

# Saint Jerome School

5207 42<sup>nd</sup> Place  
Hyattsville, MD 20781

301-277-4568 - Main Office  
301-927-6684 - Finance Office

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Pastor - Rev. James Stack  
Principal - Dr. Joyce Volpini, SND

## PARENT-STUDENT HANDBOOK

2008 – 2009

**The Principal reserves the right to amend the Parent-Student Handbook at any time**

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Please read, sign and return the following agreement to the School

I/we have received a copy of the School Handbook and have carefully read, understand and agree to comply with the policies, regulations, procedures and traditions of this school. I/we further agree to meet all financial responsibilities, to conform to all uniform and dress codes and to fulfill all parent responsibilities. I/we hereby accept the policies, regulations and traditions of Saint Jerome School as a condition for the enrollment of my child/ren.

\_\_\_\_\_  
Print Name of Parent/Guardian #1      Date

\_\_\_\_\_  
Print Name of Parent/Guardian #2      Date  
*(If Applicable)*

\_\_\_\_\_  
Signature of Parent/Guardian #1      Date

\_\_\_\_\_  
Signature of Parent/Guardian #2      Date  
*(If Applicable)*

\_\_\_\_\_  
Signature of Student                      Grade

\_\_\_\_\_  
We Believe in Children

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## MISSION STATEMENT



The mission of Saint Jerome Parish School is to proclaim the Good News of Jesus Christ, not only in our words but also by our actions.

We strive to promote an atmosphere conducive to interpersonal growth by providing guidance in the development of character, positive self-concept, creativity, spiritual growth and social values.

Within each student's capabilities, we hope to establish a solid academic and religious foundation from which each child is motivated to grow, and to develop the highest Christian ideals. We continually strive to make students aware of their responsibilities for the world in which they live.

Saint Jerome's seeks to motivate students to live as part of a believing community which works to serve the needs of society; to foster love of life, love of family, and love of country; to enable students to embrace the plurality of culture and creeds, and to respect and reverence this, following the example of Jesus, our teacher.

In cooperation with parents, teachers, students and the entire parish community, we strive to be a consistent example of Christian witness, professing self-discipline, self-knowledge and respect for human uniqueness. We hope to accomplish this commitment within a loving, supportive environment.

In order to fulfill this mission, we recognize the necessity for on-going educational renewal, and resolve to evaluate consistently our school's mission and academic programs.

## SPIRITUAL LIFE PROGRAM

**A Worshipping Community** - Saint Jerome School strives to become a worshipping community of faith. To this end, the students participate in Eucharistic Liturgies, seasonal paraliturgical services, and other forms of prayer.

Students in grade two are prepared to receive the sacraments of Penance and Eucharist for the first time. Confirmation is conferred upon the eighth grade students.

**Religious and Moral Instruction** – Religious education at Saint Jerome School is directed toward enabling the student's faith to "become living, conscious, and active through the light of instruction" (To Teach as Jesus Did, 102). The religious education program reflects the content of all sources of the official Church documents. The program seeks to proclaim and teach God's Word in an atmosphere that promotes the faithful acceptance of it and the responsibilities it imposes. The students are helped to examine attitudes and values in order to develop behavior consistent with what they profess.

**Service to the Community** - At Saint Jerome School, students learn about human needs, justice, mercy, and peace. They are given opportunities to respond to the needs of others by working together on numerous service projects.

## APPLICATION/ADMISSION PROCEDURES

The following procedures will be followed in processing a student for admittance to Saint Jerome School.

1. Required of ALL parents/guardians who are parishioners; Catholics residing within the boundaries of Saint Jerome's Parish:
  - a. An interview with the Pastor to determine eligibility for tuition
  - b. Baptismal certificates of children
  - c. Birth certificates of children
2. Required of ALL applicants:
  - a. Read registration policies carefully, and sign the registration form indicating that the parent/guardian agrees with the policy statements, and acknowledges financial responsibility
  - b. Complete an application
  - c. Pay the application/registration fee (**non-refundable**)
  - d. Submit necessary health forms and information
  - e. Submit baptismal certificate if Catholic and not baptized at Saint Jerome
  - f. Submit birth certificate
3. Required of Grade 1-7 applicants:
  - a. to Provide a **copy** of the present school year's report card and a **copy** of the previous year's report card.
  - b. to Provide a **copy** of latest standardized test scores
  - c. to Provide **copies** of certificates of honor or merit
  - d. to Take an entrance test, if necessary
4. Applications will not be processed until ALL required copies of **health records, report cards and test scores** are provided, if applicable.
5. If a student is admitted to Saint Jerome School, the parents/guardians will be required to complete and return to the school by September 7, 2007, a form stating the area of the Parent Volunteer Program in which they intend to be involved.
6. If there is a custody issue regarding your child/children, please be aware that legal documents must be presented to the school and remain on file. This document must inform the school of the conditions of the custodial care.

**Please note:** If recent achievement test scores have been provided by the parent and are acceptable to Saint Jerome, a child will not have to take the entrance test.

## **TUITION AND FEES      TUITION MANAGEMENT SYSTEMS (TMS)**

Tuition Management Systems serves nearly two million students at over 1,000 schools, colleges and universities. The company enables families to pay their education expenses through convenient monthly payments.

By partnering with Tuition Management Systems, (TMS) the school can concentrate on what they do best... educating students. TMS offers students and families more flexibility and options for paying tuition.

Parents enroll in TMS by picking up an enrollment form from school.

Payments may be made in the following ways:

- You may pay by check or money order through the mail
- Automatic Withdrawal (DDO) is available from a checking or statement savings account at no additional charge
- You may pay by electronic check over the phone or online for a \$5.00 convenience fee
- Pay using a Master Card, AMEX or Discover Card (a convenience fee may apply).

If you choose this option you must contact Tuition Management Systems each time you wish to charge a payment. Call toll free 1-800-722-4867 or visit [www.afford.com](http://www.afford.com).

Please remember to pay your tuition payments on time. If the total amount due is not received by the due date, your account is subject to a service fee.

Each student is required to pay an annual fee, which covers the cost of textbook rental, workbooks, some classroom supplies, a diocesan tax, testing materials, computer room supplies, the physical education program, H.S.A. fee, technology fee, and various audiovisual and library materials, among other items. This fee is due in full on August 1 of each new school year. Students for whom fees have not been paid will not receive books in September.

### **NON-DISCRIMINATORY POLICY**

Schools in the Archdiocese of Washington do not discriminate on the basis of race, color, national or ethnic origin in the administration of admission procedures, education programs, personnel policies, financial aid, athletics or any other school administered program. To the extent required by Title IX, they do not discriminate against any applicant, employee or student because of sex.

## SELF-DISCIPLINE AND STUDENT CONDUCT

Saint Jerome School strives to teach and foster self-discipline for the well-being of both the student and the school community and for the creation of a Christian atmosphere for learning. It takes the collaboration of all -- parents, teachers and students to achieve success in this most important area of growth and development.

In guiding the child's growth in habits of virtue and Christian attitudes it is well to emphasize the positive rather than the negative. Children need to understand that they choose one behavior over another and must take upon themselves the consequences of that chosen behavior.

To create and foster a positive learning atmosphere, all Saint Jerome students are expected to demonstrate increasing maturity as they develop in three important areas:

- = *Respect*
- = *Spirituality*
- = *Responsibility*

### RESPECT

A **respectful** person is one who believes in the dignity and worth of all individuals and who acts accordingly. While involved in Saint Jerome School activities, students are expected to:

- = be respectful and attentive to others' needs
- = be gentle and sensitive in their attitudes toward others
- = play safely on the playground in designated areas
- = resolve mistakes made with others through talking about differences or problems and creating positive solutions
- = show common courtesies and good manners toward teachers, other adults and fellow students at all times

### SPIRITUALITY

A **spiritual** person is one who lives his or her faith. Saint Jerome's students are expected to:

- = have a quiet and reverent attitude during prayer, prayer services and liturgy
- = treat symbols of the Church (crucifix, holy water) in a reverent manner
- = recognize and affirm the goodness in others
- = participate in special service projects to the parish, school and community
- = participate fully in spoken and sung prayer at the liturgy

## RESPONSIBILITY

A **responsible** person is one who responds to meeting personal, school and community obligations. To make school a positive learning experience, Saint Jerome School students are expected to:

- = complete school work on time
- = follow directions
- = handle all school property with care
- = participate in class with attentiveness and effort
- = be on time for school and all class activities

### Acknowledging Student Growth in Respect, Spirituality and Responsibility

To recognize student growth in these important areas, a special celebration, athletic or social event will be held each quarter in grades one through eight. Students who have received no detentions, demerits or three or fewer conduct referrals, and three or fewer study checks will be honored in these celebrations. In grades pre-kindergarten and kindergarten, celebrations will be held when appropriate. At times, the planning of these celebrations will be left to the discretion of the various departments.

### Inappropriate Student Behavior

In their efforts to learn to be *respectful*, *spiritual* and *responsible*, students may make mistakes. Just as it is important to celebrate students' achievement toward becoming more *respectful*, *spiritual* and *responsible*, it is also important for students to learn when their behavior departs from this path. Toward that end, there will be fair and just consequences at Saint Jerome School for students' behaviors which interfere with the attainment of these goals.

Although we believe the disciplinary action of conduct referrals, study checks, demerits, or detentions should be sufficient to curtail most disruptive behavior, repeated offenses will result in probation, suspension, or expulsion from school.

