

# **Parent / Student Handbook**



633 Vine Avenue, Roseville, CA 95678, 916.782.1161, [www.strose.org](http://www.strose.org)

## **2019 – 2020**

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## WELCOME

On behalf of Father Michael Baricuatro, Ms. Suzanne Smoley, the faculty, and staff of St. Rose School, welcome to the **2017-18** school year. This is St. Rose School's **58th** year of operation. Our faculty and staff are prepared for another great year. The staff recognizes that, as parents, you are the primary educators of your children. Our goal is to work together to help the student learn, grow, and develop to his or her full potential. Our school faculty and staff are dedicated to that goal.

This handbook contains our school Mission Statement, School-wide Learning Expectations philosophy, policies, and regulations. We all work together in order to assure that our school accomplishes its important goals in all areas. Parents and students should take time to become familiar with the contents of the handbook. The signature sheet on the last page of this handbook **MUST** be signed by both parents/guardians and students and returned no later than **Monday, September 10, 2019.**

This handbook is for informational purposes only. It is not intended to represent the full and complete policy of the school. All rules, regulations, requirements, etc., of both the State of California and the Diocese of Sacramento also apply, although not necessarily listed herein. Also, the school reserves the right to change, alter, delete, add to, or otherwise amend this notice without notice. All inquiries regarding information in this handbook should be directed to the principal who has the sole responsibility for the content thereof.

### **ST. ROSE SCHOOL PHILOSOPHY**

With the message of Jesus Christ always as our foundation, we the faculty and staff of Saint Rose School strive to develop the whole child. We endeavor to instill Catholic values, which will foster human formation and integrate faith, culture, and life. Recognizing the parent as the primary educator, we - parents, faculty, staff and the faith community - seek together to create an atmosphere in which each child may develop to his or her full potential.

### **MISSION STATEMENT**

St. Rose of Lima Catholic School develops **LEADERS**. We recognize each person who enters our school as a unique gift from God, intent on learning. As a community of faith, we grow spiritually, academically, socially, and physically, prepared to live as Disciples of Jesus. Together, we promote Gospel Values and strive to bring the Catholic Faith to Life.

# SCHOOLWIDE LEARNING EXPECTATIONS

## St. Rose School Students Are... LEADERS...

### **L**ife-long Learners

We are self-motivated and take initiative in critical thinking when problem solving.

### **E**ffective Communicators

We can resolve differences and build true respect.

### **A**ctive Catholics

We celebrate the beliefs and traditions of the Catholic Church through prayer, study, and faith experiences.

### **D**isciples of Christ

We live the Gospel Values in thought, word, and deed.

### **E**mpathetic

We respect and appreciate the differences and gifts of all God's creations.

### **R**esponsible

We make choices for our spiritual, academic, social, and physical, health, and willingly accept the impact of our decisions and actions upon ourselves and others.

### **S**elf-Confident

We journey with God to discover, accept, and use our gifts.

ST. ROSE SCHOOL



## GENERAL ORGANIZATION

### **PASTOR**

The pastor is the chief administrative officer of the school.

### **PRINCIPAL**

The principal is delegated by the pastor to administer school policy and to supervise the school program.

### **FACULTY & STAFF DIRECTORY**

#### **Classroom Teachers & Aides: (916) 782.1161**

##### **Transitional Kindergarten Teacher —**

Mrs. Militello—smilitello@strose.org—VM159

##### **Kindergarten Teacher —**

Ms. Hart—rhart@strose.org VM150

Kindergarten Aide—Mrs. Benning

##### **First Grade Teacher —**

Mrs. Silva—psilva@strose.org—VM151

First Grade Aide—Mrs. Freitas

##### **Second Grade Teachers —**

Mrs. Oros ~ doros@strose.org—VM152

Second Grade Aides—Mrs. Devlin / Mrs. Gutierrez

##### **Third Grade Teacher —**

Mrs. Foucek—kfoucek@strose.org—VM153

##### **Fourth Grade Teacher—**

Mrs. Endres—jendres@strose.org—VM154

##### **Fifth Grade Teachers —**

Mrs. Mounkes—cmounkes@strose.org—VM155

Mrs. Miller—5th Gr. Religion Teacher—amiller@strose.org—VM 107

##### **Sixth Grade Homeroom and 6 - 8th Gr. Grade Level Math / 6th Gr. English Teacher, and 6th Gr. Religion Teacher —**

Ms. Sardo— csardo@strose.org— VM156

##### **Seventh Grade Homeroom, 7 - 8th Gr. English/Literature / 6th Gr. Literature Teacher, and 7th Gr. Religion Teacher —**

Mr. Renzo ~ crenzo@strose.org ~ VM157

##### **Eighth Grade Homeroom, 6 - 8th Gr. Social Studies Teacher / 8th Gr. Religion Teacher / Vice Principal —**

Ms. Castori—jcastori@strose.org—VM158

##### **Sixth - Eighth Gr. Science and 6 - 8th Gr. Math Teacher —**

Mrs. Aguirre—caguirre@strose.org—VM160

##### **Kinder. - Eighth Gr. Spanish Teacher —**

Senora Maldonado—lmaldonado@strose.org—VM241

##### **Kinder. - Eighth Gr. Physical Education Teacher —**

Mrs. Lindblad—dlindblad@strose.org

##### **TK - Eighth Gr. Art Teacher —**

Mrs. Snyder— snyder@strose.org—VM245

##### **First - Fifth Gr. Music Teacher —**

Mrs. Horner—horner@strose.org—VM248

#### **Administrative Office:**

##### **Principal—**

Ms. Smoley —ssmoley@strose.org—VM102

##### **Vice Principal —**

Ms. Castori—jcastori@strose.org—VM 158

##### **Administrative Assistant / Registrar —**

Carrie Canalas—ccanalas@strose.org—VM101

##### **Bookkeeper / Human Resource — Mrs. Diana Jimenez via the SRS office—916-782-1161—VM 101**

##### **Bookkeeping Assistant —**

Mrs. Nancy Wall—nwall@strose.org—VM103

##### **Receptionist / Attendance —**

Mrs. Freitas—afreitas@strose.org—VM100

#### **Extended Day Care: (916) 782-1161**

**Director —** Mrs. DelGrande—VM108  
kdelgrande@strose.org

**Assistant —** Mrs. Mona Duran  
**Aides —** Mrs. Eleanor Swyers  
Mrs. Cindy Benning

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#### **Additional Support Staff:**

**Librarian—** Mrs. Siino—library@strose.org—VM105

**Lunch Yard Duty—** Mrs. Freitas / Mrs. Siino /  
Mrs. Devlin

**Custodian—** Mr. Louie Frutos

##### **Band / Bell Choir / Chorus Teacher—**

Mrs. Horner —chorner@strose.org—VM248

##### **Liturgic Music Teacher /**

##### **St. Rose of Lima Parish Faith Formation—**

Mrs. Gentile — 786-0650

##### **Technology Coordinator ~**

Mrs. Angie Miller— amiller@strose.org—VM 107

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#### **Additional Services:**

**Food Service: Rutabaga Café by School House Catering**  
<http://www.schoolhousecatering.info/>

## **CATHOLIC SCHOOL ADVISORY COMMISSION**

In 2013, St. Rose School, St. Rose of Lima Parish came under the diocesan governance and oversight of the Catholic Diocese of Sacramento, Catholic Schools Association of Sacramento (CSAS) board. The Principal of St. Rose School is supported in her many roles and responsibilities by a Regional Director and also answers directly to the Executive Director of the Catholic Schools Department. The community of St. Rose School, St. Rose of Lima Parish established the St. Rose School, Catholic School Advisory Commission (CSAC), the primary role of which is to serve as an ADVISORY body to the Principal in matters of Catholic Education and Strategic Planning AND to foster school community and a Catholic, faith-filled culture.

### **CSAC AREAS of EMPHASIS:**

#### **Mission Effectiveness (Catholic Identity)**

- Enable the Principal to be an educational leader
- Support the development of policy and implementation of policy

#### **Encourage and participate in Strategic Planning**

- Develop ownership and stability for the future

#### **Marketing and Development (Alumni Outreach)**

- Offer financial advice and assist with fiscal planning

#### **Facilities (Safety and Planning)**

#### **School in the Community (Outreach and Awareness)**

- Promote lay ministry,
- Serve as a public relations resource

#### **Support and assist the St. Rose School Parent Club**

- Provide Parents/Guardians with a voice in their children's education

### **Responsibilities include:**

**Work** under the direction of and in an advisory capacity to the Principal and Pastor in achievement of parish/school (diocesan) goals for Catholic education

**Assist** in determining sources of funding beyond tuition (Parent Guild)

**Accomplish** the Goals and Objectives of the Strategic Plan

*Strategic Plan Sub-committee members* work in collaboration with their respective CSAC Subcommittee Chairs to further the goals and accomplish the objectives of their subcommittee. Participants in the Strategic Planning Committee are intended to feed into the Advisory Commission.

**Assist** in the formulation/development of policy that will guide the administration in fulfilling the School's philosophy

**Evaluate** effectiveness of Commission practices and achievement of Commission goals

**Serve** as a liaison to the parent body and the parish thus strengthening community

Officers of the Commission include a Chairperson, Vice-Chair, and Secretary. It is recommended that Advisory Commission Nominees should have at least one year experience on Strategic Planning and/or serve on a sub-committee of CSAC prior to sitting on CSAC as a member.

Strategic Plan Sub-committee members work in collaboration with their respective CSAC Subcommittee Chairs to further the goals and accomplish the objectives of their subcommittee. This involves a minimum of one subcommittee meeting per month. Programs/Events of the subcommittee may warrant additional meeting times and event service at varying times during the year. This subcommittee position shall serve for a term of one (1) year and no more than (two) 2 years.

This School Advisory Commission is strictly advisory and serves as the direction setting body of our school. CSAC is supportive of a school climate where faith can grow. The School Advisory Commission is always supportive of the policies of the Bishop and the Catholic School Department, the Catholic Schools association of Sacramento. No policy of this School Advisory Commission shall become binding without the approval of the Principal and Pastor. **Neither the School Advisory Commission as a whole, nor any individual member, shall formally entertain or consider communications or complaints until they have been referred to the teacher, principal, and the pastor.** Individual members have status as School Advisory Commission members only when acting formally as members of the Commission while it is in session, or when specifically entrusted by the Commission to carry out definite assignments.



