



## SAINT ROSE CATHOLIC SCHOOL

2017 – 2018



Fr. Rodolfo Contreras, Pastor  
Sr. Rebeca Muñoz SJS, Principal  
Mr. Trevor Knable, Vice-Principal

900 Tucker Avenue  
Paso Robles, CA 93446  
Phone: (805) 238-0304  
Fax: (805) 238-7393  
[srsoffice@saintrosecatholicschool.org](mailto:srsoffice@saintrosecatholicschool.org)  
[www.saintrosecatholicschool.org](http://www.saintrosecatholicschool.org)

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# SAINT ROSE CATHOLIC SCHOOL VISION

## Mission Statement

Saint Rose Catholic School partners with parents to provide a high quality Catholic education with academic excellence in a faith filled community for children in preschool through eighth grade.

### Philosophy of Education

Our philosophy at Saint Rose Catholic School is centered in the Catholic tradition of faith-based education. Our curriculum provides students with a solid educational foundation and demonstrates our commitment to teach the whole person: mind, body, and soul. As educators, we recognize that student-centered teaching is a collaboration of parents, parish, students, and community.

### Accreditation

Saint Rose Catholic School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA).

All full-time faculty members are credentialed through the California State Commission on Teacher Credentialing. Some faculty members hold graduate level degrees. All Saint Rose Catholic School staff members are required to complete continuing education course work each year to maintain their employment.

### Student Learning Expectations

We envision our graduates as:

#### *Faithful Catholic Christians who*

- Have knowledge of the tenets of the Catholic faith and apply it to their decision making
- Value prayer in their daily lives
- Actively participate in the Mass and the reception of the Sacraments
- Serve others by sharing the faith through their actions and words

#### *Lifelong Learners who*

- Have the ability to communicate both written and verbally
- Demonstrate strong organizational, study, and analytical skills
- Are critical thinkers and problem solvers
- Strive to do their best and are confident in their abilities
- Value knowledge and remain open to learning new ideas and concepts

#### *Responsible Citizens who*

- Lead by example and take personal responsibility to become good role models for their community
- Show compassion towards others, locally and globally, by sharing their talents and gifts
- Resolve conflicts peacefully and respectfully
- Act as good stewards of God's creation
- Care for themselves both spiritually and physically

## **GENERAL INFORMATION**

### **Personnel**

#### **Pastor**

The pastor of Saint Rose of Lima Parish, directed by the Bishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by being a religious leader, community builder and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

#### **Principal**

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. S/he understands the Catholic School is part of a larger community; parish and civic. The principal collaborates with parish, area, and/or diocesan personnel in planning and implementing policies, programs, and/or the use of facilities and grounds.

#### **Faculty and Staff**

The faculty forms a faculty/student/parent community in the school with the purpose of developing an atmosphere where the religious faith of each student, along with his/her intellectual, moral, physical, and creative capacities may be developed or strengthened. The faculty makes a commitment that in every classroom is a teacher who cares that every student, every day, learns and grows and feels like a real human being. Staff members are responsible to the principal for the efficient operation of the school and for the performance of duties according to each job description.

#### **School Secretary**

The school secretary is responsible for the efficient operation of the school office and for the performance of secretarial, clerical, and other duties related to the principal's office. She provides the welcome to the school, and her hospitality, openness and warmth are vital contributors to the school community.

#### **Registrar**

The school registrar is responsible for the efficient operation of the registrar and for the performance of assisting families with school information, applications, and registrations. She provides another voice of welcome to the school, and her openness and her ability to work with each family makes her an important contributor to the school community.

## **ADMISSIONS**

### **Admission Policies and Procedures**

Mindful of its primary mission to be a witness to the love of Christ for all, Saint Rose Catholic School in the Diocese of Monterey admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school.

### **Preference for Admission**

- Continuing Saint Rose Catholic School Families
- Siblings of students who have re-enrolled
- Catholic students from Saint Rose Parish

- Catholic students from surrounding parishes
- New students

To be considered for enrollment at Saint Rose Catholic School an applicant must complete the New Student Enrollment Application and provide the following documents:

- Two years Report Cards
- Two years test scores
- Letter of Recommendation from Teacher and/or Principal

After the Enrollment Application form and supporting documents listed above are returned to the School office, an interview with the Principal and a school tour will be scheduled.

Upon successful completion of the interview, **the following documents must be submitted prior to enrollment:**

- Copy of Birth Certificate
- Copy of Catholic Baptismal Certificate (if applicable)
- Copy of First Communion (if applicable)
- Copy of the Immunization Card

After being accepted at Saint Rose Catholic School, the following online forms must be submitted to complete the registration process:

- Registration Form
- **Non-refundable** annual registration fee
- School Policy Agreement
- Photo - Video Media Release Form
- Tuition Authorization Form

### **Kindergarten Admission Requirements**

The cut-off date for Kindergarten registration is **September 1**. Students need to be five years old on or before September 1st.

## **SCHOOL HOURS**

OFFICE HOURS (each day school is in session)	7:30 a.m. - 4:00 p.m.
PRESCHOOL Half day	7:30 a.m. - 12:30 p.m.
Full day	7:30 a.m. - 5:30 p.m.
GRADES K - 8	8:00 a.m. - 2:45 p.m.
Extended Care (Grades K-8)	3:00 p.m. - 5:30 p.m.
MINIMUM DAY	8:00 a.m. - 12:00 p.m.

## Morning Supervision

Playground supervision begins at 7:30 a.m. **Students who arrive prior to this time must be supervised by parents.**

## Extended Care

All students remaining on the school grounds after 3:00 p.m. are legally required to go directly to Extended Care and must be signed in. Extended Care is available until 5:30 p.m. for students in Kindergarten through Grade 8. This program provides nutritious snacks, rest periods, structured play, as well as supervised homework time. Extended Care is billed at a rate of \$6.00 per hour of attendance per student and if siblings attend this program, you will be billed a discounted rate of \$10/hour per family.

Preschool students who attend full day care are required to follow the same late policy as the rest of the school.

Students who are not picked up by 5:30 p.m. will be billed \$20.00 per hour (starting at 5:31 p.m.). A late notice will be issued to be signed and returned. After a student has been picked up late three times, a meeting will be scheduled with the Principal to establish a release plan. Failure to follow the release plan will result in the loss of Extended Care privileges.