A letter of agreement, which outlines what is expected of you, your child, and the school administration and teachers, is enclosed with the back to school information. This form, as well as the introduction page of the Parent/Student Handbook must be returned during the first week of school.

The following terms are defined here for clarity:

- A **conduct referral** is issued as a notice to the parent that there has been a specific incident that needs parental attention. Conduct referral slips are sent home for signature by a parent or guardian, and they must be returned to school the following school day. Continued misbehavior will result in the issuance of a demerit. (Appendix 1)

- A **study check** is issued when inappropriate student behavior interferes with a student's development of personal responsibility (i.e., incomplete assignments, careless academic work, tardiness, etc.) Each study check will be sent home and returned the next day with the parent's or guardian's signature. Continuous irresponsibility may result in the issuance of a demerit. (Appendix 2)
- A **demerit** is given as a warning to a student who has broken a rule. Demerit slips are sent home for signature by a parent or guardian, and they must be returned to school the following school day. A student who receives three or more demerits during one semester must serve a Saturday detention (9:00 to 11:30 a.m.) to be scheduled by the school office and supervised by one of the teachers or the principal. (Appendix 1)
- **Detention** is the time a student is kept after school on early-dismissal days (12:30 to 2:30 p.m.) or on Saturday mornings (9:00 to 11:30 a.m.). During this time students are given written assignments related to their school work. (Appendix 3) Detentions may also be given for shorter periods of time such as: recess time or after school. Parents will be notified 24 hours in advance regarding an after-school detention.
- **Suspension** is removal of the student from the classroom and other activities for a period of one to five school days. Suspensions are served in school or away from school, at the discretion of the principal. Suspensions are given by the principal or vice principal -- not by teachers or staff members -- for serious violations of school rules and policies. If an out-of-school suspension is given, parents or guardians must meet with the principal/vice principal before a student can be reinstated.

Suspension is the responsibility of the principal and is considered a punishment of last resort. It is used only after other means have been explored and exhausted. Reinstatement is not possible until the principal and the student's teachers are satisfied that the reason for the misconduct has been eliminated.

- **Probation** places a student on conditional enrollment during a trial period. If there is no noticeable, positive change in a student's behavior after a probationary period, parents will be asked to remove the child from school. Responsibility for placing a student on probation rests with the principal.
- **Expulsion** is permanent removal of the student from the school community. This action is taken by the principal, in consultation with the pastor, and only in cases of extreme misconduct. There is no option for reinstatement following expulsion.

It is not usual for a student to be expelled for academic reasons; however, the principal can strongly recommend the removal of a student because of poor academic achievement.

The following sections discuss the kinds of behavior that are not tolerated at Saint Jerome School.

Beyond what is written here, the rules of general good behavior should be observed: Students are expected to be courteous to one another, to parents, teachers, staff members, clergy, and school visitors. Their deportment in school and away from the building during school-sponsored activities should never give cause for complaint by anyone. If a student misbehaves or displays a lack of courtesy or a disrespectful attitude during a field trip, that student gives up the right to attend future trips.

### **Automatic Expulsion**

Automatic expulsions are rare. In case of a serious infraction or incident, a suspension is given, followed by a meeting of the parents or guardians with the principal and the pastor, if necessary. (See Reasons for Dismissal, p. 11.)

### **Suspension**

The following offenses will result in suspension of the student until a meeting between the parent or guardian and the principal determines that there will be no chance of a recurrence:

- **Fighting.** The act of involvement in hostile bodily contact with any other person in or around school property. This includes before and after school.
- **Possession of fireworks or other explosives.** Possession, use, or threatening to use any kind of fireworks (possession of fireworks is illegal in Prince George's County), explosives, or other instruments or substances that cause injury. (Expulsion is possible depending on the severity of the incident.)
- **Smoking, use of drugs.** Possession or use of any tobacco product, illegal drug, or alcohol.

**Please note:** Over-the-counter medicines, such as cough medicine or Tylenol, are not to be kept in school by the students. This includes cough drops. Parents or guardians should send all medications to the office for dispensation. (See Medication, p. 17.)

- **Vandalism, theft.** Serious or willful destruction or abuse of property belonging to the school, teachers, parents, students, clergy, visitors, or others, or theft or abuse of same. Restitution will be made before a student's suspension will be lifted.
- **Harmful objects.** Any objects such as pocket knives, paring knives, any sharp object, which could be interpreted as a weapon, may not be brought to school under any circumstances. These objects will be confiscated immediately and **could** result in expulsion from school.

Other actions, or a consistent pattern of misbehavior, can result in a student's suspension from school.

- Vulgarity/obscene language or gestures are absolutely unacceptable and will result in suspension from school.

## Other Offenses

The following offenses are punished according to the teacher's discretion. Students can receive conduct referrals or demerits depending on the act and the circumstances. Continuing, serious misconduct in one or more of these areas can result in probation, suspension or expulsion from the school.

- **Unauthorized absence.** Saint Jerome School observes a closed-campus policy. Students may not leave the school premises or designated play areas without permission during class hours or lunch periods. Once a child arrives on the playground in the morning, he or she may not leave without permission. Students are not to be in the building before the 8:00 a.m. bell, and they are to leave immediately upon dismissal unless they are with a teacher.
- **Cell phones. Students may not bring cell phones to school.**
- **iPods, pagers, MP3 players, digital cameras, or electronic devices of any kind may not be brought to school. If a student chooses to consistently bring such items to school, he/she will be suspended.**

Students are not permitted to leave a classroom or to be absent for any period of time without authorization.

Students who are enrolled in the before-school program must remain in the designated area from the time they arrive until the 8:00 a.m. bell unless they are escorted to the gymnasium by a teacher.

Students who are enrolled in the after-school program may not leave until they have been signed out by a parent, guardian, or other designated person.

- **Safety issues.** Students are not to engage in any of the following or similar activities that can cause injury to themselves or to others: standing or sitting on window sills, climbing fences or scaffolds, running in the halls or on stairways, playing games deemed by playground supervisors to be dangerous. Students are allowed to bring jump ropes and foam-type (Nerf) balls for use on the playground. Basketballs may be used only on the basketball courts.

**Fire drills** are conducted regularly during the school year. They are serious, potentially life-saving exercises, and students should not run, push other students, or in any way disrupt the activity. Disrupting a fire drill is considered a serious offense and may result in suspension.

Students are not to throw any object (this includes stones, rocks, snowballs, blackboard erasers, pencils, or any other object) that can inflict bodily harm.

Students are not to destroy or abuse property belonging to the school or to members of the school community. They are not to litter the school, the school grounds, or private or public property they pass on the way to or from school.

Students are not to chew gum in any part of the school building or on school grounds.

If a student is consistently unresponsive to a teacher's correction or if a student consistently disrupts the class, action will be taken.

Students are not to bring toys, baseball or any other trading cards, radios, video games, MP3 players, or other similar objects or equipment to school. The school will not be responsible for lost, broken, or stolen articles.

## **SEXUAL HARASSMENT**

Students should not be subjected to unwanted or unwelcome behavior of a sexual nature that interferes with a student's right to learn, study, work, achieve or participate in school activities in a comfortable and supportive atmosphere. This type of negative behavior is under federal and state laws and policies, and is known as sexual harassment. This is illegal and is prohibited in school settings.

Some examples of behavior that may be considered sexual harassment are:

- Staring at parts of someone's body
- Comments, gestures or jokes of a sexual nature
- Display of sexual pictures or objects
- Spreading of sexual rumors or commenting about sexual behavior
- Repeated pressuring for dates of unwanted sexual behavior
- Touching, grabbing or pinching
- Physical sexual assault

## **PROGRESS REPORTS (One-Subject Reports)**

Approximately half-way through each marking period, progress reports will be sent home to all students who have an average of "D" or "F" in a particular subject area. These reports will be mailed home. This is a means of informing parents of a problem area well before the end of a marking period. **After the receipt of this notice, it is the responsibility of the parent to monitor the child's ongoing progress and to check with the teacher regarding any concerns.** The receipt of a failing grade at the time of progress reports does not mean failure for the marking period, nor does a passing grade at that time guarantee the passing of a subject. If it is clear that a student's grades are dropping and test papers and assignments are not brought home, a phone call should be made or an appointment with the teacher should be scheduled.

## **REPORT CARDS**

Student report cards are distributed four times each year -- in November, January, March, and June. It is hoped that when time is set aside for formal interviews that time can be used to the benefit of all parties involved with the student's education. Conferences are scheduled to discuss the progress of all students at the end of the first marking period and may be requested for subsequent marking periods by teachers or parents/guardians. Report cards do not have to be returned to school since it



is a copy of the original; however, the report envelope must be signed by a parent/guardian and returned the next school day.

## HONOR ROLL

The honor roll has been established in grades 3-8 to promote scholarship. It has proven to be an excellent motivator for students who seek high achievement.

Principal's List requires all A's in all subjects, and satisfactory in conduct and effort.

First Honors require all A's and one B in all subject areas, and satisfactory in conduct and effort.

Second Honors require B's or better in all subject areas. One C or S (satisfactory) is allowed in one subject area, and a Satisfactory in conduct and effort.

\* Specific comments, as noted on the report card, will keep a student off the Principal's List or Honor Roll.



## PARENT-TEACHER CONFERENCES

Conferences are scheduled for all parents and teachers to discuss each student's progress at the end of the first marking period in November of each year. Conference times may also be requested at various times throughout the marking period by parents and guardians who may have a concern. These conferences are by appointment, only.