### **2019-20 School Advisory Commission Members**

Father Michael Baricuatro - Ex Officio  
Chairperson: Mr. Kevin Staszko  
Catholic Identity:  
Finance: Mr. Phil Rodriguez  
Parent Engagement: Mr. Tony Rossmiller  
Communications & Marketing: Kerri & Phil Reding  
Parent Club Representative: (PC Marketing Chair or Vice President)

Ms. Suzanne Smoley - Ex Officio  
Vice Chair: Mr. Phil Rodriguez  
Facilities: Mr. Will O'Keefe  
Parish Relations: Rob Henrichs  
School in the Community: Mr. Brett Reitter

### **ST. ROSE SCHOOL PARENT CLUB**

The St. Rose Parent Club is organized to assist the pastor and the principal in every way possible to provide for the needs of the students and the classrooms. All parents are members of the Parent Club who participate by paying Parent Club dues, purchase required amount of Scrip/year, and sign-up for Parent Club Service Point positions:

- to promote active involvement in their children's education
- to build community
- to raise funds

Funds raised by the Parent Club are used to sponsor spiritual, educational, and cultural activities for students, parents, and faculty/staff and for equipment, materials, books, and other supplies which are in the school budget and which will aid the educational work of the school.

Parents build community as they work together on fundraising, assisting in morning loop and lunch time yard duty, cleaning our school on Saturday Workdays, and earn their service points in all various positions throughout the school year. While working for the general good, friendships and school pride result.

The officers meet monthly and all (parents) members of the Parent Club are welcome to attend these meetings. At such time that a "general" Parent Club meeting is called, at least one parent/guardian is expected to attend.

We are very proud of the parent level of participation at St. Rose School. This support helps our school to remain as affordable as possible and enjoyable for all and truly creates community.

### **2019-20 Parent Guild Officers**

President: Mrs Cheryl Seymour  
Vice President: **Mrs. Catherine Louie**  
Secretary: Mrs. Susan Leahy  
Treasurer: Mrs. Sheila Bass  
Communications/Marketing: Sarah Visconti  
Room Parent Chair: Mrs. Amy Archer  
Service Point Chair: Mrs. Wendall Aban  
Service Point Co-Chair: Mrs. Amber Henrichs  
Hospitality: OPEN POSITION  
Ex Officio Member: Ms. Suzanne Smoley, Principal

## **STUDENT COUNCIL**

The student body of St. Rose School according to its constitution elects the Student Council officers.

The purpose of this organization is:

- 1) to share responsibility
- 2) to promote good citizenship
- 3) to encourage a high standard of scholarship
- 4) to foster school spirit, through loyalty, friendliness, helpfulness & good sportsmanship
- 5) to demonstrate the practical application of democracy, by allowing the students an opportunity to voice their ideas through their representatives
- 6) to develop skills in self-government
- 7) to advance the welfare of the school and its members in every possible way

### **2019-20 Student Council**

President: Beckett Z. / Vice President: Isa G. / Secretary: Juliana S.  
Commissioner of Religious Affairs: Mia S. Commissioner of Finance: Ally V.  
Commissioner of Publicity: Helen F. Commissioner of Service: Emma H.  
Commissioner of Representatives: Malory H. Commissioner of School Spirit: Kevin D.

### **2019-20 Class Representatives**

TK-K

1<sup>st</sup> Grade

2<sup>nd</sup> Grade

3rd Grade

4th Grade

5<sup>th</sup> Grade

6<sup>th</sup> Grade

7th Grade

8th Grade

Faculty Moderator: Ms. Christina Sardo

## **SPORTS COMMITTEE — JOIN US AS BOOSTERS!!**

The St. Rose School Sports Committee is dedicated to the promotion of the athletic programs at St. Rose School. The purpose of the organization is to promote active involvement of students and their families in after school sports programs. The St. Rose School Sports Committee provides both financial and active support to these programs enabling all students to participate, as they are able.

The function of the Sports Committee will be to raise necessary revenue to purchase equipment, uniforms, and fees and to support after-school athletic teams. The Sports Committee will schedule activities and events that will assist the principal and school community, in fulfilling the school's philosophy.

### **2019-20 Sports Committee Members**

Steve & Mary White – Athletic Directors

Ms. Smoley - Ex Officio

Amy Freitas - Chairperson

WE ARE LOOKING FOR ALL PARENTS...STUDENTS...FAMILIES TO "JOY'N US AS Volleyball, Cross-Country, Basketball, Golf, and Track and Field BOOSTERS THIS YEAR!!!

**— GO COUGARS — GO COUGARS — GO COUGARS — GO COUGARS — GO COUGARS —**

## ADMISSION POLICY

In accord with the Catholic Diocese of Sacramento and the Catholic School Department, St. Rose School admits students of any race, color, national or ethnic origin or gender. St. Rose School does not discriminate in its admission policies.

Recognizing that St. Rose School's first responsibility is to provide an opportunity for Catholic elementary education, the following admissions policy is defined by the School Advisory Commission as a guideline to the administrator:

- The school administrator, following the policy of the St. Rose School Advisory Commission, shall make decisions on admissions. The administrator shall make every effort to ensure that all decisions are made in the best interest, first and foremost, of the students presently enrolled in St. Rose School, but further that every effort is made to accommodate the desires and needs of all applicants.
- The "application process" as approved by the School Advisory Commission is as follows:  
St. Rose School returning families re-register for the following term in a manner determined by the school administrator. After the current student body is registered, registration for new applicants will take place in the following order:
  1. Siblings of current students
  2. Waiting file (updated applicants from the previous year)
  3. Students whose families are active / participating St. Rose of Lima Parishioners
  5. Students from surrounding Catholic parishes which do not have a Catholic School
  4. Students transferring from Catholic Schools (from outside the Sacramento area) who become active St. Rose of Lima Parishioners
  5. Students transferring from another Catholic School in the Sacramento area
  6. Open To All Applicants

The formal application process will have a specific time period as determined by the school administrator.

The "Waiting List Policy" as approved by the School Advisory Commission is as such:

The waiting list (file) is organized in the order applications are received. Once a student's application for admission is submitted and the maximum capacity for that grade level has been met, a waiting list (file) is formed.

- Each grade level has a file for possible applicants waiting for entry into St. Rose School.
- The applications are numbered and placed in the waiting file numerically in the order they are received.
- Once the student's application is in the waiting file, the applicant's name is also placed on the waiting list (maintaining the same number on the list as in the waiting file).

Once an applicant is on the waiting list, the waiting file will annually be moved to the next grade level. The order of the list (file) will not change from year to year, providing an applicant re-applies with updated information each year. When a new enrollment year begins, new applications will be processed and numbered in the order they are received and, when applicable, will follow the number of waiting file applications received from the prior year(s).

- In instances when applicants who are siblings of current registered students have applications in the waiting file they will be given consideration based on the grade for which they are applying.
- When an opening is identified, the administrator refers to the waiting list (file) and admission is determined following the "application process" guidelines. First through eighth grade applicants go through an interview process with the Principal. When the interview is completed, the administrator makes the determination as to admission of the applicant and if all parties agree that the registration process will begin.
- When enrollment is offered to an applicant and declined, that student moves to last priority on the waiting list or is removed from consideration.

## **ADMISSION PROCEDURE**

- Age of admission, Transitional Kindergarten - A child must be five years of age on or before May 31 to enter (TK) Transitional Kindergarten.
- Age of admission, Kindergarten - A child must be five years of age on or before September 1 to enter Kindergarten. (Exceptions may apply.)
- All records will be reviewed and an interview with the administrator is required for grades one through eight, prior to admission.
- The parent/guardian will be expected to provide the student(s)' previous two years of report cards and standardized or summative test results (if applicable) and immunization records.
- During the first year of attendance at St. Rose School, all new students will be on academic and behavioral probation. The final decision for admission will rest with the administrator.

## **BAPTISMAL AND BIRTH CERTIFICATES**

Proof of date, place of birth, and baptism (Catholic students) is required for all new students. Please submit certificates to the school office during the application process.

## **NOTICE OF NON DISCRIMINATION POLICY AS TO STUDENT AND EMPLOYEES**

St. Rose School, mindful of its primary mission to be witnesses to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin, and gender, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Rose School does not discriminate on the basis of race color, national and/or ethnic origin, age, gender, or disability in the administration of educational policies, scholarship and loan programs, athletic or other school-administered programs.

Likewise, St. Rose School does not discriminate against any applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin.

## **NON-CUSTODIAL PARENT**

Rights of Non-Custodial Parents: "In the absence of a court order to the contrary, the school will provide all the child's parents, custodial or non-custodial, with equal access to the child and equal access to academic records, and other school related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order."

## **ST. ROSE OF LIMA PARISH / LITURGIES**

### **ATTENDANCE AT SUNDAY LITURGY**

The Eucharist is at the heart and center of our Christian faith. A Catholic education, therefore, presupposes that the Catholic parents of the child attend Mass regularly and receive the Sacraments. Where this is not the practice, the essential purpose of a Catholic education is frustrated and the very reason for maintaining our parochial schools is gravely compromised. A sign of contradiction is surely present and the faith that is taught in the parish school is weakened. The absence of Catholic parents from the Sunday Liturgy without just cause must, therefore, be seen as an issue of serious concern and certainly be weighed when re-admission to the school is under consideration. For this reason the pastor will be very happy to discuss with the Catholic parents any peculiar circumstances that may be interfering with their Sunday Mass attendance.

St. Rose Church celebrates Mass at the following times:

- Weekdays: 6:30 a.m. & 8:00 a.m.
- Saturday Morning: 8:00 a.m.
- Wednesday: 6:30 p.m. (Spanish)
- Saturday Vigil: 5:00 p.m.
- Sunday: 7:30 a.m., 9:00 a.m., 10:30 a.m., 12:30 p.m. (Spanish), and 5:00 p.m. (Life Teen)

**ST. ROSE OF LIMA CHURCH**  
**615 Vine Avenue, Roseville, CA 95678**  
**Parish Office Number (916) 783-5211**  
**E-Mail Address: [office@stroserosevilleca.com](mailto:office@stroserosevilleca.com)**

**[www.strosecchurch.org](http://www.strosecchurch.org)**  
**[www.lifeteen.net/strose](http://www.lifeteen.net/strose)**  
**[www.25tolifeministry.com](http://www.25tolifeministry.com)**

Pastor: Father Michael Baricuatro  
Parochial Vicar: Father Michael Estarls  
Pastor Emeritus: Father Michael Cormack

Deacons: Mark Van Hook  
Mike Turner

Office Manager: Dulce Vargas  
Liturgy Coordinator / Music Director: Lynne Brys  
Religious Education / Seniors / RCIA: Dona Gentile  
Youth Minister: Rebecca Szumski

Bookkeeper: Carmen Dizon  
Plant Mgr. /Maintenance Supervisor : Martin Vargas  
Religious Ed. (Spanish): Frida Callejas  
Receptionist: Volunteers

### **SCHOOL LITURGIES**

The first Friday of each month all students and staff will attend 9:00 a.m. Mass. Parents are welcome to share in the celebration. The students and teachers will plan the First Friday liturgies. Please watch publications for updates on liturgies and prayer services. Mass time exceptions: First Day of School—9:30am, Ash Wednesday & Holy Day Masses—9:00am.