## TUITION RATES 2017 – 2018

### ANNUAL REGISTRATION FEE (Non-Refundable)

**\$350.00** – On or Before April 1<sup>st</sup>, 2017

**\$400.00** – On or After April 2<sup>nd</sup>, 2017

### KINDER – 8<sup>th</sup> GRADE

#### *Monthly Tuition Payments (prorated over 10-months period and based on 180 school days)*

\$545.90 (Parishioner Discount)

\$579.30 (Non-Parishioner Discount)

*Parish office verification is required to qualify for the Parishioner Discount*

#### *Annual Tuition Payments*

\$5,459.00 (Parishioner Discount)

\$5,793.00 (Non-Parishioner Discount)

#### *Semi-Annual Tuition Payments*

\$2,729.50 (Parishioner Discount)

\$2,896.50 (Non-Parishioner Discount)

## Tuition Payment Information

Saint Rose Catholic School depends upon prompt payment of tuition to meet its financial obligations and has adopted the following policy regarding tuition collections:

- Tuition payments may be made **yearly** (August), **semi-annually** (August and February) or in **10 monthly installments** (August through May) via automatic deductions from a checking/ savings account or credit card. For those families paying annual and semi-annual tuition, payments can also be made via check or cash.
- Accounts will not be allowed to accrue for more than thirty (30) days. We will send two statements and make one phone call to attempt collection. A meeting with the Principal will be scheduled after that. Your child will not be able to return to school until the school account is current.

## Additional Fees

The registration paperwork and the **non-refundable** registration fee are due annually during the open

enrollment period. Please see the school website for registration fee amounts and due dates. Additional fees will be assessed for workbooks, field trips, activities, middle school novels, pizza lunches, hot dogs lunches and supplies.

Fees may also be charged for classes such as music/band, art, and athletics. These additional fees will appear on the monthly statement. The annual tuition rate is based on projections of the per pupil cost, less contributions from the parish, donors and fundraising.

### **Tuition Assistance**

Tuition assistance is available to all children based upon family need. Saint Rose Catholic School budgets a limited amount of money each year to assist those in need of financial assistance. Funds are distributed directly to the tuition accounts at the beginning of each school year. Private School Aid Service provides an objective family financial analysis which determines in an impartial and consistent manner the ability of a family to pay tuition. Applications are available in the school office. Tuition assistance is awarded for only one year. For continued assistance, a new application must be made annually in May. A review of the previous year's payments and record of involvement will be taken into account prior to granting a new request. To be eligible for financial assistance, students must maintain a 2.0 GPA and have satisfactory conduct.

## **FAMILY / SCHOOL AGREEMENTS**

By signing the **Saint Rose Catholic School Policy Agreement**, parents/guardians commit to support Saint Rose Catholic School by participating in the following fundraisers, which help defray school operating expenses and keep the cost of tuition down:

### **Saint Rose Catholic School Annual Dinner and Auction**

School families are required to participate by planning for and/or working at the event, donating auction items or underwriting funds. The Annual Dinner Auction is traditionally a fall event. Please see the Saint Rose Catholic School website for additional information.

### **Annual Saint Rose BBQ**

Each School Family is required to sell ten (10) raffle tickets. The Annual BBQ is traditionally held in May.

### **SCRIP**

All school families are required to participate in the SCRIP program. Each family must purchase SCRIP in the amount necessary to generate \$150 in profits for Saint Rose Catholic School from June 5, 2017 to April 30, 2018. If the SCRIP commitment is not met by May 1, the family is required to pay the deficient amount to \$150.00 by June 1.

Families may opt-out of SCRIP for this year by paying a fee of \$150.00 by September 18, 2017.

### **Sources of SCRIP**

Information regarding enrollment in these programs is available on the Saint Rose Catholic School website. SCRIP dollars are generated by using the following loyalty programs:

- **ShopwithScrip.com**
- **EScrip.com - Online Mall**
- **Food 4 Less Scrip** (available for purchase in the school office)

The school is responsible for tracking SCRIP dollars generated through **ShopwithScrip.com, EScrip.com and Food 4 Less** programs. While families are encouraged to submit Box Tops, this does not count towards the SCRIP requirement.

## **Bingo**

Each school family is required to work Bingo twice in a calendar year. Families may opt out of Bingo for a six-month shift for a fee of \$75.00, or for the year for a fee of \$150.00. Opt-out fees are billed out in September and January. Any opt out after the Bingo schedule is printed, or failure to work Bingo as scheduled, will result in a \$125.00 fee per missed assignment.

If a family cannot work their scheduled date, it is their responsibility to find a replacement and notify the Bingo Coordinator as soon as possible as who will be taking their place; otherwise the family will be considered a no-show and billed the no-show rate of \$125.00. **Bingo does NOT count toward your family service hours requirement.**

For more information about Bingo and the Bingo Coordinator and for the Bingo Schedule, please refer to the Saint Rose Catholic School website.

## **Volunteer Service Hours**

Parents are encouraged to be involved in the many Saint Rose Catholic School and Parish wide functions. By volunteering, parents are helping build the community while providing valuable services to Saint Rose Catholic School.

Saint Rose Catholic School relies on the talents, service and generosity of parents to benefit students and the school community as a whole. Parents who volunteer time and skills also keep the cost of tuition down.

All school volunteers (such as classroom volunteers, field trip chaperones and field trip drivers) who have unsupervised contact with minors are required to be fingerprinted using Live Scan and to have a current negative TB test on file. All drivers must complete the required diocesan Chaperone paperwork.

Each family is required to contribute twenty (20) parent service hours to Saint Rose Catholic School by May 15<sup>th</sup> and responsible for reporting their service hours in a timely fashion using the *Parent Volunteer Service Hours Report* form, which is available on the school website and in the school office. In the spirit of support, often parents contribute far more than the required twenty (20) hours; please report all service hours. This information is collected and used when applying for grants and during school accreditation process.

