound by electronic acknowledgments.

## **I. Emergency Information**

1. Emergency procedure: 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. The school does not distribute personal birthday party invitations or other student/family events.

## **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 Health Room 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. Students must be fever-free for at least 24 hours before returning to school. 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 Florida Certificate of Immunization (Form DH 680) completed by a health care provider participating in Florida Shots is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom. 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 from 7:30am-7:50am. 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/Use of Photos**

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 non-prescription 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 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 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 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 Office  
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 forum. Just as a parent can withdraw a child from the school if desired, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably

### **U. Parental Rights in Case 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 and Other Allergies**

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, heellies, 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 Policies**

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 administrative withdrawal 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. The electronic transmission of sexually explicit language by a student may also constitute grounds for disciplinary action.

### **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 administrative withdrawal from school.

## **DD. Student Disability and Accommodation Policy/Section 504 Policy**

St. Jerome School complies with the mandate of 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 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: Brenda Cummings, (305)762-1268. 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:

Jim Rigg  
Archdiocese of Miami  
Superintendent of Schools  
9401 Biscayne Blvd  
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 Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, 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.

Parents may not call or text their child(ren) during the school day. In case of an emergency, the parent can call the school office.

### **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. 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.

## **II. 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 and to take a three-hour Virtus course and complete Virtus bulletins 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 in PreK-8**

Parents must use the car line for drop-off and pick-up. Parents should drop off their children on the side designated for their youngest child.

North Carline- Grades 2,3,4,5,6,and 7

South Carline- Grades PreK 2, PreK3 , PreK 4, Kindergarten, 1st, and 8th

Carline 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 and Fees**

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 administratively withdraw the student if any financial obligations are not met.

## **XII. UNIFORM POLICY**

**A. Uniforms**

All students are to be in complete uniform at all times during school hours. This includes the proper belts, outerwear, shoes and socks.

**Water Bottles:** Water bottles must be clear/see-through and only contain water.

**Outerwear:** The only approved outerwear is from Risse Brothers. Sweatshirts with a hood are not allowed.

Belts must be black or brown.

Socks must be black, blue, or white.

Shoes must be leather Sperry's in brown, tan or navy.

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. Repeated failure to wear the complete school uniform will result in disciplinary action.

## **B. P.E. Uniform**

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

## **C. Uniform Regulations**

1. Jewelry: Valuable jewelry should not be worn to school. The school is not responsible for lost or damaged items. No costume or bead jewelry is allowed.

Necklaces: Only one small silver or gold cross/crucifix on a thin gold or silver chain is allowed. Must be a traditional cross, not a modern/fashion cross.

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.

Rings: No rings are allowed to be worn at school.

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

Not wearing the proper uniform will 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 Day Dress Code**

On out-of-uniform dress 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 fit (not too tight).
2. Spaghetti 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.
7. No offensive or political slogans are permitted
8. Shoes must have a back strap, no flip flops allowed or heels allowed

## **XIII. 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.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods. and/or other methods. There will be no suspension, reduction, or refund of tuition in these circumstances.



**AFTER SCHOOL PROGRAM**  
Provided by SUNSHINE CHILD CARE PROGRAMS

Sunshine Child Care is celebrating their 30th year of providing quality after school care programs! Their after school care program is well balanced, offering students a free snack and a drink, quiet homework time, arts & crafts, hands-on science activities, technology, themed activities, fun indoor and outdoor games and much more!

To register: [www.sunshinefl.com/before-after-school-care-registration-form/](http://www.sunshinefl.com/before-after-school-care-registration-form/)

- ALL STUDENTS MUST HAVE A NEW REGISTRATION FORM EACH SCHOOL YEAR!
- Registrations will be accepted on a first-come, first-serve basis. Once spots are full, your application may be placed on a waiting list. Please be sure to select the correct school / site location when registering.
- Applications will not be fully approved until reviewed by their Corporate Office and you receive an approval/ denial email or phone call. Once your application is approved, please visit their website at <http://www.sunshinefl.com/payment/> and make your registration and first period payment.
- Payments will not be accepted without a new registration.

**After School Program Hours of Operation**

Regular School Days: 2:45 pm - 6:00 pm

Early Release Days: 1:00 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.

## **St. Jerome Catholic School Student Devices Usage Grades K-8**

This Student Device Use Agreement ("Agreement") is between St. Jerome Catholic School ("School") and the 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 2022-2023 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.

**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.

\_\_\_\_\_  
**(Print Parent/Legal Guardian Name)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Signature Parent/Legal Guardian)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Print Student Name) (Grade)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Signature Student Name)**

\_\_\_\_\_  
**(Date)**