Parents may request a meeting by sending a note to the teacher or to the school office (be sure to include a daytime and evening telephone number). Parents who need to call teachers should call the school, 301-277-4568; teachers should never be called at home. Due to teacher responsibilities before, during, and after school, parents are asked to understand that unscheduled conferences will not be honored. **Please give the teacher ample opportunity to respond to parents'/guardians' notes and calls. It is often difficult for teachers to respond on the same day.** If you do not receive a response within 48 hours, please call the office, and a reminder will be forwarded to the teacher.

Parents are reminded to listen and respond courteously to teachers during conferences; the teachers have the students' best interests at heart.

### **PARENT CONCERNS & RELATED COMMUNICATION PROCEDURES**

If a parent/guardian has a concern about classroom or school procedures, it should be discussed, first, with the teacher/staff member. An appointment can be made by calling the school office or sending a note.

Please note the following:

- Parent/guardian should make an appointment to discuss the concern, academic or behavioral, with the teacher or staff member.
- If the matter is not settled on this level, then the parent/guardian should make an appointment with the principal. The staff member may also request this option.

Most concerns can be settled equitably on the initial contact between parties concerned.

### **ACADEMIC FAILURE**

If a student continuously performs poorly in all or most academic subjects, and if the teacher has made every effort to assist the student, the parents or guardians will be advised of the possibilities available to them. The options include summer school attendance, retention for the following year in the same grade, or a recommendation that the student be placed in an alternative academic situation.

### **REASONS FOR DISMISSAL**

1. Consistently poor academic achievement or a learning disability that cannot be properly addressed by the school curriculum.
2. Serious misbehavior which shows disregard for stated school policies and/or disrespects the teaching-learning situation in the school.
3. Parents' non-compliance with the teacher's and/or principal's recommendation regarding referrals to the Health Department and/or other agency deemed necessary for more thorough evaluation of the child.
4. Parents' non-compliance with school policies.
5. Parents' falsification of records or withholding pertinent information regarding the child's past physical, emotional, or academic difficulties.
6. Parents not meeting tuition obligations and fees as detailed in their agreement.

## **SCHOOL ADVISORY BOARD**

The purpose of the board is to provide advice and assistance to the Saint Jerome School Administrative Team (pastor and principal) in the governance of the school. The board fulfills its purpose and exercises its functions in accordance with the mission statements and goals of the school and the parish and with the goals, policies, and regulations of the Archdiocese of Washington.

The board is composed of nine to thirteen members, including parents of school children, members of the parish, and a faculty member. Functions of the board are long-range planning, fiscal advice, annual evaluation of the overall success of the school programs, suggestions for policy and policy changes, and supportive public relations.

Ordinarily, board members should be registered members of the parish or parents of children in the school. Board members must be at least 21 years of age. They are expected to be willing and able to make a substantial time commitment to the work of the board.

The process for selection is the nomination of candidates by the board to the administrative team for appointment. The board's nomination process should involve the following steps:

- the recruitment of several qualified candidates for each vacancy
- the screening and interview by a board committee to determine candidate interest and qualifications
- a final recommendation by the entire board to the administrative team

### **Administrative Team**

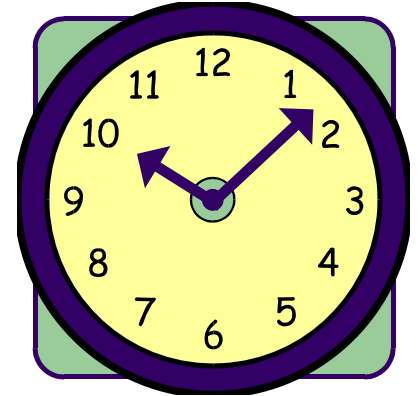
Pastor, Rev. James Stack	301-927-6684
Principal, Dr. Joyce Volpini, SND	301-277-4568

### **Appointed Board Members**

Mrs. Sue Wilkinson (Chair)	301-779-4376
Mr. John Aquilino	301-779-8499
Ms. Mary Patricia Donoghue	301-277-4568
Mr. Keith Everhart	301-864-9228
Mrs. Tonye Gross	301-422-0726
Sr. Geri McPhee	301-699-1314
Mrs. Eugenia Powell	301-249-4130
Mr. Charles Kenny	301-559-6545
Mrs. Becca Salkeld	N/A

## SCHOOL HOURS

The school day begins at 8:00 a.m. and ends at 2:40 p.m. Students who arrive after the 8:15 a.m. bell are considered late, and they may not enter the classroom without a late slip. Please note: Classes will begin at 8:15 a.m. There is no 15 minute grace period. Students may enter the building anytime after the 8:00 a.m. bell.



**Students should not arrive at school before 7:45 a.m. unless they are registered for Before Care. In the past, some parents have dropped students off at 7:30 a.m. or earlier, and students roam around the schoolyard or expect to enter the cafeteria. This is not acceptable. If a student is dropped off before 7:45 a.m. he/she will be sent to Before Care and parents/guardians will be billed for the service. There is no supervision on the schoolyard in the morning before 7:45 a.m.**

Parents and guardians are urged to get their children to school on time. Late arrivals disrupt classes and cause loss of instruction time. Five unexcused late arrivals in one quarter will prompt a lunch detention. A Saturday detention may be given in the case of serious tardiness. Please note: An excused tardy will be given for a serious reason only, such as weather related, accident, illness, doctor/dental appointment, etc.

## RECESS

A recess period is scheduled for students each day; no one is allowed to remain in the building unsupervised. If a student must stay indoors (because of illness or injury), a note from the parent must be sent to the school office each day it is necessary for the student to remain indoors. If the student's condition will require him or her to be excused from recess for more than a few days, a note from the student's physician must be sent to the school. Please remember that recess is a privilege, not a right, and, if necessary, may be removed due to behavioral issues.

Teachers are assigned to supervise the playgrounds during morning and afternoon recess periods. However, parent assistance is always welcome, and this is a good way for parents to fulfill their family volunteer obligation (see Volunteering, p. 33).

Because the students use some of the parking lots as playgrounds, there is to be no parking on the cafeteria lot or lower lots at any time during the school day. Parking is allowed on the lot across from the convent/child center and the lot next to the parish rectory.

## **Playground Rules**

- Playground equipment is to be used with safety in mind.
- Foam-type (Nerf) balls are permitted on the school yards
- Regular basketballs are to be used only on the basketball courts
- Play fighting, wrestling, karate, and the like are not acceptable
- Jump ropes are permitted
- Food or drink is not to be taken from the cafeteria to the playground at recess
- Students are not to play with objects that can be harmful to themselves or others (such as sticks or rocks)
- Students may not leave the school yard without the permission of a teacher
- Students are to be respectful and responsive to the staff members on duty at all times. Disrespect will not be tolerated, and demerits and/or detention will be given

## **LUNCH**

The lunch and afternoon recess periods are as follows:

- PK, K1, and K2 according to schedule set by the teacher at the beginning of school
- Grades 5-8, 11:40 - 12:30
- Grades 1-4, 12:40 - 1:20

These are subject to change.

Milk tickets are sold on Mondays only; each ticket covers the cost of 20 pints of milk. Information regarding the purchase of tickets is sent home at the beginning of the school year.

Children in grades 1-8 eat lunch in the cafeteria; those in PK and K usually use the classroom.

Students who go home for lunch each day must present a note to the school office during the first week of school giving parental permission. The note will be kept on file for the duration of the current school year, and a new note must be sent every year. Students who go home for lunch must check out and in with the office.

In the event that a parent needs to bring a student's lunch to school, the bag or lunch box must be marked with the student's name and grade (as should all lunch bags or boxes) and delivered to the school office before 10:30 a.m. if at all possible. Parents should not bring fast food unless absolutely necessary. On such an occasion, the student will eat his or her lunch at the office.

## **HOMEWORK**

Students are regularly assigned homework to reinforce the work that is done in school. We urge parents to take an interest in home assignments so that students will complete their work. Research shows that students perform better in school when interest and guidance are evident at home.

Parents should note that consistent failure to complete homework assignments can lower grades considerably.

The learning process, like all life processes, requires periods of concentration followed by periods of relaxation. During the school day, the teachers make an effort to ensure that both are possible, and parents are encouraged to allow students to spend the time immediately after school at play. The after-school program's schedule reflects this philosophy. (See Before- and After-School Program, p. 25.)

## **SCHOOL WORK**

Failure to complete homework assignments, consistently forgetting to bring required materials, and consistent failure to complete in-class assignments can warrant disciplinary action.

## **SCHOOL VISITORS**

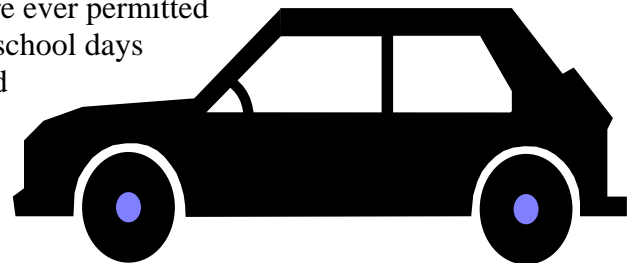
**All visitors to the school, including parents, must check in at the school office. Parents are not to go to classrooms during school hours unless the teachers and the principal are aware that the parents will be visiting.**

**Parents are not to visit the classrooms at the beginning of the day. This is one of the busiest times of the day; teachers do not have time to stop to talk with parents in the mornings.**

Some parents like to walk their smaller children to their classes, particularly at the beginning of the school year. This is not a problem, although parents are expected to drop their children off and leave the school building. Parents are not to enter the classrooms. This practice should also be discontinued after several weeks since we want the children to become confident and independent. Parents are not to congregate in the halls for conversation. This is a distraction and can cause a delay in starting the school day.