Accepted Service for fulfilling Parent Service Hours Requirement:

*Attendance of PTO Meetings*

*Attendance of State of the School Meetings*

*Member of the School Advisory Council (SAC)*

*Member of the Parent Teacher Organization (PTO)*

*Assistance with PTO activities and committees*

*Principal or Teacher- requested assistance*

*School-requested assistance*

*Building or grounds maintenance*

*Assistance with Band*

*Assistance with Choir*

*Assistance with Student Council activities, projects and dances*

*Assistance with school fundraising*

*Athletic-requested assistance (team transportation for 3 or more players)*

*Coaching Athletics*

*Field trips requested assistance (transportation for 3 or more students)*

*Assistance with school-sponsored charitable projects*

**Not Approved** for Parent Service Hours Requirement:

*Bingo assignments*

*Middle School Student Service Hours*

While worthwhile and appreciated, the following are **not approved as parent service hours**:

*Attendance at school functions - attendance at Athletic or Band events - service hours donated to other schools, parishes or charitable organizations*

### **Pre-School Service Hours**

For preschool families who choose to count a donation of nutritious snacks in accordance with mandated school and state requirements as Parent Service Hours, the Principal has sent the policy that \$25.00 value (receipts must be attached to the Parent Volunteer Service Hours Report form) equals one service hour. While Preschool families maintain their Parent Volunteer Service Hours Report forms in the classroom, it is each parent's responsibility to submit their forms to the school office regularly.

### **Reporting Hours**

It is the parents' responsibility to report their service hours on the proper Parent Volunteer Service Hours Report form. This form is available on the Saint Rose Catholic School website and in the school office. Your completed forms should be turned into the school office regularly so they can be recorded and filed. It is recommended that you keep copies of your submitted service hours forms for your own records. A status report on your total reported Service Hours will be sent to each school family in January and April.

### **Fees and Deadlines**

Non-participation in Volunteer Service Hours will result in a \$500.00 fee charged to the family account in May. By May 15, the service hours need to be turned into the School Office using the proper Parent Volunteer Service Hours Report form. Each family will be assessed a \$25.00 per hour fee for each non-completed service hour. Hours to be earned after May 15 (such as Graduation, BBQ, etc.) need to be submitted for approval no later than May 1, 2018.

### **Family Conferences**

Family-Teacher conferences (K-8) will be held in the fall. Preschool conferences will be in fall and spring. A special schedule will be in effect during conference week. Parent attendance is an expectation of every Saint Rose Catholic School family. Clear and open communication is in the best interest of the students. Spring conferences are also available upon teacher or parent request.

At least one parent is required to attend Open House, Parent-Teacher Conferences, and Sacramental Preparation Meetings (Grade 2 only).

# CURRICULUM AND INSTRUCTION

Saint Rose Catholic School promotes high standards of excellence which extend beyond basic mastery of content skills. Higher levels of critical thinking and lifelong learning skills are developed at all grade levels. All classrooms encourage the development of the soul, mind, and body through a core curriculum of religion, language arts, mathematics, science, social studies, physical education, computer literacy and applications, music, art and Spanish. All course work meets or exceeds the California State Department of Education recommendations and guidelines. This includes Common Core State Standards in all academic disciplines. Digital textbooks are partially implemented at the middle school level and a strong emphasis on digital literacy is fostered in the elementary classrooms. This entails the use of both Chromebooks and iPads. Elementary students participate in music, art, and physical education on a weekly basis. Band is offered to students in grades 4 – 8. Middle school students have the opportunity to select from the following electives; Technology, Art, Spanish, or Leadership/ASB (Associated Student Body Council). The faculty participates in an annual review of the curriculum and new textbooks are adopted as needed. Saint Rose Catholic School students have an excellent matriculation record for parochial, private and public education at the secondary level. The majority of our student’s complete honors and college preparatory course work at the secondary level.

## Religion Curricular Framework

The Religion curriculum at Saint Rose Catholic School is based upon the Diocesan Religion Framework. This framework has been built on the structure of the Catechism of the Catholic Church and integrates into each grade level age appropriate expectations from the four parts of the Catechism: Creed (What We Believe), Sacraments and Liturgy (How We Celebrate), Christian Living and Prayer. Specific expectations have been developed for each of these areas at all grade levels. Students have the opportunity to sing in the choir, altar serve, and deliver readings as lectors.

## Liturgical Celebrations

Throughout the school year students of all faiths are encouraged to participate in various liturgical celebrations and prayer services. These include; The Living Rosary, Stations of the Cross, and the Wax Museum of Saints. School Mass is celebrated on a regular basis and hosted by a specific class/grade level. Please refer to the school calendar for the scheduled dates. All Saint Rose School families are encouraged to attend.

## Diocesan Grading Scale

Saint Rose Catholic School seeks to measure total student performance in class work, homework, testing performance, class participation and special project participation. The following written grades will be given to indicate performance, as per the guidelines of the Diocese of Monterey.

<b>Grades K - 3</b>	3	Consistently applies skills	
	2	Developing skills	
	1	Skills not yet developed	
<b>Grades 4- 8</b>	A:	96.5 – 100%	4.0 Grade Points
	A-:	93.5 – 96.49%	3.7 Grade Points
	B+:	89.5 – 93.49%	3.3 Grade Points
	B:	85.5 – 89.49%	3.0 Grade Points
	B-:	82.5 – 85.49%	2.7 Grade Points
	C+:	78.5 – 82.49%	2.3 Grade Points
	C:	73.5 – 78.49%	2.0 Grade Points
	C-:	69.5 – 73.49%	1.7 Grade Points
	D+:	67.5 – 69.49%	1.3 Grade Points
	D:	64.5 – 67.49%	1.0 Grade Points
	D-:	62.01 – 64.49%	0.7 Grade Points
	F:	0 – 62.0 %	0.0 Grade Points

## **Honor Roll -- Grades 6-8**

To be eligible for the honor roll, a student must earn the following:

First Honors	3.75 - 4.00 Grade Point Average
Second Honors	3.50 - 3.74 Grade Point Average
Honors	3.00 - 3.49 Grade Point Average

(A grade of D or F, or unacceptable conduct disqualifies honor roll status that quarter.)

## **Report Cards and Progress Reports**

Report Cards will be distributed at the end of each quarter. Academic progress in grades 4 – 8 can be tracked through weekly grade updates. These grade updates are available online for parents and students to view. Parent-teacher conferences are recommended any time a parent or teacher recognizes a need. Formal conferences may be scheduled after school hours. Printed Progress Reports may be issued at the parent's request. It is the responsibility of the student and parent to inquire at the time a Progress Report is received as to the proper steps needed to raise the student's grade. The Progress Report is not a Report Card, but rather an indication of progress at the specified date. Students are expected to achieve grade level proficiency in order to merit promotion to the next grade.