The third through eighth grades classes attend an 8:00 a.m. daily parish Mass once a week. The teacher determines the day of the week and will inform the parents. (usually Tuesday, Wednesday, or Thursday)

## 2019 - 2020 REGISTRATION and TUITION FEES SCHEDULE

### FEES:

**Registration is non-refundable: \$350.00 per student grade TK**

**Registration is non-refundable: \$400.00 per student grades K– 8 (due at registration).**

*These fees partially cover the enrollment process (i.e. administrative accounts management, classroom supplies, student insurance, diocesan assessment and a yearbook per child).*

### TUITION FOR TRANSITIONAL / DEVELOPMENTAL KINDERGARTEN:

**Active Catholic Family: \$ 3,465.00 = cost per child, per year**

**Non-Catholic or Non-Participating Catholic Family: \$4,120.00 = cost per child, per year**

### TUITION FOR GRADES K - 8:

#### A. ACTIVE CATHOLIC:

For example: An active Catholic and parishioner of St. Rose of Lima Parish is –

“A participating parishioner is an identified member of the St. Rose Parish who gives of his/her Time, Treasure, and Talent according to ability. Each parishioner is expected to be involved in the parish goals in the areas of Liturgy, Education, Community Formation, and Social Justice, Evangelization, Leadership, and Stewardship.” - as stated by the Stewardship Committee by:

- ♦ Being a **registered** parishioner
- ♦ **Participating in a parish ministry**
- ♦ **Using parish envelopes or automatic withdrawal for contributions**

#### Active Catholic costs reflect a discount for multiple children per family:

\$ 5,335.00 per year for 1 child  
 \$ 9,600.00 per year for 2 children  
 \$ 13,864.00 per year for 3 children  
 \$ 18,128.00 per year for 4 children

**B. NON-CATHOLIC: \$ 6,592.00 = cost per child, per year**

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#### Ten monthly, quarterly, bi-annually or in full payment options are available:

- Ten (10) equal monthly payments –  
 1<sup>st</sup> payment is due by July 2019 and the final payment is due April 2020
- Quarterly - Four (4) equal payments due: July 2019, October 2019, January 2020, and April 2020
- Bi-annually - Two (2) equal payments due July 2019 and January 2020
- Tuition in full to be paid at registration

#### Parent Club Obligations/Agreements:

- Each family is asked to commit to completing a minimum 40 parent service points by May 15, 2020. A family who is considered **inactive** will be responsible to pay an additional \$1,500.00 donation/fee in order to release them from their Parent Club service point commitment; the \$1,500.00 buy-out is billed on November 1, 2019.
- A \$105.00 non-refundable Parent Club donation (made payable to St. Rose Parent Club) is due at the time of registration each year, to help offset Parent Club-sponsored activities and events. If not paid at registration, a \$125.00 fee will be billed by Parent Club on or before November 1, 2019.
- Each family is required to purchase \$4,000.00 of Scrip or the payment of an 'opt out' \$500.00 donation/fee by November 1, 2019. After families have completed the required minimum \$4,000.00 retail scrip purchase, any additional scrip purchases will warrant additional incentives; please continue to purchase SCRIP to benefit your family and St. Rose School

## **TUITION CONTRACTS**

Each family is given a tuition contract, which must be signed by the party(s) responsible for payment.

## **TUITION PAYMENTS**

The first tuition payment is due in July. Families may pay on a monthly (the 5th or 20th of the month), quarterly, or semi-annual basis and must remit their final payment by April. Payments are sent to FACTS Tuition Management. Each family has a choice of either being invoiced, having payments deducted automatically from their bank account or charged to a major credit card. If sending payments with an invoice, please allow enough time for FACTS to receive your payment.

- **Late Charges:** A late charge of \$45.00 will be assessed to your account if any payment is not received within 10 days of the payment due date. For questions regarding your family's TMS account please call: 1-800-722-4867.
- **Dishonored Payments:** A returned check fee of \$25.00 will be assessed to your account for any checks returned by your bank unpaid due to insufficient funds or a closed account. Families must contact TMS to request reprocessing of any failed transaction. In the event of a returned check, a late fee may also be assessed.
- **Early Withdrawal:** In the event that a parent decides to withdraw their child(ren) from school before the end of the school year, they must give 2 weeks notice in writing to the principal. An early withdrawal fee of \$400.00 per child is due. After all accounts are settled, [i.e. Extended Day Care, Parent Club, tuition, etc.] any credit balance will be refunded to the parents.

## **DELINQUENT TUITION**

It is the responsibility of the party(s) making tuition payments to contact the school office immediately, if there are unusual circumstances delaying tuition payments. A student may not participate in school activities unless tuition payments are up-to-date or paid in full or suitable arrangements made with the approval of the principal. **Any tuition and/or fee past due beyond 60 days is considered not in good standing and will result in the school declaring all unpaid tuition due and payable and/or refusing a student attendance.** Students not in good standing due to delinquent tuition may have report cards and diplomas (in case of eighth grade students) withheld. Students will not be accepted for re-admission in the fall if tuition payments or other school bills remain unpaid from the previous school year. Delinquent accounts may be referred to an outside agency for collection.

In the event of a dispute regarding payment of tuition and legal proceedings begin; the prevailing party shall be awarded reasonable legal fees and costs. Should it become necessary to refer a delinquent account for collections, collection costs will be added to the principle amount.

## **FINANCIAL ASSISTANCE**

St. Rose School offers financial aid to Catholic student/families only, based on availability of funds, (Monsignor Corcoran Tuition Aid Fund), on a case-by-case evaluation. A request for financial aid must be submitted on an annual basis. All requests are confidential. Families applying for tuition aid must complete an application prior to registration and submit it to TADS before the deadline. Applications must be accompanied by a previous year tax return (1040) and/or a previous year's W-2 wage statement. The principal determines the time frame for submission of applications.

## **RETURNED CHECKS**

- There will be a \$25.00 fee assessed, payable to St. Rose School for all checks that are returned due to insufficient funds or a closed account. Three (3) returned checks would result in transactions that must be completed with cash or money orders only. In the event of a returned check, a late fee may also be assessed.

## EXTENDED DAY CARE PROGRAM

### **EXTENDED DAY PROGRAM:**

Extended Day Care (also known as Extension) is a program, which coordinates before and after school activities for students of St. Rose School and offers quality supervision during those hours. Extended Day operates only on regular school days. Services are not available on holidays, vacations, or summer months.

The program is limited to those students who attend St. Rose School. If your child is absent from school he/she **MAY NOT** attend Extended Care. Parents choosing to use this service must formally register their child/ren in the program on a separate registration form that is used for the regular school. A registration fee is required.

Every student attending Extension must have a parent, guardian, or authorized persons' name on file in order to sign the student out. Any changes must be in writing, signed and dated. **Emergency Information MUST be kept current.**

The Extension program staff and the school are all concerned for and committed to the well-being and safety of your children. These rules address our mutual co-operation on these issues.

- ⇒ St. Rose School's Extended Day Care is an extension of St. Rose School. Therefore, the policies and practices that are followed and stated in the St. Rose School Parent/Student Handbook apply to students attending Extended Day Care.
- ⇒ Additional procedures that apply to Extension are posted in the Extended Day Care room.
- ⇒ Notice is needed for emergency use. Messages may be left on EDC's voice mail system 916- 782-1161 at extension #108
- ⇒ Extended Day Care opens at 6:45 am. Before the morning loop begins (7:35 a.m.) any student dropped off at school must attend Extended Day Care (exception: Band, Chorus, or Hand Bell students). The student must be checked in by a parent/guardian with Extended Day Care staff and will be billed accordingly. All program fees are rounded to the quarter hour, (minimum 15 minutes) and billed monthly.
- ⇒ Students must arrive in Extension (Grades 1-8—the cafeteria) immediately after school and check in! First—eighth grade students will start out in the cafeteria for a snack after school (or eat lunch on minimum days). TK and Kinder are in the Extension room. Since lunch is not included when attending Extension, students must bring their own lunch or purchase a pizza lunch, when attending on a minimum day.
- ⇒ Please be advised students who are checked out while still in the cafeteria, will be billed a minimum of 15 minutes.
- ⇒ TK – Kinder students will not be escorted to the loop. Parents must sign their child(ren) out of Extended Day Care before or after loop.
- ⇒ Any student(s) remaining after the "loop" is completed, will be accompanied to Extension and the parent/guardian will be billed from dismissal (11 am, 12 noon, or 3:00 pm). Students will be checked in by the Extension staff. The amount due will be rounded to the quarter hour beginning at dismissal time. Extended Day Care is billed through the end of the month. Bills are available on the first (1<sup>st</sup>) of the month and are due payable by the fifteenth (15<sup>th</sup>).
- ⇒ Any Extended Day Care account that is 60 days past due is considered not in good standing and Extension services may be refused until such time the account is current.
- ⇒ During the assigned snack times, a healthy snack is provided on a daily basis for students who attend Extended Day Care. If a child has food allergies (i.e. peanut products) it is advisable that their parent(s) provide a non-perishable snack to be kept in Extended Day Care. Extended Day Care staff will arrange to store special snacks in the Extended Day Care room for students with special food requirements.
- ⇒ Students using Extended Day Care in conjunction with extracurricular activities must have an updated St. Rose School Extended Day Care Activities Permission Form on file with the program director. A child/ren will be released to the responsible party of that extra-curricular activity by Extended Day Care staff. Students must notify Extended Day Care staff if they WILL be returning to Extension from the extra-curricular activity. If not picked up by a parent/guardian from an extra-curriculum activity, children will be returned to Extension by the activity supervisor (i.e. coach, leader).
- ⇒ Children must stay in supervised areas only. Changing from one area to another (playground, library etc.) is only permitted under the supervision of Extension staff.
- ⇒ Children need to be courteous, display sportsmanship, Christian behavior, and respect for one another, staff, and all property. Fighting will not be tolerated. Defiance toward Extended Care staff is unacceptable. Serious behavioral problems will be referred to the Principal and may result in suspension from Extension's services for a period of time.
- ⇒ Study hall is offered during the first hour of Extension to those students desiring to work on homework. Children are responsible for their own homework. A child will be asked to leave study hall if he/she is found to be the cause of any disruption.
- ⇒ Children who show signs of illness should remain home. If you are contacted to pick up your child due to illness or behavior problems, you must make arrangements for your child to be picked up within the hour. Emergency cards must be kept current and all medications and necessary forms are required in compliance with school policy.
- ⇒ The Extended Day Care phone is available with the permission of the EDC staff.
- ⇒ Students may NOT bring personal toys or electronic game devices (i.e. DSI, PSP, Gameboy, Leap Frog...) to school or to Extension Day Care.