## **PARKING**

Parking is available on the parish rectory lot at all times and on the church lot and the lower playground before and after school hours. No vehicles are ever permitted to drive or park on the lot next to the school cafeteria on school days between the hours of 7:00 a.m. and 6:30 p.m. Parents and guardians are asked not to park in crosswalks. If parents and guardians wish to walk their children into the building in the morning, they should park in the lot across the street from the convent or on the rectory lot. Vehicles are not to be parked on the street in front of the gym and left there. This causes a backup in traffic, and also poses a dangerous situation for children who are crossing the street or getting out of other cars. Street signs in front of the gym and the Church are now “No Parking” signs. Cars will be ticketed.



We ask parents and guardians to please be patient when dropping off or picking up children. Remember that the safety of the children is of the utmost importance. Convenience is secondary.

Parent volunteers will again be available to direct traffic and aid in the drop off and pickup of the children. Please be courteous and follow the directions of the volunteers.

Never allow children to get out of a vehicle in the middle of the street.

Please follow the directions of the safety patrols. They are there for the children's safety. Parents and children should always use crosswalks.

### **PHYSICAL EXAMINATIONS, IMMUNIZATIONS, EMERGENCY INFORMATION**

We recommend that all new students have a physical examination before starting school. A statement from the student's physician that there are no physical problems is sufficient.

Parents who are aware of a special need (placement in the classroom to accommodate a vision or hearing impairment, for example) should share this information with teachers as early in the year as possible, so that adjustments can be made.

No student will be allowed to enroll unless there is proof that he or she has received the full course of required immunizations against rubella, measles, mumps, and other childhood diseases as required by the state. Immunizations currently required are:

- DPT**      4 doses for children under 7 years of age  
              3 doses for children 7 years or older
- Polio**     3 doses by kindergarten (5 years of age)
- MMR**     (Measles, Mumps, Rubella) – all doses must be given  
              on or after the 1<sup>st</sup> birthday, 2 doses by kindergarten  
              (5 years of age)
- Varivax**   (Chickenpox) – proof of disease or shot



Three current emergency information cards are to be on file for every student at all times. In addition to telephone numbers where parents or guardians can be reached during school hours, these cards have information about the student's physician, and they give permission to transport the student to the hospital in the event of a life-threatening emergency. The importance of these cards to student safety cannot be overemphasized. Please update them when necessary.

**Please note:** All children should be screened for lead poisoning before entering pre-school. This may be done by visiting your doctor for a simple blood test.

## **ABSENCES, ILLNESS AND TARDINESS**

When a student has an unscheduled absence from school, parents or guardians should call the school, 301-277-4568, before 9:00 a.m. to make that fact known. **Upon the student's return to school, a note should be presented to the teacher listing the student's name, the date or dates of the absence, and the reason for the absence. This is required of all students for all absences. The telephone call itself does not suffice.**

In the event that a student is marked absent and no prior arrangement or telephone call has been made, a staff member will attempt to call the student's parents or guardian. This policy is designed to help ensure student safety, particularly for children who walk or ride public transportation to school.

Repeated unexcused absences can result in disciplinary action or suspension from the school. Unexcused absences include, but are not limited to, vacations taken during regular school days and truancy.

Parents are requested to remember that school is no place for sick children. A student who is ill cannot be expected to give full attention to lessons, and particularly in the winter months illness can spread rapidly through the school.

If a student becomes ill or is injured during the course of the school day, a parent or other designated person will be called and asked to pick the student up. If a student must be picked up from school, he or she will be kept at the office until someone arrives to take the student home. Parents and guardians are asked to respond promptly in such situations. Do not request that we keep a sick child at the office for the duration of the school day.

If a student must be excused from physical education class or from some other activity because of illness or injury, he or she must have a signed note from a physician, stating the nature of the problem and the duration of the excuse.

Unexcused tardiness for school and for individual classes is considered unauthorized absence and is a violation of school policy. Late arrivals disrupt classes and cause a loss in instruction time. Students who are chronically tardy in the mornings will be responsible for all missed assignments. Five unexcused late slips in one marking period will be reported to a student's parent or guardian. Make-up work will not be given for unexcused lateness (see p. 19).

## **MEDICATION**

No child may administer his or her own medication – either prescription or non-prescription. If a student must bring medicine to school, the following requirements are to be met:

### For Prescription Medications

- The medicine must be in the **ORIGINAL** container
- The parent/guardian must bring the medication to the school office
- It must carry a prescription label with the student's name, the identity of the drug, the amount and timing of the dosage, and any necessary instructions
- The prescription must be current, and no more than one week's worth should be sent to the school at any time
- Written parental consent is required for each medication

#### Controlled Substances (Ritalin, etc.)

- The medicine must be in the original container
- The parent/guardian must bring the medication to school
- The school will maintain no more than a 20-day supply

### For Over-the-Counter Medications

- The medicine must be in the **ORIGINAL** container
- The parent/guardian must bring the medication to the school office
- The original label must be intact and legible
- Written parental consent is required for each medication

### For All Forms of Medicine

A note signed and dated by the parent must accompany the medicine. Instruction about the amount and time for administration must be included. Refrigeration is available; please request it as necessary. The following is a sample note:

I give permission to Saint Jerome School office personnel to dispense medication to my child. Please give (child's name) two teaspoonfuls of (brand name) at a.m. and p.m.

(Parent's signature)

(Date)

**Please note:** School personnel will not administer the initial dose of any medication.

## DOCTORS', DENTISTS' APPOINTMENTS

A note requesting early dismissal for doctor, dentist, or similar appointments should be sent to the school office before 8:30 a.m. on the day of the appointment. Students who leave the school before 2:40 p.m. are to be picked up at the school office.

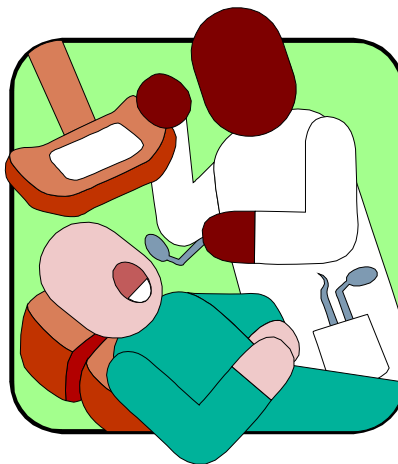
**Please note:** Students who leave school for such appointments are responsible for all school work missed and for assigned homework. In the case of smaller children, parents are responsible to follow up and request make-up work from the teacher.

## MAKE-UP WORK

**When students have been ill and notes have been presented to teachers, students will be given an opportunity to make up missed work or tests. A reasonable amount of time will be allowed from the date of the absence. If a student has been absent for several days, the teacher will extend the time according to the length of the absence and the amount of work to be completed.**

When requesting homework for your absent son/daughter, please call the school office by 8:30 a.m. The teacher will be given the message and the child's books and homework may be picked up at the school office at 2:30 p.m.

**Please note:** Teachers are not required to allow students to make up work for unexcused absences. This includes absence that results from continuous tardiness and truancy. **Personal vacations during school time are strongly discouraged.** If a child misses school because of family vacations or reasons other than the child's illness or other bonafide emergency, the parent is responsible for providing instruction in all missed classwork.



## EMERGENCY CLOSINGS

When inclement weather or other circumstances warrant closing of the school, parents and students are asked to listen to local radio and TV stations for information. Parents should also check the school Web site: ([www.stjeromes.org](http://www.stjeromes.org)). The Archdiocese of Washington requires that its schools follow the decisions of the jurisdictions in which they are located. Saint Jerome School closes or opens late depending on the decision of the Prince George's County Board of Education. **Parents should instruct students about where to go if school closes early.**

The Before- and After-School programs follow the rest of the school in this matter. If the school is closed or closes early, there is no program that day. If there is a late opening, the before- school program opens at 8:00 a.m. **In the event of an early dismissal, the after-school program will remain open until 3:00 p.m. This will allow time for parents to make arrangements to pick up their children. A late fee of \$1.00 per minute is assessed after 3:05 p.m.**

In the event that the county schools have a scheduled closing (for example, on the Jewish Holy Days), and it is necessary to close Saint Jerome School, parents and guardians should listen to local stations for a specific announcement regarding Archdiocesan Schools.

If Saint Jerome is scheduled for a 12:30 p.m. dismissal and the county has a two (2) hour delayed opening, Saint Jerome will not dismiss at 12:30 p.m., but at 2:40 p.m. instead. If there is a one-(1) hour delay by the county, the 12:30 p.m. dismissal will remain. Get the breaking news from the St. Jerome's GOOGLE Group at <http://groups.google.com/group/st-jerome-hyattsville-md-events>.

## FACULTY MEETINGS/PLANNING DAYS

In general, on several Wednesdays during the year students are dismissed at 12:30 p.m. to allow faculty members time to plan their work. Full-day faculty meetings and professional training sessions are scheduled from time to time. Parents are sent notification of full-day closings, and early dismissals are noted on the monthly calendar.