## **Probation**

All students must maintain a 2.0 grade point average to avoid being placed on probation. Grades from all subjects will be used to compute the grade point average. Any student with unsatisfactory marks in conduct will be placed on probation. Students who are unable to maintain academic and behavioral expectations for more than two quarters will not be eligible for financial aid for one year and may be asked to leave Saint Rose Catholic School.

## **Extracurricular Activities**

Any student who wishes to participate in sports, dances, Student Body Council/Leadership or any other extracurricular activity sponsored by Saint Rose Catholic School must maintain a 2.0 grade point average and a passing grade in all subjects. They also must be present in school for at least a half day on the day of the activity, and not be on disciplinary probation.

## **Homework Policy**

Homework will be assigned Monday through Friday. Parents are expected to monitor and supervise homework. Please communicate with the teacher if there are homework difficulties.

Time needed to complete homework assignments may vary according to student ability and time management. Refer to the following chart:

- Kindergarten 10 minutes
- Grades 1-2 Approximately 20-30 minutes daily
- Grades 3-4 Approximately 30-40 minutes daily
- Grades 5 Approximately 45-60 minutes daily
- Grades 6 - 8 Approximately 45-90 minutes daily

## **Late Assignments**

Unexcused late work is not accepted, except for Grade 6 during the first quarter only. All middle school major projects must be turned in early or on time in order to receive credit.

## **Missed Assignments due to Illness or Planned Absence**

It is the **student's** responsibility to retrieve any missing assignments upon return to school following an illness or planned absence. For short term (one to three days) absences, it is the responsibility of students to obtain missed assignments from classmates or the school website. Students will be allowed one day per each day of absence to turn in missed work (up to five days). In the event of a non-medical planned absence (family trip, etc.), missed work may be obtained upon return. No assignments will be given prior to any absence since teachers may alter assignments as they teach the class based on student needs and progress.

## **Standardized Testing**

The School Assessment is mandated by the Diocese of Monterey and is administered to students in Grades 2-8 three times per school year; September, January and May (please check the school calendar for specific dates). The testing is used for diagnostic purposes and is used to help faculty set goals for meeting the needs of all students.

## **SCHOOL POLICIES**

### **Statement of Christian Principles**

All schools in the Diocese of Monterey are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles. These Christian principles include but are not limited to the following:

1. Parents, family members, childcare providers and friends (including but not limited to grandparents, stepparents, and siblings) are expected to work courteously and cooperatively with the school in **all** areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.
2. Students, parents, family members and friends must act and speak with integrity, respect for others and always use good manners and a cooperative and helpful tone of voice.
3. Students, parents and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communications include contacting the teacher or staff member of the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others not directly involved in the area of concern. Such channels of communication are considered divisive and not calculated to lead to a resolution of the issue in the most respectful and Christ-centered manner.
4. A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or a staff member, not to the child or the child's parents.

Parents, guardians or other responsible adults who violate these Christian principles may be asked to withdraw their student from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the School.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its sole discretion.

### **Statement of Parent Responsibilities**

The greatest influence on a child's thinking and behavior is his/her parents/guardians. St. Rose cannot attain its discipline goal without active support from parents and guardians. It is a parent's/guardian's responsibility to encourage in the child a positive attitude toward learning and guide the child in becoming a responsible, caring Christian. This would include the following:

- Support the educational, social and spiritual development of your child:
  - Uphold the school's policies and rules
  - Make sure that your child is responsible for completing homework assignments in a timely manner

- Ensure that your child is ready for school each day by being appropriately dress, having a nutritious lunch and all necessary supplies
- Hold your child responsible by not bringing items he/she forgot to school
- Involve yourself in the spiritual life of the school
- Respect the school calendar and hours:
  - Ensuring that your child arrives on time for school each day
  - Calling in if your child is sick
  - Scheduling vacations around the school calendar rather than during school periods
- Work cooperatively with your child’s teacher and the principal
  - Be judicious in speaking with your child or allowing your child to overhear conversations that are negative about the school, the teacher, the principal or another student
  - Refraining from talking negatively about other students, families, or school personnel to other parents.  
**Gossip is always destructive**
  - Be available for conferences or meetings with your child’s teacher
  - Refraining from the temptation to over-indulge children with a regular delivery of restaurant lunches, with over-reaction to the unfolding of a school day's events, by being “on-call” for every whim or need of the child, or by taking children out of school to escort you on errands or day trips.
  - Consulting with the teacher or principal before forming an opinion or passing along information (confirmed or unconfirmed) regarding any person/persons or situations at school
  - Supporting the authority of school personnel by refusing to criticize them in the presence of children
  - Seeking professional counseling and/or diagnostic evaluation when recommended by school personnel
  - Read all communications that come from the school

### **Student Responsibilities**

It is the responsibility of the student to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school, and in no way deprive other students of their right to an education. In order to accomplish this, the student must observe the following behavioral standards:

- Modeling Christ's teachings about love for one's neighbors in all interactions, treating others with respect at all times.
- Arriving to school on time and being ready to begin each class with materials organized and directions followed.
- Obeying all school rules and being a role model to other students.
- Behaving in a respectful and friendly manner towards all school personnel, volunteers, and any visitors to the school.
- Respecting all property, including books, desks, bathrooms, school buildings, equipment and playgrounds.
- Asking a teacher or administrator for a conflict management meeting when another student's behavior is causing difficulties in the learning process.
- Use acceptable language, talking positively about others, and acting and speaking in an honest manner.
- Refraining from passing notes, from calling home to be rescued when you have forgotten materials, to study for an upcoming test, or due to not completing assigned work.
- Calling home only for sickness, emergency, or problems with dress code.
- Modeling good sportsmanship in word and deed.

### **Harassment and Bullying**

The school is committed to providing a safe and comfortable learning environment that is Christ centered, respects Christian values and is free from harassment and bullying in any form. Harassment and bullying of any student by any other student, lay employee, religious clergy, school volunteer, or parent guardian is prohibited. The school will treat allegations of any such conduct seriously take appropriate steps to ensure that substantiated bullying or harassment stops.

Substantiated acts of harassment, bullying, or hazing by a student will result in appropriate disciplinary action up to and including dismissal of the student. The disciplinary action will be in proportion to the severity of the case and will be calculated to make the harassment or bullying stop. Students who file false or frivolous charges will also be subject to

disciplinary action up to and including dismissal.