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## **EXTENDED DAY PROGRAM: (continued)**

- ⇒ St. Rose School acknowledges that parents may allow their children to have a cell phone and/or electronic music device in their possession. During the school day (7:45am – 3:20 pm), these devices must be turned off and remain in the students' backpacks. It is at the discretion of the Extended Day Care Director to allow the use of these devices during the Extension times. If the cell phone or music device has the capability to photograph or video, **at NO TIME will a student be allowed to take pictures while on the school grounds** (during school day or in Extension). If a student brings a cell phone or music device to Extension, they **MUST** keep it in their possession. Neither the device nor the content within may be shared with any other student during Extension time.
- ⇒ Neither the school nor Extension staff is responsible for lost, stolen, or damaged personal items.

## **EXTENDED DAY CARE AGREEMENT**

Extended Day Care is a self-supporting program operated by St. Rose School to provide extra care needs of our students. Only registered students of St. Rose School may attend. Each family who registers their child(ren) is given an Extended Day Care Agreement, which must be signed by the party(s) responsible for payment. The agreement includes the following items:

- Hourly fees are billed monthly and are due by the 15th of the month. A \$15.00 late fee will be assessed when the monthly bill is 30 days past due. A \$25.00 returned check charge will be assessed for checks returned by the bank.
- Any account **30** days past due may result in suspension of Extension services.
- Outstanding debts **MUST** be paid prior to re-registration.
- **NO CHILD** will be released to anyone other than those listed on the Agreement or on the child's emergency card. Any changes to the list **MUST** be in writing, signed and dated.
- Extended Care Program opens at **6:45 a.m.** Children may not be left on school grounds before 6:45 a.m. A child/ren **MUST BE SIGNED INTO EXTENSION BY A PARENT/GUARDIAN**. The children's family will be billed accordingly, rounded to the quarter hour (15 minute minimum).
- Extended Day Care begins at school dismissal time. A child/ren **must be signed out** of Extended Day Care. The child/ren's parent/guardian will be billed accordingly, rounded to the quarter hour (15 minute minimum).
- Children using Extended Care in conjunction with St. Rose School extra-curricular activities, **MUST BE RELEASED** to the responsible party by an Extended Day Care staff member (or returned to Extension). [Extra-Curricular Form must be completed]
- Sick children must be picked up immediately in order to prevent infection of other students.
- An additional fee of \$10.00 per minute will be charged for **LATE PICK UPS** after 6:00 p.m.

## **2019 - 2020 EXTENDED DAY CARE FEES**

### **Registration Fee (Non-refundable due at registration)**

Per Child

\$45.00 due at the time of registration through FACTS Tuition Management.

### **Hourly Programs Per Child:** Billed Monthly (rounded to the quarter hour)

- Registered ~ Attends On A Regularly Scheduled Basis Weekly - \$ 6.00 /hr  
(Average = 1 hour per school day) *[Not to Exceed \$450.00 /month]*
- Registered ~ Drop-in Basis - \$ 8.00 /hr
- Not registered ~ Emergency Drop-in \$ 10.00 /hr

## THE SCHOOL DAY

**Transitional / Developmental Kindergarten Full or Minimum Day:** 8:00 a.m. - 11:30 a.m.

**Kindergarten Full Day:** 8:00 a.m. - 3:00 p.m.

**Kindergarten Minimum Day:** 8:00 a.m. - 12:00 p.m.

**Grades 1 – 8 Full Day:** 8:00 a.m. - 3:00 p.m.

**Grades 1 – 8 Minimum Day:** 8:00 a.m. - 12:00 p.m.

### DAILY SCHEDULE:

Bell for beginning of school day (gr. TK-8)	8:00 a.m.
Transitional Kindergarten	8:00 a.m. - 11:30 a.m.
Morning Recess (grade 1 - 4)	9:45 a.m. - 10:05 a.m.
Morning Recess (grades 5 - 8)	10:30 a.m. - 10:50 a.m.
Lunch Break (Kindergarten)	11:20 a.m. - 12:10 p.m.
Lunch Break (grades 1 - 4)	11:40 a.m. - 12:25 p.m.
Lunch Break (grades 5 - 8)	12:30 p.m. - 1:10 p.m.
Dismissal (grades Kinder - 8)	3:00 p.m.

### OFFICE HOURS

The school office is open Monday through Friday ~ ~ ~ 7:30 a.m. - 3:45 p.m. on full school days.

### ARRIVAL

Students may be on campus at 7:35 a.m. Earlier arrivals must go to Extended Day Care (EDC). Students requiring additional supervision should be enrolled in the Extended Day Care Program. Any child(ren) on the school grounds before 7:35 a.m. will be sent to Extended Day Care and the parents/guardians will be billed for this service. You will be notified in advance if there is to be a change in the schedule. [\*\*Parent/Teacher Conference Week: Parents will inform the EDC Director in advance if they expect their St. Rose Students to be on campus and supervised by EDC during their respective P/T Conferences. Students not in the company of their parents while on the grounds will be sent to Extension and Parents will be charged.\*\*]

### DISMISSAL

- All students must be picked up promptly, using the "Safety LOOP", after school unless they are to remain for athletics or other supervised activities. After 20 minutes, (or when the dismissal loop is complete), students will be sent to Extended Day Care (EDC) for supervision; parents will be billed accordingly.
- If children are in an athletic program and must remain for practice or a game, they must be under the supervision of the coach involved. However, siblings of those students cannot and will not be supervised by the coaches. Therefore, we require they be enrolled in EDC (with prior arrangements having been made with the director) for the period of time that the activity requires. There is a charge for this service.
- Students are forbidden by school policy to leave the school grounds once they have arrived at school. If it becomes necessary for a student to leave for any reason, he/she must have the permission of the principal. Once a student arrives at school, the school becomes liable for the safety and well being of the student.
- Children are to remain in uniform when leaving school.
- Custody and Release of Minors: It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes and arrangements.
- Students riding public transit are to act in a proper manner at all times as they represent St. Rose School.
- In the case of early dismissal i.e. dental or doctor appointment, sports, etc. a student will NOT be released from class early without prior written notice from the parent/guardian. The notice will need to include the name of the person who will be picking the student up for early dismissal.

## ATTENDANCE

In an effort to maintain the integrity and continuity of our curriculum and the academic routine of each class, parents are asked that children not be pulled out during the school day for tutoring, routine doctor, dentist, or orthodontist appointments, sports, music classes, etc. It is very important for our students to be present for the full instructional day. Students' class time is based on teacher-to-student directed instruction, question and answer, small and large group work, as well as preparation for the start and end of each school day, all time-on-task instructional experiences. It is disruptive to all students in the classroom and to the teacher when children are either tardy in the morning or come or go at different times during the day. Missed instruction cannot be replicated.

Of course, we understand there will be particular needs and situations which require you to remove your children and that emergencies will arise, but we ask that, as you do your planning for extra-curricular activities, you do not schedule appointments during the school day. Requests for exceptions may be discussed with the Principal.

In the case that an exception must be made, you must send a written note to the child's teacher the morning of the appointment day with the time you will be arriving to check them out. Teachers will note the check-out time. The child will prepare according to the teacher's directions to leave the classroom and proceed to the school office. Disruption of class will not be allowed. The school receptionist WILL NOT call into the classroom for the student to be sent to the office for check-out. The child MUST be signed out or (out and back in) in the school office by the parent/guardian.

**Regular attendance is compulsory.** We strongly recommend that all vacations and pleasure trips be scheduled during school vacation days and not during scheduled school days. If the student(s) is/are absent due to a non-school vacation, the student(s) will be expected to make-up their missed assignments when they return. Assignments will not be available prior to leaving on non-scheduled vacations. If a student is absent due to illness, homework may be picked up after school in the school office, providing notification has been received from the parent prior to the end of that school day.

- Children who are not feeling well before leaving home in the morning should not be sent to school that day, as they cannot do school work and frequently spread germs.
- Thirty days absenteeism during a school year may constitute reasonable cause for retention. When work has been made up, report cards may be distributed. This may also be interpreted as 10 days per trimester.
- In order to meet requirements for promotion, class work missed because of absenteeism (or its equivalent substituted by the teacher) must be completed satisfactorily. Please refer to classroom teacher.
- State law requires a written excuse whenever a child is ABSENT OR TARDY. **A phone call does not take the place of a written excuse. Make sure your child brings a dated excuse note to the teacher when he/she returns to school.** A child is marked tardy when he/she arrives after the 8:00 a.m. morning bell. In the event of being tardy five times in a trimester, a notice will be sent to parents/guardians and further action will be taken if the situation does not improve. Tardiness or absence due to dental and medical appointments when absolutely unavoidable is permitted. A note must be sent to the teacher the day preceding the appointment. Telephone calls are not a substitute for the note. When the student returns from the appointment, the parent/guardian must use the sign-in book located in the school office.
- Written excuses are filed for reference until the end of the school year. The principal will investigate excuses of a doubtful nature. Frequent and/or Unexcused absences can be a reason for dismissal.
- As a safety measure, any child leaving school must wait in the classroom until notified to come to the office on arrival of a parent/guardian, who will then sign the early dismissal register. If the student returns to school again that day, he/she must report to the office first. In cases of emergency, the school secretary will notify the teacher.
- It is the responsibility of the parent/guardian to call the office if their child(ren) is not going to be in school for any reason. For your convenience, an after school hours voicemail is available, (916-782-1161 x105), and a message may be left regarding absenteeism.
- Teachers will notify the office of any absence by 8:15 am. For the safety of your child, we will telephone you if we haven't heard from you. This is important. We must verify all absences.

## **ATTENDANCE**

**IF A STUDENT DOES NOT ATTEND SCHOOL ON A PARTICULAR DAY, THAT STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN ANY EXTRACURRICULAR ACTIVITY SCHEDULED THAT SAME DAY, i.e. athletic games, class parties, field trips, school performances, etc.. Please check with the principal regarding specific exceptions.**

## **TARDINESS**

Students who are tardy for any reason, are to report to the office and obtain a tardy slip before being admitted to class. Students who are late (tardy) to school due to professional appointments must have an Excuse Note from the doctor, dentist, orthodontist...etc. WHEN THE STUDENT ENTERS THE OFFICE to be signed in to school. These appointment notices constitute Excused Tardies. Other situations may be considered excused and are given the principal's discretion.

- Students will be considered tardy if not in class/morning assembly by 8:00 am, when attendance is taken.
- Students arriving late must have a written note or will be considered to have an un-excused tardy.
- Students not present before 11:30 am will be considered 1/2 day absent.

## **APPOINTMENTS: MEDICAL-DENTAL-OTHER**

Appointments during school hours are to be kept to a minimum. If it is unavoidable, you must send a written note to the child's teacher the morning of the appointment day with the time you will be arriving to check them out. Teachers will note the check-out time. The child will prepare according to the teacher's directions to leave the classroom and proceed to the school office. Disruption of class will not be allowed. The school receptionist WILL NOT call into the classroom for the student to be sent to the office for check-out. The child MUST be signed out or (out and back in) in the school office by the parent/guardian.