## COMMUNICATION

Monthly calendars of events are sent home with each child. Parents are urged to take time to read calendars and other notices to make note of special events and schedule changes. From time to time, individual teachers send home notices, as do the administration, the school library, various clubs, and so on. The Home and School Association publishes a newsletter. Parents who wish to submit items of interest or advertisements for publication in the newsletter should send them to the office in an envelope directed to the attention of the newsletter editor. A Wednesday Reminder is sent home each week to announce upcoming events.

Parents are asked to stress to students the importance of bringing these items home and bringing them to parents' attention.

## **LIBRARY/COMPUTERS/INTERNET**

Students have a scheduled time each week to visit the school library and to work with the computers. The books and equipment are the property of the school, and students are reminded to treat them with care. If a book is destroyed or lost, the student's family is responsible for paying for the purchase and processing of a replacement copy. Parents should urge their children to remember to return books on time and undamaged so that all students have an equal opportunity to share the resources.

Saint Jerome School has been connected to the World Wide Web. Our Web site address is [www.stjeromes.org](http://www.stjeromes.org). Parents and guardians are urged to visit this site often.

Saint Jerome's has a full-time Technology Specialist who works with all students in conjunction with our Library, Media and classroom teachers.

The Internet will be accessed for educational purposes, and students will be monitored by teachers and/or staff members. Parents/guardians will be required to sign an Acceptable Use Permission Form. Students may not use the computers unless/until the Acceptable Use forms are returned.

## **SCHOOL STORE AND SUPPLIES**

The school store makes supplies and materials easily available to students. A form will be sent home by the homeroom teacher in the spring listing the supplies each student must have. School store prices are equivalent to or lower than retail prices for comparable or identical items. Students are not to purchase binders or trapper keepers.

School store price lists are sent home at the beginning of the school year and should be retained for reference.

## **FIELD TRIPS**

Although field trips are considered an extension of the educational program, they are a privilege and not a right. Students are expected to obey chaperones as they would teachers and to be cooperative and courteous at all times. A signed permission slip is required for participation. The slips, which are sent home in advance, contain all pertinent information, and they are to be returned by the date designated. The Archdiocese of Washington prohibits the school from accepting other notes or telephone calls in lieu of the school's forms for this purpose. Insurance regulations prohibit students from being transported in any vehicles other than those owned by the school.

All of the above information applies to students enrolled in the after-school program.

Appendix 4 of this handbook is a sample permission form.

## UNIFORMS

Students in grades K-8 wear a neat, attractive uniform, which not only manifests the equality of all students, but enhances the learning environment.

Students are to wear only the articles listed in the colors specified. The gym uniform is to be worn only on days when students have scheduled gym classes. Regular pants and sweatshirts are not to be worn in place of the specified gym uniform. Students should wear casual, serviceable shoes. **Students should wear sneakers on gym days. No athletic shoes of any kind are to be worn with the regular uniform. Boots, high top shoes, sandals, or clogs are not acceptable at any time. Short tennis socks are not uniform.**

Hairstyles are to be neat and appropriate for school. Extreme hairstyles such as rat-tails, shaved, Mohawks, locks, or spiked hair, dyed hair or other non-traditional flamboyant hairstyles are a distraction from the educational process and will not be tolerated. The principal will have sole discretion in determining the appropriateness of a hairstyle.

No makeup is to be worn. Fingernail polish and artificial fingernails may not be worn. Girls may wear small post earrings (one pair). Dangling earrings, necklaces, bracelets, and other types of jewelry are not to be worn. This is stipulated out of consideration for student safety as well as for keeping the uniform. A watch, ring, and/or significant religious medal are acceptable. Boys are to be clean-shaven at all times and are not to wear earrings.

The following list details regular and gym uniform requirements for all grades. **Optional items are indicated by an asterisk.** It is expected that the parent or guardian will take the necessary steps to make certain that students are aware of and adhere to the uniform code.

### PK

Although there is no uniform as such for the PK class, students should wear clean, serviceable play clothes that are appropriate for the weather. Sneakers are permissible for this class. Party clothes generally are not practical for their activities. The teachers will request that a seasonally appropriate change of clothes be kept in school for each child.

### Sweaters and Vests

During cooler weather, the students may wear the navy cardigan or V-neck sweater. Sweatshirts are not acceptable substitutes, including the Saint Jerome gym uniform sweatshirt.

**Girls, Grades K-6, Regular Uniform**

Navy blue V-neck jumper with Yellow/Green box stripes

Yellow blouse, Peter Pan collar (grades K-3), short or long sleeve

Yellow blouse, oxford style collar (grades 4-6), short or long sleeve

White or navy blue socks or knee-highs

White or navy tights (with same color socks) for cold weather

Shoes - tan bucks or black Mary Jane type shoes are required

No tennis shoes, boots, high top shoes, sandals or clogs

Navy cardigan or navy sleeveless or long-sleeve V-neck sweater

\*Navy corduroy or twill slacks for cold weather – if slacks are worn and have belt loops, a black or brown belt must be worn

**Girls, Grades 7-8, Regular Uniform**

Khaki kilt skirt - hemmed not more than one inch above the knee

Navy blue short or long-sleeve golf shirt with Saint Jerome monogram

Navy sleeveless or long-sleeve V-neck sweater or cardigan

Navy, white, or beige knee socks or crew socks (no layered socks; one pair only)

Navy, white, or beige tights (with SAME COLOR socks) for cold weather

Khaki dress slacks for cold weather (no wide leg, bell bottom or denim slacks) – if slacks are worn and have belt loops, a black or brown belt must be worn

Shoes - tan bucks or black Mary Jane type shoes are required

No tennis shoes, boots, high top shoes, sandals or clogs

**Please note:** khaki, tan or beige is acceptable, **not** near white

**Boys, Grades K-6, Regular Uniform**

Navy corduroy or twill dress slacks

Light blue short- or long-sleeve golf shirt with school monogram (no other golf shirt is acceptable)

No tie with golf shirts

Navy or white crew socks

Black or brown belt (not optional)

Navy cardigan or navy sleeveless or long-sleeve V-neck sweater

Shoes - tan bucks or black Oxford shoes are required

No tennis shoes, boots, high top shoes, sandals or clogs

**Boys, Grades 7-8, Regular Uniform**

Khaki dress slacks (tan or beige khaki is acceptable, **not** near white)

Light blue short- or long-sleeve dress shirt

**or** navy short- or long-sleeve golf shirt with Saint Jerome monogram

Navy blue tie with dress shirt

Brown or black belt (not optional)

Navy cardigan or navy sleeveless or long-sleeve V-neck sweater

Navy, beige or white crew socks (no layered socks; one pair only)

Shoes - tan bucks or black Oxford shoes are required

No tennis shoes, boots, high top shoes, sandals or clogs

**All Students, Grades K-8, Gym Uniform**

Navy tee-shirt with school mascot  
 Navy shorts with mascot  
 Navy sweatshirt with school mascot for cold weather  
 Navy sweatpants with mascot  
 White crew socks  
 Tennis shoes

Students who elect not to purchase the gym uniform may wear tee-shirts and shorts **under their regular uniforms**. All students are to wear sneakers to school on their regular gym days. Elaborate athletic shoes - those designed to call attention to a particular manufacturer or to their wearer - are inappropriate. (Boots or high top shoes are not acceptable.)

Intramural basketball tee-shirts are not considered uniform.

### Warm Weather Alternative



Uniform wear for the warmer months consists of navy blue dress shorts and a light blue golf shirt for grades K-6, and khaki dress shorts and navy golf shirts for grades 7 and 8. It is acceptable to wear this type of uniform during September and early October, as well as May and early June. (No cargo shorts.)

**Please Note:** Light blue golf shirts **may not** be worn with the blue plaid jumper in grades K-6.

### Tag Days

From time to time, tag days will be announced. On these occasions - generally in conjunction with a fundraising event, holiday, or other activity - students may come to school in clothing appropriate to the setting if they choose not to wear their uniforms. Sandals and clogs are not acceptable.

### Uniform Exchange

The Home and School Association, as part of its activities, sponsors a program that makes used uniforms available to parents at reduced cost. Donated uniforms are sold at the annual Back-to-School Night and the Christmas Bazaar.

Parents and guardians may also call the parent volunteers who take care of the uniform exchange for further information, sizes, availability, etc. Phone numbers for volunteers are usually published in the HSA Newsletter, or they can be secured by calling the school office.

## Uniform Violations

- Appendix 5 of this handbook is a sample of the form that will be sent home for uniform and/or grooming violations.
- Students who do not conform to uniform policies after a written violation is given will receive a demerit.
- A Saturday detention, 9:00 a.m. to 11:30 a.m., will be assigned to students who receive three (3) demerits for disregard of uniform policy. Students must be attired in full, appropriate uniform for the duration of the Saturday detention.
- **Suspensions will be given to students who continue to ignore warnings regarding uniform violations.**

## BEFORE- AND AFTER-SCHOOL PROGRAM

Saint Jerome School provides a before- and after-school day care program (also known as PHP, the Parent Helper Program) each regular school day. The program is closed on school holidays, but is available for Wednesday 12:30 dismissal days. The center is staffed by qualified adults (usually teachers) and student assistants. It operates from 7:00 a.m. to 8:00 a.m. (first bell) each morning and from 2:40 p.m. to 6:00 p.m. each afternoon. Students may enroll in either or both of the programs. Generally, part-time before/after-school care is not available. If parents wish to use these services, the full weekly fee must be paid.