### **Harassment**

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

- Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person
- Physical Harassment: Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement
- Visual Harassment: Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media)
- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

### **Bullying**

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person. Can include the following behaviors:

- Teasing, name calling, taunting
- Threatening
- Purposely leaving someone out
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Breaking someone's things

Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. Usually there is an actual or perceived power imbalance between the bully and the victim. Such power imbalance may include differences in physical size or strength or access to embarrassing information.

In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

### **Cyberbullying**

Cyberbullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posing inappropriate pictures, videos, or messages about others on blogs, social media, or websites
- Using someone else's username to spread rumors or lies about another person

### **Attendance**

Regular attendance is vital for success at Saint Rose Catholic School. Students who are absent or tardy are held responsible for any missed work. Ten (10) or more absences in a given quarter may result in probationary status.

### **Absences**

Please notify the office by phone or email at [rsroffice@saintrosecatholicschool.org](mailto:rsroffice@saintrosecatholicschool.org) if your child will be absent. Upon returning to school after an absence, a written or verbal confirmation stating the reason for the absence must be presented to the office, and the student will be issued a readmit slip to return to class. If a student has been diagnosed with a contagious disease or if he/she will be absent for three or more days, please notify the office immediately. Arriving after recess or leaving at or before lunch, is considered a half day absence.

### **Tardies**

*Elementary School students will be marked **TARDY** if they are not in line on the playground with their class by the 8:00 a.m. tardy bell. Middle School students must be in their classrooms by the 8:00 a.m. tardy bell. Band members **MUST** be ready to play at 7:30 (in seat, instrument out).*

Detention will be assigned after three tardies. Detention will be held after school. Detention is one hour for middle school students and one half hour for elementary students. A \$15.00 fee will be charged per detention.

### **Early Release**

All students leaving the campus during school hours must be signed out by a parent or guardian in the school office.

### **Returning To School**

A student who leaves school and returns the same day must check into the office upon return.

### **Lunches and Forgotten Items**

Parents please report to the school office during school hours when dropping off items students have forgotten or left at home. Safety is our priority and we ask for your cooperation in minimizing visits and interruptions as much as possible.

## **UNIFORM POLICIES AND GUIDELINES**

Students are best prepared for school when they are properly dressed and groomed. Saint Rose Catholic School students are expected to follow standards of cleanliness, neatness and modesty in everything they wear. We rely on parents to support the school dress policy by making sure their children leave home properly groomed and dressed for school. By registering a child at Saint Rose Catholic School, parents indicate their intention to accept and observe the school uniform dress code. **If for any serious reason your child cannot be in uniform, please send a written explanation to his/her teacher. Any student who is out of uniform without a written note from a parent will receive a uniform violation notice. A student receiving three uniform violations in a quarter will be given a detention. After the fourth violation, students will not be allowed in class until they have the correct uniform.** Parents must bring the correct clothing item to school in a timely manner or the students will be sent home and attendance will be marked as an unexcused absence.

All uniform items listed below may be purchased from French Toast or Lands' End and are available in the catalogs and on the website. Please enter the school name on the website to view our uniform guidelines.

### ***Girls' Uniforms***

#### **Jumper - Grades K-5**

Lands' End School Uniform Girls Plaid Jumper in Classic Navy Plaid



### Skirt - Grades 6-8

Lands' End School Uniform Girls Plaid A-line Skirt Below the Knee in Classic Navy Plaid



### Pants

Navy Flat Front Adjustable Waist

Available at Lands' End and French Toast



### Shirt

Available at Lands' End and French Toast.

White Short Sleeve Pique Polo with Knit Collar or Interlock Polo.

Saint Rose School Logo is **mandatory**



### Sweatshirt

Pullover crew sweatshirt (Navy)

Saint Rose School Logo is mandatory

May be worn every day with the exception of **Mass Day**



### Jacket (without hood)

Lands' End School Uniform Fleece Jacket (Navy)

Saint Rose School Logo is mandatory

Heavy Winter Jackets (Navy)

Saint Rose School Logo is **not** mandatory



### Socks

Plain white crew socks must be worn at all times, cover the ankle and be easily seen above any shoe. "No show" or ankle socks do not meet the dress code.

White tights are permitted during Winter months only.



### Shoes

All students must wear **Navy Blue** tennis shoes only.

**No high tops or slip-ons.**

## **Belts – Grades 3-8**

Black Belts

## **Hats**

Navy blue beanies may be worn outside on very cold days

## ***Girls P.E. Uniforms***

*\*Girls may wear shorts to school on their class P.E. Days*

### **Grades K-5**

Available at Lands' End or French Toast.

Flat Front Bermuda/Chino shorts. (Navy)



### **Grades 6-8**

P.E. Uniforms are required and must have Saint Rose logo.

P.E. Uniforms may be purchased in the school office.

**Girls' Mass Uniform:** Girls must wear a jumper or skirt, logo shirt and fleece zip front jacket from Lands' End (if outerwear is needed) on Mass days.

*Please note: **Shorts, pants and pullover sweatshirts may NOT be worn on Mass days.***

**Girls' Hair:** Bangs cannot be longer than eyebrow length and hair must be completely out of face. Hairstyle should be conservative, well-groomed and of students' natural color.

## **Boys' Uniforms**

### **Shirt**

White Short Sleeve Pique Polo with Knit Collar or Interlock Polo.

Available at Lands' End and French Toast.

Saint Rose School Logo is **mandatory**



### **Shorts**

Navy Flat Front Adjustable Waist

Available at Lands' End and French Toast



**Pants**

Navy Flat Front Adjustable Waist

Available at Lands' End and French Toast



**Sweatshirt**

Pullover crew sweatshirt (Navy)

Saint Rose School Logo is mandatory

May be worn every day with the exception of **Mass Day**



**Jacket (without hood)**

Lands' End School Uniform Fleece Jacket (Navy)

Saint Rose School Logo is mandatory

**Heavy Winter Jackets (Navy)**

Saint Rose School Logo is **not** mandatory



**Socks**

Plain white crew socks must be worn at all times, cover the ankle and be easily seen above any shoe. "No show" or ankle socks do not meet the dress code.



**Shoes**

All students must wear **Navy Blue** tennis shoes only.