## **STUDENT SAFETY TRAFFIC PLAN (THE LOOP)**

The “Student Safety Traffic Plan”, (the loop), is designed to keep our children safe during arrival & departures from school. It is imperative that drivers not exceed 5 mph or be on their cell phone while driving the on campus ( the loop). Children are to exit/enter vehicles from the curbside **ONLY**. Please be cooperative, patient, and kind to those driving and supervising the “loop”. No traffic will be allowed on the playground during school hours, except during the designated “loop” time.

Students are to arrive ON TIME for school and must be in class before the bell rings at 8:00 a.m.

**The LOOP was developed for the safety of your children.**

### **◇ THE LOOP IS A CELL-PHONE (HANDS FREE) PICK-UP ZONE!!**

- ◇ Drivers are **not to exceed 5 mph** and **may not use cell phones** while dropping off or picking up in the Loop.
- ◇ Drivers and passengers **must remain in their vehicles** while waiting to drop-off or pick-up their child/ren.
- ◇ Vehicle **doors may not be open** while moving.
- ◇ Parents, if you **plan on staying on campus** for a half hour or less you may drop your child/ren off curbside in the “loop” and then proceed to park in the middle of the parking lot. If you plan on staying longer than a half hour for your visit, **please move your vehicle to the front parking lot**. The students need this area for recess time. Thank you
- ◇ Students may enter for classes through **the school office ONLY if they are more than 10 minutes late; they will receive tardy slip for late admittance to class. When students are tardy, they are not appropriately prepared to begin their school day and they disrupt the rest of their class.**
- ◇ The church building is not to be used as an entrance to or exit from school.
- ◇ During the morning drop-off time period, the drive-through gate opens at 7:35 a.m. If your child/ren are going to need assistance with their belongings (backpacks or special projects) which will cause a delay in the flow of the vehicles driving through the loop, please drop your child off curbside. Drivers may then pull to the middle of the parking lot so the **adult driver can walk the items to the child waiting on the curb**.
- ◇ Drivers are **not to arrive any earlier than 20 minutes prior to dismissal** so that congestion will be minimal. [The loop gate opens 20 minutes prior to dismissal.]
- ◇ It is imperative that drivers not block any neighbor’s driveway, so that they may enter or exit their home as needed.
- ◇ Vehicles may enter by way of Vinewood or Vine Avenue (take turns merging to the back lot). However, to keep the flow of traffic from backing up the **ONLY** exit route is via Vine Avenue.
- ◇ The “LOOP” cannot start moving until all the children are dismissed from class. Therefore, there may be a back up in the traffic. When this occurs, please loop around the front parking lot, leaving enough room for cars to exit to Vine Avenue.
- ◇ During the afternoon pick-up time, if your child/ren are not present curbside upon dismissal and you are parked along the curb to pick up your child, you will need to pull your vehicle to the middle of the parking lot until your child/ren are present on the curb waiting area and then merge back into the loop. Thank you for your cooperation in this matter.

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### **Abbreviated Safety Rules... “Only—Do Not—May Not—Musts: **HANDS FREE / CELL PHONE FREE!!****

1. DROP-OFF/PICK UP children **ONLY** in the staging area behind the church.
2. Children exit/enter autos **CURBSIDE** only.
3. **DO NOT** enter or exit the school property through the church doors.
3. Children are **NOT** allowed in the parking lot during the DROP-OFF/PICK-UP period.
4. Children **MAY NOT** be dropped off or picked up on the street and cross the parking lot.
5. **SPEED LIMIT 5 MPH.**
6. If your child is not in the staging area, please pull to forward space
7. Please drive courteously and allow the process to flow smoothly.
8. Drivers may not block any neighbors’ driveway, at any time.
9. Vehicles exit the lot via Vine Avenue only.

### **Arrivals:**

1. The “LOOP” is in effect from 7:35 a.m. - 8:00 a.m. daily.
2. Children arriving before 7:35 a.m. **MUST** go to Extension. Please walk them and sign them in
3. All students enter school grounds via the “loop” - all students exit autos curbside (**BE READY**) - parent volunteers will open the vehicle’s door for the child/ren.

## Departures:

1. The dismissal "LOOP" is in effect from 3:00 p.m. - 3:20 p.m. daily (or 12:00—12:20 on minimum days).
2. The "LOOP" cannot start moving until all the children are dismissed from class.
3. It is imperative that drivers not block any neighbor's driveway, while waiting to enter the lot for pick-up.
4. Vehicles may enter by the way of Vinewood or Vine Avenue (take turns merging to the back lot).
5. The ONLY exit route is via Vine Avenue.
6. All students will be escorted, by staff members, to the staging area behind the church.
7. Extension students will be directly dismissed to Extension personnel in the cafeteria.
8. Children will wait in designated area until auto arrives curbside.
9. Follow the directions given by the school personnel—enter by gate, go from one lane to two / then merge from two lanes to one by the curb for pick-up at marked spots.
10. Please pull your vehicle as close as safely possible to the car in front of you so we can fit more cars in the lot.
11. When entering off of Vine Avenue please wrap around the front church parking lot forming a mini loop; then merge into the main loop line. Leave enough room for cars to exit to Vine Avenue.
12. Children MUST enter autos CURBSIDE only — teachers will open the vehicle's door for the child/ren.
13. Children NOT picked up after 20 minutes past dismissal time (i.e. 12:20 or 3:20 p.m.) will go directly to Extension and will be checked in from the time of dismissal.
14. Parents who need to conduct business or conference after school will PARK in the FRONT LOT. Children MUST WAIT in the inner courtyard until the parent has completed business. **NO CHILD MAY WAIT IN THE CAR FOR A PARENT.**

## WALKERS & BIKE RIDERS (to and from home and school) :

1. Children who walk or ride bikes must have a note on file in the school office signed by the parent giving permission to walk or ride a bike, to and from home and school.
2. Children who walk or ride bikes must enter/exit through the office and inform office personnel that they have arrived or are leaving.
3. Children who walk or ride bikes must cross in the (assumed) crosswalk in front of the school or walk along the sidewalk in front of the school. **REMINDER: Students are not to be picked up or dropped off by parent or carpool vehicles on the curb, across the street, or in our parking area in front of the school.**

## COMMUNICATION

**TELEPHONE NUMBERS:** School: (916) 782.1161 Fax Number: (916) 782.7862  
Website: [www.strose.org](http://www.strose.org)  
Extended Day Care: (916) 782.1161 x108

### **STAFF VOICE MAIL & E-MAIL:**

You may leave a voice or e-mail message for a teacher or staff member by using the voice mail extensions or e-mail addresses listed. [Voice mail extension numbers and e-mail addresses are available on the Home page tab by clicking on the Administrative - Faculty - Staff tab. If a number is not listed, you may leave a message on office voicemail by pressing "0". The message will be forwarded to the appropriate person.

### **PROTOCOL FOR E-MAILING MESSAGES AMONG STAFF AND PARENTS:**

For classroom and school-related communication, parents are reminded that the email address is to be placed only in the "BCC" line of an email when you are sending the same message to more than one parent. Please be mindful of "reply all" only when absolutely necessary. Be sure to "CC" the Principal, Ms. Smoley and your respective teacher(s) on your communications with the parents.

**CONFIDENTIALITY:** Members of the St. Rose School's staff cannot by law, divulge information concerning any student to anyone who does not have, what the law defines, as a clear "need to know" basis. In disciplinary or academic situations, the only persons who meet this definition are the parent(s) / guardian(s) of the child(ren) involved. As posted on campus, "We Respect The Privacy And Confidentiality Of St. Rose Students By Not Discussing Our Students In Public Areas".

**TELEPHONE US:** Calls for students during school hours are to be in cases of emergency only and are to be left with the school administration. If it is necessary, in an emergency, to bring your child's lunch, please identify it with the child's name and grade and leave it in the office.

Students may use the telephone for emergency calls only. PLEASE REMIND YOUR CHILD/REN THAT AFTER SCHOOL ACTIVITIES ARE TO BE COORDINATED BEFORE COMING TO SCHOOL.

**CELL PHONE USE:** Students may not use cell phones during school hours. If parents want their children to carry a cell phone for accessibility after school hours, cell phones must be turned off and remain in the child's backpack during school hours.

### **COMMUNICATION FROM THE SCHOOL:**

St. Rose School communication system is contracted through SchoolSpeak. The communication system links a parents to their child(ren). SchoolSpeak provides access to information pertaining to the school-wide notices (Newsline), classroom activities, and student progress. Parent access confidential gradebook postings for their own child(ren) for school-related information. Each school week the teachers publish an updated Newsline article (and email) which highlights the class' curriculum and events for the week. Parents will be emailed any new postings that are linked with their child or can click on the SchoolSpeak button on the school's website to access entry into the system with their private password. Parents will see such items as Newsline articles titled, i.e. **Ms. Smoley's Weekly Newsline Updates—** (dated for the start of each week and mid-week). We ask that parents maintain up-to-date contact information on the SchoolSpeak Online Registration in order to properly maneuver through the system.

Parents have been sent both hardcopy and website access information to complete all contact information to the website and to SchoolSpeak. Please call the school office if you are having difficulty accessing your child(ren)'s information.

New parents who register with SchoolSpeak will be emailed an acceptance notice confirming and identifying the adult as a parent, who will then be linked to their child/ren. To register (or update) your SchoolSpeak information (profile), go to the school website, [www.strose.org](http://www.strose.org); click on the 'SchoolSpeak Login' button at the top of the home page, and enter your username and password.

**URGENT ALERT:** In the case of an emergency, only parents/guardians registered in SchoolSpeak will be contacted. Emergency notification will come directly to parents via text message and be prefaced: **URGENT.** Parents/Guardians will be informed of the nature of the emergency ie. **SHELTER-IN-PLACE, LOCKDOWN, OR EVACUATION. Parents/Guardians will get specific instructions as to what to do next, if anything.**

St. Rose School website was designed by Beehively. By visiting our website at [www.strose.org](http://www.strose.org), you will receive a wealth of information about our school. The website is a tool for parents and prospective parents to view the St. Rose School Parent/ Student Handbook, administration newsletters, calendars, Parent Club activities, and so much more. The website is updated regularly.

We ask that parents/guardians maintain up-to-date contact information in the school office in case of emergency and school personnel must contact parents/guardians.

Teachers may also communicate in a variety of other formats. Reminder notices and / or letters to parents will be sent home with the students as needs arise.

The St. Rose School "Messenger," which contains the Principal's newsletter, monthly calendar, and information regarding school and pertinent church activities, will be sent home prior to the start of the month with the oldest child in each family. This newsletter is also published on the school website.

## VOLUNTEERS [PARENTS / GUARDIANS] AND VISITING THE SCHOOL

Parents/guardians are welcome to visit the classrooms of their children as classroom volunteers. Arrangements must be made in advance with the teacher. *Children (SRS Graduates)* visiting classrooms must be cleared in advance with the principal and teacher. The principal reserves the right to refuse a request if not in the best interest of the class. Parents are encouraged to attend school functions.