Registration is to be made through the school office by August 15 each year, although in some cases students may enroll during the school year. Below is a list of policies and the outline of the daily schedule for the program. Parents who would like additional information should call the school office, 301-277-4568.

## Policies

- PHP payments may be made weekly, bi-weekly or monthly. They may also be paid for a semester or for an entire year. This should be done by September 1<sup>st</sup>. No refunds are made for school holidays. There is no fee for weeks when the school is closed (over the Christmas and Easter breaks, for example), and there is no additional charge for the extra hours on early dismissal days.
- Parents are asked to be prompt in making payments. Past due balances take a heavy toll on the budget.
- A late fee of \$1.00 per minute is assessed after 6:05 p.m. Time is kept by the teacher on duty, and late fees are payable directly to the late night teacher.
- Students are to be signed out only to designated persons. Those who pick students up **MUST** sign the book each day. If a student reports to the office when picked up, a student aide must

bring the sign-out book for an authorized signature.

- When a student is enrolled in before care, he or she is to report to the teacher in charge upon arrival to be checked in.
- The Code of Student Conduct (in this handbook) is in force during the before- and after-school sessions. Students are expected to be cooperative with and courteous to all staff members. Parents of students who consistently pose a behavior problem during program hours will be asked to remove them from the program.
- Periodic field trips are scheduled for the after-school program. Field trip policies are the same as those for the regular school session: No child may participate without a completed permission form, and students are expected to observe the Code of Student Conduct while they are away from the school building and grounds. (See Field Trips, p. 21 and Appendix 4.)

### **Before-School Schedule**

The program begins at 7:00 a.m. each day, although students may arrive at any time before the 8:00 a.m. bell. Students should report immediately to the assigned room. During this session the students are supervised by teachers. Students are dismissed to go to their classrooms at the 8:00 a.m. bell. They are not permitted to be anywhere else in the school building between 7:00 a.m. and 8:00 a.m., unless the group has been escorted to the gym by one of the teachers.

### **After-School Schedule**

- At the 2:40 p.m. dismissal, students go to the cafeteria or to another designated place. Absences are verified with the school office. If a student will not attend on a given afternoon, the parents must send a note to the school office stating that fact. If a student is absent, but his or her name is not on the absentee list, a member of the staff will attempt to notify the parents or guardians.
- If a student continuously leaves school when he or she is supposed to attend the after-school program, the parents will be asked to remove the child from the program.
- From 2:40 to 3:00 p.m. students change from their uniforms into play clothes, which they bring to school on a daily basis.
- From 2:45 to 3:45 p.m. students have a snack and supervised out door play time, weather permitting. (Students will usually have gym time, particularly if there is inclement weather.) This is intended to be relatively unstructured time for the students.
- From 3:45 to 5:00 p.m. students have time to do homework or to study. Some help is available for those who need it with their homework, but parents should not consider this a substitute for parent supervision of assignments. Children who do not have homework should bring a quiet activity.
- From 5:00 to 5:50 p.m. students can play board games, work at puzzles, or engage in other quiet

indoor activities. On occasion, there are organized games or activities for this period.

- From 5:50 to 6:00 p.m. students clean up the areas where they have been working and collect their belongings.

**Please note:** If an adult other than a parent or guardian is designated to pick up a child, the office must be informed. The office staff in turn will notify the supervisory teacher. School officials reserve the right to require these adults to present some type of identification when picking up a child.

## CYO

Saint Jerome School has a chapter of the Catholic Youth Organization (CYO), which sponsors its athletic program. CYO's purpose is to provide recreational activities for the young people of Saint Jerome Parish and School. It emphasizes participation and good sportsmanship. CYO leaders are qualified adults and student assistants, who give strong Christian witness to the children.

**Please keep in mind that CYO teams are representatives of Saint Jerome School. All student athletes are expected to be well-behaved and courteous at all times. Parents, relatives and friends who are spectators at the games are expected to give good example to the children.**

In addition to sponsoring teams in the sports listed below, CYO also sponsors family activities such as crab feasts, children's Bingo, parent/child basketball games, picnics, etc.

Although there is a fee for participation in each sport, it is the policy of the chapter that no child should be denied the opportunity to participate because of financial difficulty. Parents who wish to make a donation to allow another child to participate or who find themselves in need of financial assistance should call the school office, 301-277-4568, for more information.

CYO survives because of the dedication of parents who volunteer as coaches and in other capacities. The section on "Volunteering" has more information on how parents can help out.

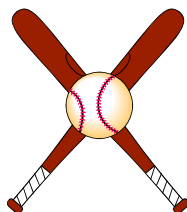
The following is a list of CYO sports and activities:

soccer	baseball	intramural basketball	softball
basketball	t-ball	track	

CYO sports programs reach out to children of 5 to 18 years. Teams for younger children are co-ed; teams for older children are restricted by gender.

Signups take place at various times of the year depending on the sport. Information regarding sign-ups can be found in the church bulletin and in flyers sent from the school, and via e-mails. If you would like to be included in the CYO e-mail list, please let us know at [stjeromecyo@aol.com](mailto:stjeromecyo@aol.com). It is very important to update your information regularly.

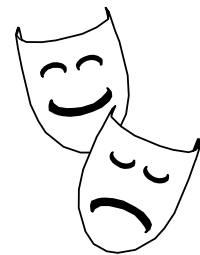
**Please note:** Parents are asked to become part of our Concession Stand Volunteer Program. Parents may volunteer to sell items during basketball games on weekends. Please call 301-277-4568 for more information.



## STUDENT ACTIVITIES

Saint Jerome provides a number of activities to enhance and challenge each student's personal growth. Among those provided are:

- Glee Club, for students in grades 4 through 8
- Scouting, for students in grades K through 8
- Yearbook, for students in grade 8
- Newspaper, usually for students in the middle grades and junior high, although students in primary grades may work with a teacher to design their own newspaper
- Plays and shows, produced by the whole school
- Altar servers, for students in grades 5 through 8
- Safety patrol, for students in grades 5 through 8
- Service Club, for students in grade 8
- Student Council representatives are chosen, from all grade levels. Students from the 7<sup>th</sup> and 8<sup>th</sup> grades are chosen as officers
- CYO sports, for students in grades K-8
- Saint Jerome's Cafe, for students in grades 7 and 8 who assist with helping to feed the homeless on Thursday afternoons
- Liturgy Choir, for students in grades 4-8
- March for Life, for students in grades 7-8



## HOME AND SCHOOL ASSOCIATION

The Home and School Association works to support the mission of the school. It is a chief source of fund raising to cover expenses not met by tuition (everything other than teacher salaries and benefits). It sponsors such annual events as the September Back-to-School Night, the Christmas Bazaar, Children's Bingo, HSA Sock Hop, Spaghetti Dinner, etc.

Each family is assessed a membership fee, payable with the school book and activity fee (see Tuition and Fees, p. 3.) Membership dues subsidize the association's newsletter and other activities.

A large part of the association's work is in administering the parent volunteer program (see Volunteering, p. 33), but it also sponsors occasional evening programs on topics of interest to parents, teachers, and others in the school and parish community.

Officers are elected in September, and interested parents are urged to become involved with this organization's activities.

The by-laws of the Home and School Association are printed here for parents' information.



### HSA BY-LAWS

#### **Article I: NAME, PURPOSE AND FUNCTIONS**

##### **Section 1. Name**

The name of this organization shall be the Saint Jerome Home and School Association, hereinafter referred to as the "HSA"

##### **Section 2. Purpose**

The purpose of the HSA is to provide assistance to Saint Jerome School in promoting the involvement of the parents and guardians in building this Catholic school community and encouraging and fostering a Christian attitude

##### **Section 3. Functions**

The functions of the HSA are:

- a) To serve as a communication vehicle between the school and the home
- b) To organize service and fundraising activities
- c) To provide enrichment activities for adults, and

d) To work with the parish and the School Advisory Board

**Article II: MEMBERSHIP AND DUES**

**Section 1. Membership**

Membership in the HSA will consist of all the parents and guardians of students enrolled in the Saint Jerome School, the Pastor (Pastoral Administrator), Principal, and the Faculty of Saint Jerome School

**Section 2. Dues**

Annual dues of the HSA will be determined by the Executive Board with the approval of the Pastor (Pastoral Administrator) and Principal. Dues will be collected as part of the mandatory school fees

**Section 3. Membership of Pastor (Pastoral Administrator), Principal, and Faculty**

The Pastor, Principal, and Faculty members shall be exempt from paying dues

**Article III: EXECUTIVE BOARD**

**Section 1. Composition**

- a) Elected Members: President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer
- b) Non-Elected Members: Pastor (Pastoral Administrator) and Principal

**Section 2. Term**

Members will be:

- a) Elected to one-year term, not to exceed two consecutive terms
- b) Assumed duties at close of General Meeting in May

**Section 3. Filling of a Mid-Term Vacancy**

- a) A vacancy in the office of the President will be filled by the Vice President for the rest of the unexpired term
- b) In the event of a mid-term vacancy of any office the President shall appoint a replacement. Any appointment is subject to the approval of the Executive Board

**Section 4. Functions**

The Executive Board:

- a) Creates standing committees
- b) Appoints chairpersons of committees, and
- c) Forms special or ad hoc committees

**Article IV: DUTIES OF OFFICERS**

**Section 1. President**

- a) Presides at all meetings of the HSA and of the Executive Board
- b) Coordinates the work of the officers and the committees of the HSA
- c) Coordinates requests for assistance by Principal & Pastor with the Executive Board and the Committees