**No high tops or slip-ons.**

**Belts – Grades 3-8**

Black Belts

**Hats**

Navy blue beanies may be worn outside on very cold mornings.

**Boys Mass Uniform:** Boys must wear long pants, logo shirt and fleece zip front jacket from Lands' End (if outerwear is needed) on Mass days.

*Please note: Shorts and pullover sweatshirts may NOT be worn on Mass days*

**Boys Hair:** Hair must be short all around including above the ears, off the collar and bangs must be no longer than eyebrow length. Hairstyle should be conservative, well-groomed and of students' natural color.

**Additional Requirements**

All clothing must be clean, in good condition and appropriately sized. Any item that is extremely loose or tight is unacceptable. Boys' shorts must be at or above the knee. (A portion of the knee must be showing.) Girls'

skirts, jumpers, and shorts must be no more than 3 1/2 inches above the top of the knee when standing. (Hint: use a credit card lengthwise to measure.) Nail polish, make-up, and large pieces of jewelry are not appropriate for school and not permitted. Tattoos of any kind are not allowed. Girls may wear up to two earrings per ear. The earrings must be post/stud type only for safety reasons (no hoops, long strands or extravagant designs).

**Boys may not wear earrings.**

### **Prohibited Items**

- Acrylic nails
- Body piercings other than ears
- Body art/markings of any kind (ink, markers, paint, stickers, etc.)
- Permanent hair treatments such as extensions, feathers, tinsel, etc.

### **Spirit Days**

Students may wear appropriate Saint Rose School Spirit T-shirts (which may be purchased through the office) with uniform pants, shorts or skirt. Jumpers may not be worn with spirit shirts. No other T-shirts may be worn; if a student does not own a spirit t- shirt, he or she must wear the full school uniform.

### **Free Dress Policy**

Free dress days may be awarded to students during the school year. Cleanliness, neatness, modesty and appropriateness are expected of their clothing choices. In addition to the requirements listed above, the following guidelines apply to free dress days:

- No mini-skirts or short-shorts. All skirts and shorts must be "Bermuda" length (See picture below).
- Girls' skirts, jumpers, and shorts must be no more than 3 1/2 inches above the top of the knee when standing. (Hint: use a credit card lengthwise to measure.)
- All shirts must have sleeves or caps at the shoulder and be long enough so that the top of the pant is covered (if shirt is not tucked in).
- Excessively tight or baggy clothing is not acceptable.
- Clothing should be free from inappropriate graphics, language or inferences.
- No heels greater than 1 inch
- Shoes must have closed toes and heels (no footwear considered beachwear such as flip flops, sandals, etc.).

## **DISCIPLINE POLICY**

Saint Rose Catholic School has created a positive atmosphere of learning that upholds the belief that each individual is created, loved and redeemed by God. We believe that Christian moral values are most effectively learned through example. All staff and students are expected to model respect, kindness, decency, justice and altruistic giving.

### **Student Behavior**

Personal discipline is considered an essential aspect of human, moral and spiritual development. Respect for self and others is fostered at Saint Rose Catholic School through a basic code of conduct. A positive, respectful attitude towards students, staff and visitors is expected at all times. Inappropriate behavior is considered a violation of our basic code of conduct and will be addressed immediately. A student who hits, hurts, kicks, pushes, punches or pinches anyone, may not be allowed to finish the day on campus and may also be given suspension the following day(s). Parent communication will be required.

### **Cell Phones**

While cell phones are allowed at Saint Rose Catholic School, students who bring them must keep the cell

phone "Off" during the school day. Use of the cell phone at any time during school hours (7:30 A.M. - 2:45 P.M.) for phone calls, text or video messages, photos/camera, or internet usage is prohibited. Cell phones may only be used out in front of the school after dismissal to contact parents or rides.

Violators of the cell phone policy will receive an automatic detention and immediately relinquish their cell phones to the Principal. A parent must come to the school to pick up the cell phone. If a student needs to make a phone call during school hours, they will be allowed to place a call from the school office.

## **Detention**

Students who display inappropriate behavior or fail to follow school policies will be assigned detention after school following notification to parents via email or phone call. Detention is one hour for middle school students and one-half hour for elementary students. If a student misses a detention, he or she will be reassigned to detention the following week **as well as receive an additional detention** to be served the subsequent week. Failure to attend more than two detentions will result in disciplinary action by the principal. Multiple detentions (five in the same quarter) for the same offense will result in a parent-principal conference and may result in suspension. Elementary school detentions (except for tardiness) are at the discretion of the teacher.

Detention is a time of reflection and hopefully an incentive to avoid further detentions. Students will sit quietly and respectfully for the duration. They may not complete homework nor chat with friends.

The following infractions earn **detention** immediately:

- Gum chewing
- Foul language and any inappropriate or disrespectful behavior, which also may incur a
- Discipline Notice (see below)
- Unapproved cell phone usage

The following infractions earn detention on the third warning:

- Tardiness (to school or to class) - \$15.00 fee will apply to first period tardies
- Uniform not to code
- No required parent signature by allotted time
- Student's property left lying around in unauthorized locations
- Hall infractions, presence in unauthorized areas, out of sight on yard

## **Discipline Notice**

A Discipline Notice may be issued for serious misconduct. Parents will be notified if a student has received a Discipline Notice. If additional Discipline Notices are issued, the student may be placed on disciplinary probation and considered for expulsion. Some actions that will cause a student to receive a Discipline Notice are as follows:

- Willful disrespect
- Continued deliberate disobedience
- Forgery of parents' or guardian signature on the part of the student on any school form
- Students found cheating, copying, or plagiarizing (students are subject to grade reduction or failure in the class)
- Using profanity on school grounds
- Leaving school grounds without permission
- Serious classroom disruption
- Unkind, hurtful, or bullying behavior toward others
- Defacing school grounds
- Other forms of conduct inconsistent with the Saint Rose standards of student behavior.

## **Disciplinary Probation**

A student with consistent and/or serious behavior problems will be placed on disciplinary probation. Parents will be notified and a conference will be scheduled. The student may not be eligible for extended field trips while on probation. If improvement is not evident within one quarter, the student will be considered for expulsion.