### VISITING THE SCHOOL - GENERAL / VOLUNTEERS

Halls and playgrounds are supervised by school personnel to ensure the safety of students. **All volunteers and visitors must sign in at the school office upon arrival and sign out when leaving.** Siblings, who are not registered students at St. Rose School, are not permitted on campus during school hours. Pets are not allowed on campus, unless for a limited time - specifically for *show and tell* in the classroom.

### VOLUNTEER GUIDELINES

1. Always **check in through the office** and pick up a **Volunteer ID badge**.
2. State law requires that anyone working with children provide:
  - \* **Proof of a TB Test within the last four years.**
    - a. All school volunteers MUST provide TB Test Proof before volunteering.
    - b. The school will maintain a clearance file.
    - c. Contact County Health office or your physician to schedule testing.
  - \* **Proof of fingerprint clearance.**
    - a. Pick up fingerprint form in school office (St. Rose School's form must be used).
    - b. Contact Police department or substations to schedule.
    - c. Bring a completed copy back to the school office (the school will contact the volunteer when the clearance comes through).
    - d. The CSD and school will maintain a confidential clearance file.
3. The Diocese of Sacramento Catholic School Department requires all volunteers to complete the **Shield the Vulnerable** Online Course (Charter for the Protection of Children and Young People issued by the United States Catholic Bishops):
  - a. All school volunteers MUST provide a Shield the Vulnerable Certificate of Completion.
  - b. Retrieve the step-by-step Shield the Vulnerable online course instructions from the school office. The course takes 1 to 1.5 hours and can be paused and returned to as long as the volunteer sets up their own log-in and password.
  - c. The CSD and school will maintain a clearance file.
4. Code of Ethics - Student Privacy
  - a. State Law insures that a student's right to privacy be respected at all times.
  - b. Any personal information about a student is not to be discussed or shared with or by volunteers or visitors.
  - c. Gossip is Toxic to our School Culture - Give each student the benefit of being referred to **ONLY** in positive terms. We fiercely guard the reputations of our students and families. Please maintain the utmost confidentiality when visiting St. Rose School
5. In the event of an injury:
  - a. Minor injuries - send student accompanied by another student to office IF NEEDED.
  - b. Serious injury - DO NOT MOVE STUDENT; use intercom or walkie-talkie or send a runner to the office for assistance.
6. Volunteers do not have access to teacher workrooms or the faculty room. Additionally, volunteers are welcome to use the students' or hall restroom facilities when needed.
7. It is the responsibility of the volunteer to notify the person to whom they report when they are unable to work.



## **THE FOLLOWING CODE OF ETHICS IS ESSENTIAL FOR VOLUNTEERS**

1. Any authority given to a volunteer is at the discretion of the teacher who is directly responsible for the instruction, safety, and discipline of the students.
2. The classroom teacher will specify what he/she wants the volunteer to do.
3. Volunteers never divulge confidential information to which they may have access in the classroom or in the school. **It is a state law that the rights of students are to be respected and that personal information about them is not to be revealed.**
4. If it is found that a volunteer cannot follow the essential code of ethics for a volunteer, he or she may be asked by the principal to discontinue volunteering.

## **VOLUNTEER AGREEMENT**

All parents/guardians volunteers acknowledge that their volunteer services are donated to the Diocese of Sacramento without contemplation of compensation or future employment, and with an understanding that these services are for religious, charitable, or humanitarian reasons. A St. Rose School volunteer understands that they will not earn wages or benefits in connection with the volunteer services they provide. The school volunteer further understands that they will not be entitled to unemployment insurance benefits upon termination of their volunteer services (regardless of whether such termination is initiated by the volunteer or the Diocese), nor will the volunteer be covered under the Diocese's worker's compensation insurance in the event of injury incurred during the rendering of the volunteer services they provide.

## **VOLUNTEER DRIVER LIABILITY INSURANCE**

All parents/guardians who drive children for school-sponsored activities must be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual / \$300,000.00 cumulative each loss or occurrence bodily injury, \$50,000.00 property damage, \$5,000.00 per person medical, and \$100,000.00 uninsured motorist insurance. Parents are reminded that the number of persons in a car should not exceed the number for which the car was constructed and all children must wear a seat belt AND shoulder harness. The school must have a copy of each driver's valid license and current proof of automobile insurance. **Field trip drivers must strictly adhere to the itinerary of the planned trip.** If the driver deviates from the itinerary, they become ineligible under the liability insurance of the school. **Drivers may not bring siblings along on field trips.**

## HEALTH & SAFETY

### **ENTRANCE REGULATIONS**

It is required by the State of California that “on and after July 1, 1975 each child upon enrollment in the first grade, present satisfactory evidence to the governing body that he has received specified health screening and evaluation services within the previous two years”.

### **IMMUNIZATIONS AND STUDENT MEDICAL EXAMINATIONS**

A child's health has an important affect on his or her performance. A checkup of all students within 18 months prior to entering Kindergarten or first grade is required. California State Law requires all students to have satisfactory evidence on file of current immunization, to include Hepatitis B. The record submitted to the school must include at least the month and year received. Records of immunizations must be on file prior to the opening of school. Students will be excluded from attendance at St. Rose School if all records are not in by September 16, 2017. (30 days after shot)

#### **Law requirements as of January, 2016:**

All pupils attending St. Rose School are required to be immunized for the following:

- ◆ Polio (OPV or IPV) - 4 doses
- ◆ Diphtheria, tetanus, and whooping cough (DTaP, DTP, or DT)
- ◆ Students entering grades 7 & 8: Tdap booster (after 7th birthday)
- ◆ MMR (Measles, Mumps, & Rubella) - 2 doses
- ◆ Hepatitis B — 3 doses by 13th birthday
- ◆ Chicken Pox (varicella)
- ◆ Varicella booster (2 doses by their 13th birthday) or a physician statement that the child has had chicken pox.

#### **Exemptions:**

A child may attend St. Rose School Transitional Kindergarten (TK) if a VALID PERSONAL BELIEFS EXEMPTION (PBE) form for missing shots, was filled out and signed within 6 months prior to entry and filed before January 1, 2016. Students must submit proof of a valid PBE signed and filed before January 1, 2016 to attend school.

Children will be admitted CONDITIONALLY if:

- a dose in a series is missing but not yet due. Proof of shot by due date is required.
- has a temporary medical exemption for certain vaccines and has submitted immunization records for vaccines not exempted.

All other students are required to be up-to-date on all vaccines and immunizations. Visit [shotsforschool.org](http://shotsforschool.org) for more information.

Parents are asked to keep dental and health information up-to-date.

### **EMERGENCY CARDS**

Each child must have a completed emergency card on file in the school office. These cards must be kept up-to-date. Any change in address or phone number must be reported to the office. This is important to your child(ren) in the event of an accident or illness.

In case of illness, a child may not be sent home unless there is someone there to receive him. If you wish another person to perform this duty for you, please indicate this on your emergency card. This information is to be kept accurate and up-to-date.

### **SCHOOL INSURANCE COVERAGE**

All students at St. Rose School are covered by insurance for injuries incurred on the school grounds as well as to and from school supervised activities. The registration fee includes coverage by the Myers-Stevens Company for all our students. All students are covered for accidents during school hours or other school sponsored activities. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. Please read the insurance forms that are sent home the first week of school so you will be familiar with the program.

## **NOTIFICATION OF ILLNESS**

1. Call the school (916.782.1161 x100) and notify personnel of your child's illness on the first day .
2. Notify school immediately if child has a communicable disease.
3. ALWAYS KEEP A CHILD HOME WHO IS OBVIOUSLY SICK OR WHO IS FEVERISH.
4. **A handwritten absence note is required upon your child's return to school.**

## **ILLNESS**

In case of illness or accidents at school, the office personnel will contact the home by phone.

## **MEDICATIONS**

Students are prohibited from having any medications on their person or bringing medication into the classroom with them, (this includes cough drops). Medications must be kept locked in the school office. A new form **MUST** be completed by the physician and parent each school year.

Medical treatment is the responsibility of the parent and the family health care provider. Medications are **RARELY** to be given at school. The parent is urged, with the help of the family health care provider, **to work out a schedule of giving medication outside school hours**. The only exceptions involve special or serious problems where it is deemed absolutely necessary to give the medication during school hours.

NO member of the faculty is permitted to administer any medication without:

- A written statement from the parent or guardian of a child.
- A written statement from the physician detailing the method, amount and schedule by which the child will come at the designated time. Specific instructions should be included for the emergency treatment if an allergic reaction should occur, (i.e., localized, generalized, severe, mild).
- Medication should be kept in its original container

## **MEDICATION FORMS**

The school office will provide the appropriate medication forms that cover the above requirements. These forms must be updated annually. NO medication will be kept over the summer months.

All such medication must be brought to the office where it will be kept and to which the child will come at the designated time to receive it. Medication shall be brought to the school by the parent in the original container. No medication (prescription or non-prescription) may be transported by a student or be in the student's possession while at school.

## **COMMUNICABLE DISEASES**

The school office **must** be notified immediately in the case of any of the communicable diseases listed below:

*Chicken Pox:* A child must stay home seven days or longer OR UNTIL all vesicles (blisters) are crusted over. Vesicles (blisters) are contagious. Crusted over vesicles (scabs) are not contagious. Please wait 24 hours after the last vesicle has crusted (dried) to insure there are no longer any blisters appearing on the body before sending your child back to school.

*Conjunctivitis (Pink Eye):* A child may be in school 24 hours after the physician has been advised and the stated active treatment has been administered.

*German Measles:* A child must stay home until clinical recovery at least four days from onset of catarrhal system or until rash is clear.

*Head Lice:* Infections with lice and mites are treatable with over the counter drugs. Please consult your child's physician or pharmacists. The student must be nit free and checked by school personnel before returning to school.

*H1N1 Flu:* If a child is sick with a flu-like illness, they must stay home for at least 24 hours after the fever is gone. The symptoms of novel H1N1 flu virus in people are similar to the symptoms of seasonal flu and include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. A significant number of people who have been infected with novel H1N1 flu virus also have reported diarrhea and vomiting. More information is available on the CDC H1N1 Flu website.

*Hand-Foot-and-Mouth Disease:* **Hand-foot-and-mouth disease** is a virus that causes sores in or on the mouth and on the hands, feet, and sometimes the buttocks and legs. Hand-foot-and-mouth disease is common in children but can also occur in adults. H-F-M disease spreads through \*close personal contact, \*the air (coughing/sneezing), \*contact with contaminated objects and surfaces. Parents must inform the school; students must be treated for pain, blisters, and rashes in order to return to school.