- d) Coordinates the agenda with the Principal

**Section 2. Vice President**

- a) Assists the President
- b) Performs the duties of the President in his/her absence or disability
- c) Performs other duties as delegated by the Executive Board

**Section 3. Recording Secretary**

- a) Records minutes of all meetings
- b) Distributes minutes to the members of the Executive Board
- c) Performs other duties as delegated by the Executive Board

**Section 4. Corresponding Secretary**

- a) Conducts all correspondence in the name of the HSA
- b) Keep records of correspondence
- c) Notifies the membership and the Executive Board of upcoming meetings
- d) Coordinates the sending of get well, sympathy, and Mass cards as appropriate
- e) Performs other duties as delegated by the Executive Board

**Section 5. Treasurer**

- a) Manages all funds of the HSA
- b) Keeps a full and accurate account of receipts and expenditures
- c) Makes disbursements as requested and approved the Executive Board
- d) Presents a financial statement at every meeting of the Executive Board and HSA
- e) Provides Recording Secretary with a copy of the financial statement at each meeting
- f) Maintains permanent financial records of the HSA
- g) Performs other duties as delegated by the Executive Board

**Article V:HSA BOARD**

**Section 1. Composition**

The HSA Board will consist of:

- a) Executive Board
- b) Standing Committee, and
- c) Pastor (Pastoral Administrator), the Principal, and a Faculty Representative

**Section 2. Function**

This Board will carry out the functions of the HAS

**Article VI: COMMITTEES**

**Section 1. Committee Membership**

- a) The President is a member ex officio of all committees (except nominating)
- b) A chairperson will be appointed for each committee by the President with the approval of the Executive Board

**Section 2. Standing Committees**

- a) Education Committee:
  - 1) Arranges programs for HSA General meetings
  - 2) Assists the faculty in arranging enrichment programs
- b) Home Room Committee:
  - Provides contact with parents and guardians of children in the school through Home Room Parents
- c) Hospitality Committee:
  - Provides and serves refreshments at each HSA meeting and on other occasions as requested by the Executive Board, or Principal
- d) Nominating/Election Committee:
  - 1) Solicits nominations for Executive Board Elected Officers
  - 2) Coordinates and officiates at election for the HSA May General Meeting
- e) Building/Maintenance Committee:
  - 1) Serves as a resource on matters concerning the physical plant
  - 2) Serves as a volunteer pool for projects as requested by the Executive Board, the Principal or the Pastor

**Section 3. Ad Hoc Committees**

Ad Hoc committees may be formed by the Executive Board as necessary

**Article VII: MEETINGS****Section 1. Regular Meetings**

Regular meetings of the HSA will be held in September and May, with two additional meetings to be scheduled by the Executive Board. Two weeks notice shall be given to the members of any meetings

**Section 2. Special Meetings**

Special meetings may be called by the President; by a majority of the Executive Board; or by a written petition by twenty HSA members. Two weeks notice must be given the membership

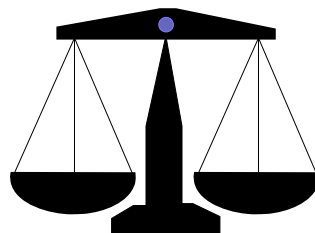
**Section 3. Quorum**

Members in attendance at any meeting constitute a quorum for the purpose of transaction of business of the HSA

**Article VIII: AMENDMENT**

The by-laws may be amended at any regular or special meeting by a majority vote of two-thirds. No amendment shall be put to a vote unless it is submitted writing at the previous meeting

Revised June, 2007.



## **VOLUNTEERING**

The Saint Jerome School Parent Volunteer Program needs help each year to support the work of the school in various academic, extracurricular, and fundraising activities.

The opportunities are virtually limitless; there are many jobs to be filled, and help is needed in filling gaps not only in established positions but also in offering suggestions for new areas.

This section contains guidelines and a list of some of the jobs available. The hours credited for each activity are listed as well. Please call the school to obtain more information.

The school relies on the help of volunteers. The teachers, staff, parents, and especially students are grateful for the generous amount of volunteer time given each year.

## **VOLUNTEER GUIDELINES**

Each family is required to donate 10 hours or \$100.00 each semester. Hours are credited according to the following semester schedule: fall semester, June 1 through December 31; spring semester, January 1 through June 10.

Families may choose at any time to pay the fee instead of working the hours. Those for whom no hours are recorded or for whom fewer hours than 10 hours for a semester are recorded will be billed at the end of the semester at the rate of \$10.00 per hour.

Children whose families have not met the requirement will not receive report cards at the end of the semester.

Hours that are accumulated in one semester are not applied to another semester except for those activities that receive full-year credit (see Volunteer Activities List, p. 34).

**Please note:** All volunteers who spend a considerable amount of time with the children are required to get a criminal history record check as stipulated by the Archdiocese of Washington. (See Appendix 6.)

In most cases, the chair or coordinator records hours. Once a month the chair or coordinator will be responsible for submitting volunteer sheets to the office for posting. Therefore, it is up to volunteers to make sure that they have signed the volunteer sheets. In-school activities are recorded in the office. Please be sure to sign in.

Families can choose to work on a single activity or on a variety of projects as their time, interests, and resources dictate.

Suggestions for new activities are always welcome.

Volunteering is not restricted to parents. Other family members are welcome. Please be sure that the chair or coordinator applies credit for the correct family.



## VOLUNTEER ACTIVITIES LIST

**Book Fair** volunteers arrange books, staff tables, and fill orders for this sale each November. Hour-for-hour credit.

**Box Top Collection Coordinator** is responsible for collecting, counting, packaging and mailing box tops to the designated General Mills address. Reminder flyers should also be sent home at various times.

**Scouting**, offered through Saint Jerome's Parish, is chartered for Tiger Cubs, Cub Scouts and Boy Scouts. All groups have leaders, assistant leaders, and committee members who run meetings and plan activities. Hour-for-hour credit.

**Building Maintenance Committee** volunteers meet the constant needs of the school building and grounds. Plumbers, electricians, carpenters, glaziers, masons, roofers and other trades people are needed often. There is work for those who can push a mop or a broom or wield a hammer. The committee chair receives full credit for both semesters and is required to attend all HSA board meetings. Hour-for-hour credit for time worked; negotiate hours for material donations.

**CCD** teachers and substitutes teach religion to preschool through 8<sup>th</sup> grade classes, Monday evenings in the school during the school year. Hour-for-hour credit.

**Christmas Bazaar** helpers are needed in a variety of capacities, from working in the kitchen or on the floor to providing homemade crafts and baked goods. Help with setup and cleanup also needed. Credit varies.

**Concession Stand** staff sell food and soft drinks during basketball games on Saturdays and Sundays (January-March). Hours are 12:00 noon to 6:00 p.m. Hour-for-hour credit.

**CYO** coaches and assistants work with teams in soccer, basketball (intra- and intermural), baseball, softball, t-ball, and track. CYO members are volunteer only. There are many opportunities to volunteer besides coaching. If you are interested, please contact [stjeromecyo@aol.com](mailto:stjeromecyo@aol.com).

**Education Committee** members plan two or three evenings that feature guest speakers on topics of interest to parents and teachers. Committee members receive hour-for-hour credit. The chair receives full credit for both semesters and is required to attend all HSA Board meetings.

**Field Trips** are scheduled throughout the year for a variety of educational, cultural, and recreational experiences. Teachers request assistance in advance. Three hours credit per trip.

**Home and School Association** officers are elected each year as president, vice president, corresponding secretary, recording secretary, and treasurer. Standing committee chairs are appointed as follows: building/maintenance, education, homeroom (parents), hospitality, newsletter, nominating, volunteer. With the exception of the Nominating Committee chair, all persons in these positions receive full credit for the full year's volunteer hours. All of them are required to attend all HSA board meetings.

**Homeroom Parents** are parents or guardians of students in all grades. For Pre-kindergarten through the 5<sup>th</sup> grade, homeroom parents work with teachers to plan seasonal parties and other activities. Homeroom parents for all classes also can help with administrative work and provide assistance to teachers as mutually agreeable. All homeroom parents are considered members of the Volunteer Committee, and they are called upon at various time during the year to recruit volunteers for various activities, generally by making telephone calls or supplying flyers to be sent home. Full credit, both semesters.

**Hospitality Committee** members plan for and serve food and beverages at various school functions, such as the HSA meetings, the Christmas and Spring Programs, the graduation reception, etc. Committee members receive hour-for-hour credit. The committee chair receives full credit for both semesters and is required to attend all HSA board meetings.

**Library Aides** are needed to commit to regular days and hours throughout the school year. Hour-for-hour credit.

**Lost and Found** volunteers sort items for children to pick up. Volunteers are asked to commit to a specific day and time each week. Hour-for-hour credit.

**Newsletter Committee** writers, editors, and production people produce Jaguar News and Views. Committee members receive hour-for-hour credit. The committee chair receives full credit for both semesters and is required to attend all HSA board meetings.

**Office Help** is needed both on a regular schedule and for various times of extra work (to assemble raffle ticket books, programs, type report cards, do office filing, typing). Opportunities are available for those who can type, file, do general office work, data entry, and more. Knowledge of Word Perfect is helpful. Some projects may be done at home. Hour-for-hour credit.

**School Advisory Board** members provide advice and assistance to the school administration. Full credit.

**Playground** supervisors can work morning (10:35 to 11:05 a.m.) or afternoon (12:00 to 1:10 p.m.) recess, or both. Volunteers are asked to commit for specific days and times for the entire school year to ensure a consistent presence on the playground. Supervisors are needed mainly to ensure safety and enforce rules; if they wish they may also organize games and activities. Hour-for-hour credit.