## **Suspension**

Students involved in major infractions of school rules may be suspended from school for a period of time determined by the principal and/or vice principal. Suspensions will usually be for a period of one or two days; however, for more serious offenses, a student may be suspended for longer periods. An administrator will contact a parent prior to the start of any suspension. Students will not be allowed to make up all missed work, including tests. For incidents of hitting, pushing, biting, bending fingers, or other physical mistreatment, a student may immediately be sent home for the rest of the day or for the following day.

## **Expulsion due to student behavior**

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. Expulsion from school occurs when all other discipline procedures have failed to bring about the desired changes in a student's behavior or when the behavior seriously threatens the health or safety of another person. The following offenses are examples of the type of offenses committed by a student while under the jurisdiction of the school. They are grounds for expulsion and may also be referred to appropriate authorities:

- Actions gravely detrimental to the moral or spiritual welfare of the other students
- Continued willful disobedience
- Use, sale, or possession of alcohol or drugs
- Vandalism or theft of school or other's property
- Possession/use of weapons on school grounds or at a school function
- Assault or battery or any threat of force or violence directed toward any school personnel or student
- Smoking cigarettes or possessing paraphernalia related to fire; or setting something on fire
- Sexual harassment
- Sustained bullying of others
- Illegal activities in or out of school

## **Expulsion Due to Family Member's Behavior**

The education of a student is a partnership between the parent and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is broken. Parental/guardian/family member actions that negatively impact the school may also be cause for the family being required to withdraw from the school. Such actions include, but are not limited to, the following: actions that cause negative publicity to the school, its personnel, parent disregard of rules and procedures, and/or school community and hostile behavior or actions toward the school, its personnel, and/or school community; or parent disregard of the rules of good sportsmanship.

In addition, Section 5750 of the Administrative Handbook of the Diocese of Monterey states:

- “Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than 10 days, or both” (Educational code, Section 44811).
- “Every person who, with the intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his duties, by means of a threat that such threat could be carried out, is guilty of a public offense punishable as follows:
  - Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
  - If such person has been previously convicted of a violation of this section such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison”.

“As used in this section, 'directly communicated' includes, but is not limited to, a communication to the recipient of the threat by telephone, text messaging, electronic mail, letter or in person” (Penal Code Section 71).

Parents, students, and staff are representatives of St. Rose Catholic School at athletic events and in extracurricular activities. We expect exemplary behavior from every St. Rose Catholic School stakeholder (parents, students, staff), including good sportsmanship and encouragement of every student regardless of their team or school. We teach by modeling this behavior consistently and persistently. Parents may attend athletic events only if they agree to model this behavior at all times.

### **Sexual Harassment Policy Statement**

The Catholic schools of the Diocese of Monterey have adopted a written policy against sexual harassment as it pertains to students. Sexual harassment is defined in the California Education Code Section 212.5 as ... unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the ... educational setting, under any of the following conditions: ...(c) The conduct has the purpose or effect of having a negative impact upon the individual's ... academic performance, or of creating an intimidating, hostile or offensive educational environment.

Examples of behaviors which are considered sexually harassing include:

- pinching, grabbing or cornering another student
- sexual comments toward or taunting of another student
- pulling down pants and/or underwear of a student or snapping a bra
- use of derogatory words or phrases or body language directed to another
- assaulting or molesting another student
- writing or drawing of a sexually explicit nature
- calling names or using labels of a sexual nature

To educate students on proper and improper conduct, St. Rose Catholic School will provide awareness training in religion classes. In addition, we encourage you to discuss this serious subject with your child.

The penalties for sexual harassment by students are numerous and severe. First, a student who has proven to have sexually harassed another individual may be suspended or expelled from school. In addition, there are three different sets of monetary fines which may be assessed against **the parents** of a child who has sexually harassed another student. Under the California Civil Code, a fine can be assessed against the parents of a minor who causes injury to another student. The fine cannot exceed \$10,000.00. In addition, under California Education Code, a second fine can be assessed against the minor's parents. Finally, if a reward is given for information leading to the identity and apprehension of a minor who has willfully caused injury to another, the California Government Code provides that the minor's parents are to be held liable for the amount of the reward, not to exceed \$10,000.00. **IT IS POSSIBLE THAT IF YOUR CHILD SEXUALLY HARASSES ANOTHER CHILD, YOUR CHILD MAY BE EXPELLED AND YOU MAY BE PERSONALLY LIABLE FOR THE TOTAL SUM OF \$30,000.00**

## **PARENT INFORMATION**

### **School Advisory Council (SAC Board)**

School Advisory Council meetings are held monthly and all interested parties are invited. The SAC is an appointed advisory body which supports the principal and the pastor in the financial and developmental needs of the school. Subcommittees include: Catholic Identity, Policy & Planning, Finance, Development, Marketing & Communication, SAC Recruitment & Retention, Student Recruitment & Retention, Building & Grounds, and Technology.

### **Parent Teacher Organization (PTO)**

All Saint Rose Catholic School parents are automatically part of the school's Parent Teacher Organization (PTO). PTO is an organization supporting the needs of our principal, teachers, office staff and faculty as well as the needs of school parents and families while enriching our school community. PTO's primary function is to promote communication between parents and school staff, sponsor events, organize and facilitate fundraisers and to support the school in its educational development. PTO helps parents get involved in their children's education and play an active role in creating a healthy, faithful and academically stimulating environment for

their children. PTO is the primary facilitator of volunteer opportunities at our school. Collectively our parents have a wide range of skills, talents and services which can be generously brought to bear in support Saint Rose Catholic School and build and enhance our school community. Through the help and generosity of parent volunteers, Saint Rose Catholic School is able to enrich the educational experience while keeping school operating costs down. All parents are encouraged to get meaningfully involved in PTO and to attend the monthly PTO meetings.

### **Communication**

Parents with questions or concerns should follow the appropriate chain of contact, beginning with the classroom teacher or staff member and following-up with the principal if necessary. When problems or concerns arise, please remember to make an appointment with your child's teacher rather than attempting to discuss such matters before, after or during class hours. Please respect staff members' privacy by calling them at school only.

### **School Volunteers**

All school volunteers must attend a meeting at the beginning of the school year, **sign in** at the office each time they are at school, **and wear** an ID badge. In addition, a current TB test (valid for four years) **fingerprint clearance and shield the vulnerable certificate** must be on file in the school office. Forms and information for Live Scan Fingerprinting are available in the office.