*Impetigo:* A common name for skin pyoderma. The organisms most commonly implicated as causing this disease are Streptococcus and Staphylococcus. As this disease is highly contagious, no child shall be permitted to return to school until appropriate systematic antibiotic therapy has been stated or until free of disease. The area should be covered if oozing.

*Mumps:* A child must stay at home until a symptomatic or released by a physician with a minimum of nine days exclusion.

*Pinworms:* A student diagnosed with pinworms should not return to school until a physician has prescribed appropriate treatment.

*Ringworms of Scalp and Body:* Microsporum species is highly contagious by both direct and indirect contact. Children before the age of puberty are very susceptible. Any child diagnosed as having ringworm shall not be allowed to return to school unless he/she has been placed on an effective therapeutic regimen, or until he/she exhibit a negative scabies until adequately treated.

### **SCREENING TESTS**

In the interests of the children's health, the school provides certain health services. In the course of the year, each student may participate in the following health examination:

- Hearing in grades K, 1, 3, 5, 7, and all new students
- Vision in grades K, 2, 4, 6, 8, and all new students
- Scoliosis in grades 7, & 8

## **ALLERGIES — FOOD, INSECT STINGS, MEDICATIONS, LATEX**

Our schools have an obligation to reasonably accommodate the needs of students. It is the policy of the Diocese of Sacramento Catholic School Department to require that each school take steps to identify and implement reasonable accommodations for students who experience serious allergic reactions during regular school hours. Allergies can be life-threatening. Accidental exposure can be reduced in the school setting if schools work with students and parents to provide a safe environment for students who are at risk of serious allergic reactions.

Anaphylaxis is a common and life threatening allergic reaction. Causes of anaphylaxis in children include allergies to:

- ◆ Foods
- ◆ Insect stings
- ◆ Medications
- ◆ Latex

Exposure to these allergens through taste, ingestion, inhalation, touch or sting.

### **Family's Responsibility**

- ◆ Provide written notification (health record) to the school of an at-risk student's allergies that pose a serious threat to the student.
- ◆ Confer with qualified school representatives to develop a plan that reasonably accommodates the at-risk student's needs throughout the school campus and facilities.
- ◆ Provide the school with written medical documentation, instruction, and medications as directed by a physician or health care professional.
- ◆ Include properly labeled medications and replacement medications, as required after use or upon expiration. (Medical Labels from the pharmacist or doctors' Official Prescription instructions)
- ◆ Educate the child in self-management of his/her food allergy including:
  - safe and unsafe food
  - strategies for avoiding exposure to unsafe foods
  - symptoms of allergic reactions
  - how and when to tell an adult they may be having an allergy-related problem
  - how to read food labels (if age-appropriate)
- ◆ Review policies/procedures with the school representatives, the child's physician, and the student (if age-appropriate) after a reaction has occurred.
- ◆ Provide up-to-date emergency contact information.

## **ALLERGIES—FOOD, INSECT STINGS, MEDICATIONS, LATEX**

### **At-Risk Student's Responsibility**

- ◆ Shall not exchange, share, or trade food with other students
- ◆ Shall not consume any food, drink, or other substance containing ingredients unknown to the student, or known by the student, to contain any allergen that is a threat to the student.
- ◆ Shall be proactive in the care and management of his/her food allergies and reactions based on his/her maturity, experience, and training.
- ◆ Shall notify an adult school representative immediately if he/she consumes any item that he/she believes may contain a substance to which he/she may have a serious allergic reaction.

### **SRS PROCEDURES/PRACTICES TO ACCOMMODATE STUDENTS WITH SERIOUS ALLERGIES:**

- ◆ All teachers and staff are provided student lists and are aware of all students with food allergies.
- ◆ Teachers and staff are trained each year on the use of the EpiPen.
- ◆ All Parents are encouraged to support all school families and teachers by reading food labels for Nut Free ingredients/ Nut Free production. This is a cautionary request when purchasing for a class or when inviting classmates to your home.
- ◆ Special class events/snacks - parents of students with food allergies provide their student's acceptable treats or snacks.
- ◆ Teachers make children aware of who is able or NOT to enjoy shared snacks.
- ◆ Parents supply EpiPens for their students who may need them. One is stored in the school office; one will be carried in a First Aid Bag by the head yard duty supervisor. Parents may request and supply additional EpiPen for their child's classroom.
- ◆ A "Peanut Free" (Nut Free) table (appropriately labeled) will be provided for all students whose parents request that their students with allergies be seated there. If a classmate joins to keep company, their lunch MUST not contain the food allergen of the allergic child.
- ◆ Extended Day Care serves lunches and provides a "Peanut Free" table.

THE ST. ROSE PARISH KITCHEN IS NOT A PEANUT FREE PREPARATION SPACE. Parents of students with food allergies normally prepare their student's lunches according to their food likes/needs. Our lunch program provider offers Gluten Free options, at a bit higher cost.

**Education for EVERYONE is key, no matter how young the children.**

## STUDENT EVALUATION

### **ASSESSMENTS**

#### **IMPORTANT CURRICULUM AND ASSESSMENT INFORMATION**

Common Core State Standards, Diocesan Content Standards, and Standards-Based Interim Assessments (Renaissance Learning—STAR Assessments)

Sacramento Diocese has contracted with Renaissance Learning, to provide formative, interim assessments to our schools. Renaissance STAR is a interim assessments, grades TK—8, beginning in August with the baseline assessment and at the quarter mark, during the course of the school year. The interim assessments are based on the Common Core State Standards (CCSS). STAR assessments provide valid, reliable, actionable data to both inform instruction and to set direction for the students in achieving proficiency and mastery of the standards.

These formative assessments are designed to allow teachers to quickly assess student achievement and predict student outcomes based on the CCSS. The teachers will utilize the results to target instructional opportunities at the student and classroom levels.

The Common Core State Standards CCSS for English/Language Arts (ELA) and Math were adopted in 2012-13 with some additions by the State of California and are being integrated throughout our diocesan schools. The Religion and Social Studies standards have not yet changed. The new science standards titled, Next Generation Science Standards (NGSS), will be reviewed by the teachers in a side-by-side comparison to their current curriculum with the aim to fully integrate the NGSS when approved for training and instruction by the diocese.

Parents wishing to access the content standards, diocesan-wide by following this link:  
**<http://csd-sac.org/academics>**

#### **ACT Aspire ASSESSMENT – SPRING ASSESSMENT – GRADES 3 – 8**

ACT Aspire is a standards-based, summative assessment for English/Language Arts, Writing, Reading, Math and Science in grades 3 – 10, aligned with the Common Core State Standards (CCSS). St. Rose School students are administered the ACT Aspire assessment. It is a 'summative' assessment. Anchored by ACT, the leading college entrance assessment, this standards-based assessment reports on categories based on College Readiness Standards. Parents will receive a comprehensive report in the fall.

## **HOMEWORK**

Homework is an integral part of the learning process and is assigned at all grade levels to foster and promote good study habits of independent study. It reinforces concepts taught in the classroom and provides the parents/guardians an opportunity of seeing what their child is learning and doing in school. Parents/guardians are encouraged to reinforce with their children that homework be taken seriously and done carefully. Parents/guardians should periodically check the finished work and, when asked to sign a paper, do so after thoroughly reviewing the work.

Suggested daily homework time allotments are:

TK & Kindergarten...	5 - 10 minutes	Grades 3 & 4...	30 - 45 minutes
Grade 1 ...	20 minutes	Grades 5 ...	45 - 60 minutes
Grade 2 ...	30 minutes	Grades 6, 7 & 8 ...	60 - 90 minutes

Times may vary from teacher to teacher and subject matter. If there is a habitual problem with the assigned homework being completed, parents are asked to make an appointment to consult with the teacher.

If a student is absent due to illness, homework may be picked up after school in the school office, provided notification has been received from the parent prior to the end of that school day. Assignments will need to be completed according to the teacher's missed assignment policy. If the need should arise that an absence is due to a non-school vacation, the student will be expected to make-up their missed assignments when they return. Assignments will not be available prior to leaving on non-scheduled vacations.

## **REPORT CARDS**

Report cards are issued in order to provide parents with tangible evidence of their child's scholastic performance. TK students are given progress evaluations at the end of the first and third trimesters. Students in grades Kinder & grades 1-8 receive report cards at the end of each trimester. Report cards may not be issued to students who have been absent ten or more days during the trimester, unless the required work has been satisfactorily completed. In this case, students will be issued an Incomplete and receive no grade average until work is completed. If students/parents expect students to achieve eligibility for honor roll, certificates will only be provide after course work completion and the grade(s) can be verified.

A uniform grading report is used throughout the diocesan school system. Academic marks are based on scholastic achievement.

Codes are listed in the report cards are as follows:

S = Satisfactory	U = Unsatisfactory	
A = Outstanding Achievement	B = Very Good Achievement	C = Good Achievement
D = Minimum Achievement	F = Below Achievement	P = Participation

Percentile Code: [For Grades Four through Eight]

A ... 96% - 100%	A- ... 95% - 90%	B+ ... 89% - 87%	B ... 86% - 83%	B- ... 82% - 80%
C+ ... 79% - 77%	C ... 76% - 73%	C- ... 72% - 70%	D+ ... 69% - 67%	D ... 66% - 63%
D- ... 62% - 60%	F ... Below 59%	M ... Modified Program		

Percentile Code: [For Grades One through Three]

S+ ... 100% - 96%	S ... 95% - 80%	S- ... 79%—70%	U ... 69 - Below
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*Effort:* Student demonstrates a conscious and energetic attempt to achieve.

*Personal Habits:* Student is prepared for class, listens attentively, follows directions, uses class time effectively, works well alone or in groups, observes safety rules and completes assignments on time.



## **HONOR ROLL**

At the end of each of the three trimesters during the school year, students from grades 4 - 8 will be eligible for the St. Rose School Honor Roll.

To be eligible for honor roll, students may not earn an academic grade lower than a "C", may not have more than nine checks in the trimester and must achieve no less than a "B" in conduct. [Please refer to the Conduct Grade Chart on page 36.] Students who receive three detentions in one trimester will not qualify for Honor Roll. Students who have been suspended from school during a trimester, will not qualify for Honor Roll that trimester.

The honor roll is divided into the following categories:

- Principal's List = a student who maintains a grade point average of 4.0, with no C-'s or below in any subject, and must have no less than an "B" in conduct.
- High Honors = a student who maintains a grade point average of 3.9 - 3.5, with no C-'s or below in any subject, and must have no less than an "B" in conduct.
- Honors = a student who maintains a grade point average of 3.4 - 3.0, with no C-'s or below in any subject, and must have no less than an "B" in conduct.

Points are awarded for the following: Religion, Literature or Reading, English, Mathematics, Science, Vocabulary/Spelling, Social Studies/History.

The following is a breakdown of the point system for the Honor Roll:

A = 4 pts.

B = 3 pts.

C = 2 pts.