**Science Fair** volunteers are needed each spring semester to supervise setup and cleanup and to act as or help locate qualified judges. A strong science background is extremely helpful. Hour-for-hour credit.

**Special Events** are planned throughout the year that require staffing by volunteers. They include hot dog and pizza lunches, spaghetti dinners, Saint Julie's Fair, Dance-A-Thon, and others. Sometimes they are fundraisers, sometimes they are purely social. Hour-for-hour credit.

**Teachers' Aides** spend classroom time assisting in specific areas of instruction. Volunteers should be willing to commit to a regular schedule for the entire school year. Hour-for-hour credit.



**Uniform Exchange** provides opportunities for parents to trade or purchase used uniforms two or three times each year during school events. Volunteers store, sort, and tag uniforms. Hour-for-hour credit.

**Volunteer Committee** members are needed to make phone calls, prepare announcements, and plan events throughout the year. Committee members receive hour-for-hour credit. The committee chair receives full credit for both semesters and is required to attend all HSA board meetings.

**Donations** of materials, supplies, and photocopy/xerox paper (in large quantities) and photocopying/xeroxing service can be credited toward volunteer hours as determined by the principal.

## FUNDRAISERS

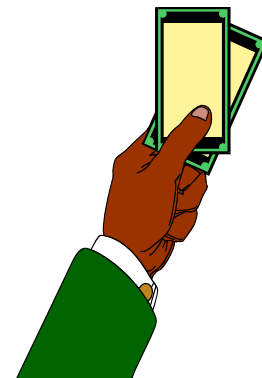
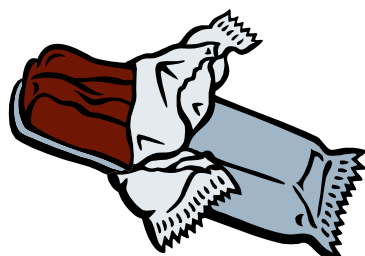
**Since the total sum of tuition does not cover the financial expense of the school, Saint Jerome School, in cooperation with the Home and School Association, sponsors several fundraisers throughout the year. These usually include:**

<u>Fall:</u>	Possible fundraiser (not required)
<u>Winter:</u>	Christmas Bazaar and raffle tickets (required)
<u>Spring:</u>	Candy Drive (required)

Through these fundraisers, our school families net \$100,000.00 to \$120,000.00, which helps to lessen the subsidy given by the parish.

**All school families are expected to participate in the fundraisers since all families reap the benefits. If, for some reason, a family prefers not to participate in the fundraisers an additional \$400.00 may be paid to the school instead. Arrangements for this option may be made through the school office.**

**Please note:** A certain monetary value will be attached to each fundraiser. Each family will be expected to raise that specific amount of money. If this requirement is not met, the remaining balance may be paid by donation.



**APPENDIX 1**

**Saint Jerome School  
Conduct Referral/Demerit**

Name \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_

The student named above has been issued:

_____ <b>Conduct Referral</b>	_____ <b>Demerit</b>
-------------------------------	----------------------

- |                                  |                                    |
|----------------------------------|------------------------------------|
| _____ Cheating                   | _____ Noncompliance                |
| _____ Disturbing class           | _____ Not wearing approved uniform |
| _____ Fighting (verbal/physical) | _____ Swearing                     |
| _____ Gum chewing                | _____ Talking back                 |
| _____ Lack of safety awareness   | _____ Teasing                      |
| _____ Lying                      | _____ Throwing food/objects        |
| _____ Misuse of property         | _____ Unnecessarily rough play     |
| _____ Name-calling               | _____ Vandalism                    |
| _____ Other _____                |                                    |

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

**(To be returned the following school day)**

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**Comments:**

**APPENDIX 2**

**Saint Jerome School  
Study Check - Grades 1-8**

Name \_\_\_\_\_

Date

Teacher

- \_\_\_\_\_ Missing assignments
- \_\_\_\_\_ Incomplete assignments
- \_\_\_\_\_ Missing necessary materials
- \_\_\_\_\_ Careless academic work
- \_\_\_\_\_ Not following instructions
- \_\_\_\_\_ Uncooperative during classroom activities
- \_\_\_\_\_ Inattentive in class
- \_\_\_\_\_ Late for class
- \_\_\_\_\_ Other

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

**(To be returned the following school day)**

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**Comments:**

**APPENDIX 3**

**Saint Jerome School  
Detention Notice**

Date \_\_\_\_\_

Dear \_\_\_\_\_,

Please be advised that your son/daughter, \_\_\_\_\_, has received  
detention for \_\_\_\_\_.

\_\_\_\_\_ The detention will be served during recess time on \_\_\_\_\_.

\_\_\_\_\_ The detention will be served immediately after school on \_\_\_\_\_,  
from 2:40-3:40 p.m.

\_\_\_\_\_ \* The detention will be served on Wednesday afternoon, \_\_\_\_\_,  
from 12:30-2:30 p.m.

\_\_\_\_\_ \* The detention will be served on Saturday morning, \_\_\_\_\_,  
from 9:00-11:30 a.m.

**\* Wednesday and/or Saturday detentions are served for more serious and/or consistent infractions**

If a student accrues 3 or more demerits, a Wednesday or a Saturday detention will be issued.

Please acknowledge your receipt of this letter by your signature and return it to your child's  
homeroom teacher the following day.

Sincerely,

\_\_\_\_\_  
Signature of Homeroom Teacher

\_\_\_\_\_  
Signature of Principal

We acknowledge receipt of the detention letter.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Student

**APPENDIX 4**

**Saint Jerome School  
Field Trip Permission Slip**

**SAINT JEROME SCHOOL**

5207 42<sup>nd</sup> Place  
Hyattsville MD 20781

Main Office  
301-277-4568

Finance Office  
301-927-6684

I request that my child, \_\_\_\_\_, be allowed to accompany the \_\_\_\_ grade from Saint Jerome School on a planned trip to \_\_\_\_\_. The educational objective of this trip is \_\_\_\_\_. We will leave the school on \_\_\_\_\_ at \_\_\_\_\_ and return by \_\_\_\_\_. Our transportation\* will be provided by the \_\_\_\_\_ Bus Company. The cost of this trip is \_\_\_\_\_. The required attire is \_\_\_\_\_.

*\* A school-arranged and approved bus company will provide transportation for all field trips. Parents will be needed to act as chaperones on field trips. The classroom teacher will make all arrangements for field trips.*

Field trips, though an extension of our education program, are a privilege, not a right. Students are expected to be cooperative and behave according to the school standards.

I, hereby, request that my child, \_\_\_\_\_, participate in the event described above. I understand that this event will take place away from the school grounds. I give my consent to the conditions stated above for my child's participation in this event, including method of transportation. I know that all possible care and safety will be provided for my child. Therefore, in case of an accident, I will not hold Saint Jerome School and/or its staff responsible.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Signature of Principal

Please check one of the following and complete comment section, if needed:

\_\_\_\_\_ No prescribed medication need be sent with my child on this field trip.

\_\_\_\_\_ This prescribed medication, \_\_\_\_\_, should be sent with my child.

**Comments:**

**APPENDIX 5**

**Saint Jerome School  
Uniform/Grooming Violation**

Name \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_

All students in grades K-8 are to wear the stipulated uniform and meet the standards of proper grooming. The administration and faculty believe it is important to be consistent in the adherence to this and all school policies. Thus, we want you to know \_\_\_\_\_ came to school today without the proper attire as checked below:

- |                    |                       |
|--------------------|-----------------------|
| _____ Jumper       | _____ Shoes           |
| _____ Skirt        | _____ Shorts          |
| _____ Slacks       | _____ Socks           |
| _____ Trousers     | _____ Sweater         |
| _____ Shirt/Blouse | _____ Proper grooming |
- P.E. Uniform: \_\_\_\_\_ Shorts \_\_\_\_\_ T-shirt \_\_\_\_\_ Sweats

Please speak to your child about this transgression so that it does not happen again, unless there is an emergency, which requires a written explanation.

Thank you for cooperating with us in teaching your child respect for regulations, proper grooming and cooperation.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

(To be returned the following school day)

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**Comments:**

## APPENDIX 6

### *Child Protection Policy Update*

Effective September 2008, all volunteers are required to be in **full compliance** with the Archdiocesan Child Protection policy. This means that before any volunteer can coach a team, oversee a scout troop, chaperone a field trip, or perform any other function that brings the volunteer into substantial contact with children, he or she must have completed the four requirements of the policy.

The four requirements of the policy are:

- Volunteers must register at [www.virtus.org](http://www.virtus.org).
- Volunteers must complete a volunteer application form and return it to school.
- Volunteers must get fingerprinted through the Archdiocese of Washington (*Please note: a criminal background check through another agency is not adequate because the Archdiocese does not receive reports through other agencies.*)
- Volunteers must attend a *Protecting God's Children* workshop. At this workshop, each volunteer will be given a copy of the Child Protection Policy manual. Please sign and return to school page 55, the policy acknowledgement form.  
**\*\* It is very important to sign in at the workshop so that your attendance will be verified. \*\***

For more information, please contact Ms. Donoghue at

[MDonoghue@stjeromes.org](mailto:MDonoghue@stjeromes.org) or by telephone at (301) 277-4568.