## **SAFETY INFORMATION**

### **Emergency Drills**

Emergency and safety drills are practiced regularly. Every classroom is supplied with a first aid kit and emergency supplies which is stored in an appropriate place for use in case of emergency. Injuries occurring on school grounds must be reported to the office. First aid will be administered for minor injuries. If parents cannot be reached in the case of serious injury, the physician listed on the emergency card or the emergency room at Twin Cities Hospital will be contacted. **Parents are required to update their child's emergency form annually and anytime the information needs to be changed.**

Students are to have their emergency kits to their teachers by the end of the first full week of school.

**All school families are required to register on the school website as part of the school emergency plan.**

The website allows for immediate dissemination of emergency information to parents via text, email and phone message.

### **Medications**

All prescription and over-the-counter medications must be kept and administered in the school office. Office staff may administer over-the-counter medication to students only if there is a signed Diocesan Parental Authorization Form on file in the office.

### **Dismissal**

Students are not permitted to leave school grounds on their own, unless they are walking home. Due to safety concerns, students must remain on campus until they are picked up by a parent or guardian. This includes after school supervised activities. Any student leaving campus during school hours for an appointment must be signed out in the office by a parent or guardian. **All students remaining on campus at 3:00 p.m. must go to Extended Care.**

### **Parking Lot**

Cars in the school parking lot must follow the traffic pattern for safety reasons. Parents and students must use the crosswalks to enter and leave the school. Please do not park or drive on the playground when children are present. **Students are not to be in the parking lot and/or in a car in the parking lot without an adult.**

### **Bicycles, skateboards and rolle skates**

Bicycles are to be walked on and off school grounds. State law requires that all persons under age 18 wear helmets when riding a bicycle. Students not following state law or Saint Rose Catholic School rules will not be allowed to bring their bicycles to school. Skateboards/scooters and roller skates are not to be used on school grounds for any reason.

### **Toys**

Toys are to be left at home unless given permission by the classroom teacher.

## **GENERAL INFORMATION**

### **Parental Custody**

Custody of students and any changes thereof need to be submitted in writing to the office. It is the responsibility of the parent or guardian to inform the school of any changes or arrangements in custody status. The school may ask for legal verification of these arrangements.

### **Child Abuse Reporting**

A child abuse report will be filed in any case in accordance with diocesan policy and California law. All school staff members are legally obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuses and exploitation.

### **Student Files**

Access to student files is permitted with a written request from the parent or guardian. The request must be specific and dated.

### **Privacy**

Privacy of students and staff is important. The Family Directory is to be used for Saint Rose Catholic School functions only and cannot be given out for marketing purposes. Parents and community members are asked to contact staff members during school hours only. ***Please do not call staff members at home regarding school business.***

### **Class Parties**

Parties are permitted during lunch or break time on school grounds. Classroom teachers must be notified in advance if birthday treats are being brought to school. Personal party invitations (if the entire class is not invited) need to be distributed off school grounds to avoid hurt feelings. Please discourage children from discussing such activities that do not include all classmates.

### **Field Trips**

Signed permission slips are required in order for a child to participate. Verbal permission is not permitted by our insurance company. Field trip drivers (parents and teachers) must have a valid driver's license, proof of insurance (dollar amounts of \$100,000/\$300,000 must be verified) and **functional seat belts. Each driver must carry copies of permission slips with all** emergency information for each child in their vehicle. For safety reasons, while driving and/or chaperoning students on a SRS field trip, cell phone use is strictly prohibited.

The following must be on file for all field trip drivers (parents and teachers):

- Fingerprint Clearance
- TB test
- Shield the Vulnerable Certificate
- Copy of Driver's License
- Copy of Current Insurance Policy for the vehicle used on the field trip

- Diocesan Driver Form

### **Chaperones**

Chaperones for school events must be at least 21 years old, refrain from tobacco and alcohol while acting as a chaperone, and sign a chaperone agreement form. The number of chaperones needed for an event is determined by the hosting facility/venue/and/or teacher. For legal reasons, siblings may not accompany parent chaperones on field trips.

### **Lost and Found**

Lost items can be located in the School Office. To minimize the occurrence of lost and found items, please be sure to label all school items and uniforms with student names.

# CLASSROOM SUPPLIES

## Elementary Classroom Supplies

Please see school website and list provided by teacher.

## Middle School Supplies

The following supplies are expected to be on campus and at the student's disposal from the first day of school to the last. As supplies are used, they must be replenished.

- 1 medium canvas pencil pouch with holes for binder
- 1 package red pens
- 1 package blue or black pens
- 1 box #2 pencils
- 1 pkg. medium size square Post-Its
- 1 package of 5 index dividers
- 1 large pkg. binder paper
- 250 3"x5" ruled index cards
- 1 12 pack package of glue sticks
- 1 scientific calculator
- 2 large box facial tissue
- 2 sets of P.E. clothes will be pre-ordered and will be purchased at the school office during the first two weeks of school.  
After the first two weeks, P.E. clothes can be purchased from the Athletic Director.
- 1 set colored pencils
- 1 set colored markers
- 1 5 piece set colored highlighters
- 2 5 subject, Staples brand ACCEL "Spine guard" notebook (8.5 x 11)
- 1 small package graph paper
- 1 package (8.5 x 11) multi-color construction paper for Language Arts
- 1 pair of scissors
- 1 12 pack of expo low odor black fine point dry erase markers
- 1 marbled 100 sheet notebooks (seventh and eighth grade only)
- 2 marbled 100 sheet notebooks (sixth grade only)
- 1 2 inch 3 ring binder

**Please include the following items in pencil pouch at all times: scissors, highlighter, red pen, blue or black pen, pencil, dry erase marker, Post-It, and glue stick or tape.**

**Please include the following items in binder at all times; pencil pouch, paper, planner, label dividers.**

**P.E. clothes will be pre-ordered and will be purchased at the school office**

Saint Rose Catholic School Family Handbook

**PARENT HANDBOOK AGREEMENT 2017 - 2018**

We have read the Saint Rose Catholic School Parent Handbook and discussed it as a family. We agree to abide by the rules, regulations, and policies set forth in this handbook.

**PLEASE PRINT STUDENT NAME (S):**

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**SIGNATURES:**

Parent / Guardian signature: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO YOUR CHILD'S HOMEROOM TEACHER  
BY SEPTEMBER 22, 2017.**