## **PARENT-TEACHER CONFERENCES**

Parent -Teacher conferences will be held for Transitional Kindergarten – Eighth grade at the end of the first trimester. There may be other times throughout the year that the parents or teacher(s) deem a conference necessary. Your child may be requested to be present at this conference. Parents are encouraged to take the initiative to keep themselves informed of their children's progress.

Appointments for conferences must be made in advance and may be made by emailing or calling the teacher(s) directly via their personal voicemail numbers. Sufficient notice must be given to the teacher in order to promote a beneficial exchange between parent and teacher. Please do not attempt to contact teachers at home; the office personnel will not give out any staff members' personal phone numbers.

## DISPUTE RESOLUTION PROCESS

### [ A. ] AIM

Disputes often arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset, to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place and before entering this process. For example, a dispute with a teacher must involve an attempt to resolve the difference with the teacher before beginning this process, and before contacting the principal.

### [ B. ] PROCEDURES

**STEP 1-** In the event that the situation cannot be resolved to the mutual satisfaction of either party through open and honest discussion, the dispute shall be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. For example, a parent complaint regarding a teacher's home-work policy should be taken directly by the parent to the teacher for resolution.

**STEP 2 -** Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute, or within ten (10) calendar days of the presentation described in Step One above to the principal for his or her review and decision. If the dispute is concerning an employee, the principal shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of the facts as the employee sees them. The principal shall conclude his/her review of the dispute and render his/her decision within ten (10) calendar days of the referral described in this Step.

**STEP 3 -** If the dispute cannot be resolved in Step Two, the complaining party within ten (10) calendar days of the principal's decision in Step Two may present the dispute to the pastor for his review and decision. The pastor shall conclude his review of the dispute and render his decision within ten (10) calendar days of the referral to him described in this Step. This step does not apply to Diocesan high schools.

#### **DIOCESAN REVIEW -**

If the dispute cannot be resolved at Step Three, any party to the dispute, within ten (10) calendar days of the pastor's decision at Step Three, may petition the Superintendent of Catholic Schools in writing for his/her review of the dispute. The Superintendent, at his/her sole discretion, may decide to review or not to review the dispute in question. If the Superintendent chooses to review the dispute, he/she shall render an advisory recommendation to the pastor in writing within ten (10) calendar days of receiving the written petition.

## DIOCESAN HARASSMENT POLICY AND PROCEDURES

The Diocese of Sacramento affirms the Christian dignity of every person, the right of each person to be treated with respect, and is committed to providing a learning environment that is free from harassment. Harassment of or by any student is prohibited.

Every school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Allegations that are substantiated may result in disciplinary actions, up to and including dismissal.

Regulations.....

1. Elementary and secondary students are undergoing a period of rapid growth in their maturity and social skills. It is not unusual for a student to make a mistake in their social interaction with another student. Any mistake should be corrected so that the student may learn from it and treat other students respectfully. An honest mistake should not be considered harassment. Part of any investigation into a charge of harassment will be to determine if the incident was a mistake, or something more serious.

Harassment is unacceptable conduct that is deliberate, severe, and repeated. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile, offensive or intimidating due to, but not limited to, an individual's race, religion, color, national origin, physical or mental ability or gender. Harassment can occur any time during school, school related activities, and outside the school. It includes, but is not limited to, any of the following:

- A. Verbal Harassment: Derogatory, demeaning, or inflammatory words, whether oral or written (including cell phones);
  - B. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, bullying or intimidating interference with normal work or movement;
  - C. Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages (including cell phones), or gestures;
  - D. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct which includes sexual harassment, but is not limited to, includes: sexually demeaning comments, sexual statements or jokes; suggestive or obscene letters, phone calls, e-mail; deliberate, unlawful physical touching; leering, gesture, display of sexually suggestive objects or pictures.
2. It is the responsibility of each school to fully implement this policy and to make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement. Any individual seeing or hearing about any incident of harassment, is encouraged to follow the procedures below. If the harassment stems from the principal, the person being harassed is to contact the pastor, or superintendent in cases of diocesan schools.
  3. The following procedures are to be followed for filing and investigating a harassment claim:
    - A. Persons who feel aggrieved because of conduct that constitutes harassment should, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop.
    - B. If the person does not feel comfortable with the above, is unable to do so, or the offensive conduct does not stop, he/she shall direct his/her complaint to the principal or a member of the school staff, who will report it directly to the principal. Parents of students involved are to be contacted as soon as possible and involved in the entire process.
    - C. The individual(s) alleging harassment will be asked to complete a written complaint. Students at the primary level may verbally explain their complaint rather than writing it. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

- D. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations, as well as the name of the person bringing the allegations.
  - E. Once the facts of the case have been gathered, the Principal, in consultation with the Pastor or Superintendent (for Diocesan high schools), will decide what if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.
  - F. Any party involved who is not in agreement with the decision has the right to the Appeal Process For Reconciliation found in the Administrative Handbook.
- 4. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within the extent of its power, to investigate and eliminate the problem.
  - 5. If the complaint is against an employee by any co-worker, the process described in the Diocese of Sacramento's Personnel Handbook, Section D-4.0, is to be followed.

# **SCHOOL RESPONSE TO STUDENT HARASSMENT**

## **STUDENT'S RIGHTS AND RESPONSIBILITIES**

- Every student has the right to a safe learning environment.
- Every student has the right to be treated with respect.
- Every student has the right to attend a school that is free of discrimination.

## **SCHOOL'S RIGHTS AND RESPONSIBILITIES**

- Every school has the right and responsibility to establish a code of conduct for students and staff.
- Every school has the right and responsibility to develop and implement SHV policy, procedure and programs.
- Every school is responsible for providing a safe learning and working environment for students and staff.

## **CHILD NEGLECT/CHILD ABUSE**

Faculty/staff are required by law to report child abuse or suspected child abuse. Parental consent is not to be sought when the parent may be the aggressor. St. Rose School is committed to providing a safe, positive learning and working environment for everyone. Therefore, we prohibit sexual harassment and sexual violence (SHV). We will not tolerate it in any form.

## **SPECIFIC BEHAVIORS THAT CONSTITUTE SEXUAL HARASSMENT**

Sexual harassing behaviors can include but are not limited to:

- touching (arm, breast, buttock, etc.)
- spreading sexual rumors
- name calling (from honey or worse)
- leers and stares
- verbal comments (about parts of the body, what type of sexual behavior the victim would be "good at", clothing, looks, etc.)
- sexual or "dirty" jokes
- cartoons, pictures, pornography, and drawings
- using the computer to leave sexual messages or graffiti or to play sexually offensive computer games
- sexting
- gestures with the hands and body
- pressure for sexual activity
- cornering, blocking, standing too close, following
- annoying telephone calls / texting
- conversations that are too personal
- "rating" an individual, for example - on a scale from 1 -10
- obscene T-shirts, hats, or pins
- lifting someone's skirt
- "snuggies" (pulling underwear up at the waist so it goes in between the buttocks (Serious Violation of Personal Space and Personal Respect)
- sexual assault and attempted sexual assault
- rape
- unwanted massaging the neck, massaging the shoulders
- touching oneself sexually in front of others
- graffiti
- making kissing sounds or smacking sounds; licking lips suggestively
- howling catcalls, whistles
- repeatedly asking someone out when he or she is not interested
- "spiking" (pulling down someone's pants)
- facial expressions (winking, kissing, etc.)

- “slam books” (lists of student’s names with derogatory sexual comments written about them by other students)
- “making out” in the hallway

### **CONSEQUENCES FOR THE STUDENT HARASSER**

- a verbal warning reprimand
- a written warning/reprimand, entered in the student’s file
- suspension
- expulsion
- an apology to the victim
- a fine paid to the County Sexual Assault Program
- writing a paper on the topic, etc.
- referral for psychological assessment
- a parent/student/school administration conference
- police involvement
- not being permitted to participate in extracurricular activities for a specified period of time
- community service
- other sanctions deemed appropriate by school

### **DISSEMINATING THE POLICY TO STUDENTS AND STAFF**

The policy and procedures for dealing with SHV will be published in student/parent handbook, student rules, rights and responsibilities, faculty handbook and will be posted in the faculty room.

### **REPORTING PROCEDURE**

School personnel need to report and/or investigate all incidents of SHV and take appropriate action whether they personally observe these incidents or made aware of them by some other means. Reporting, investigation and action must occur even if the victim does not file a formal complaint, and even if the victim does not express any overt disapproval of the harassment. In the eyes of the law, teachers function as supervisors, which makes them legally liable for incidents of sexual harassment.

### **GRIEVANCE PROCEDURE**

An incident should first be reported to the principal. If the victim is uncomfortable doing this - perhaps because the principal is the alleged perpetrator, or perhaps just doesn’t want to go to the principal for whatever reason, then the incident should be reported to another teacher/administrator in the building. Possibilities include a vice principal or school counselor. Victims should be allowed (and in some cases encouraged) to bring an advocate to offer support. The victim should be prepared to submit their grievance in writing indicating what happened, when it happened, where it happened, how he/she felt, what (if anything) he/she did or said in response to the harasser, what the alleged harasser(s) did or said next, and names of witnesses if any. This information will be turned over to individual(s) investigating the complaint.

### **INVESTIGATIVE PROCESS**

The investigation concerning any SHV complaint shall be treated confidentially and consistently with the district’s legal obligations, the need to investigate, and the need to take disciplinary action if it is found that SHV has occurred.

### **TIME FRAME FOR RESPONDING TO A COMPLAINT**

Whether resolution can take the form of telling the harasser to stop the behavior and why. Or, the victim may choose to write a letter to the harasser. In either case, the victim needs to share their choice of confrontation with someone they trust and respect.

### **REPRISAL AND/OR RETALIATION**

Anyone who retaliates against an individual who reports SHV will be disciplined. Anyone who retaliates against an individual who reports SHV will be disciplined. Submission of a SHV complaint or report shall not affect that individual’s employment, grades, work assignments, etc...

# SCHOOL DISCIPLINE

## **DISCIPLINE PLAN**

The primary purpose of our discipline is to provide a clear and direct process regarding discipline for the staff, students and parent(s) / guardian(s) of St. Rose School.

Along with the “Schoolwide Rules” noted below, the teachers have provided rules and expectations for their own classrooms. The central focus for behavioral conduct at St. Rose School is our school mission statement, the Schoolwide Learning Expectations (SLE), and the classes’ own mission statements written at the beginning of each school year. Please see the St. Rose School Philosophy and Mission Statements and the Schoolwide Learning Expectations on page one (1) of this Student/Parent Handbook.

## **SCHOOL WIDE RULES**

- Sports equipment, radios, toys, skateboards, and electronic games are to remain at home during school hours.
- Students are to respect and insure the safety of others.
- School uniforms will be worn by students upon arrival and dismissal of school unless they are involved in an after-school activity.
- Students will demonstrate appropriate behavior at all times.
- Students’ outward display of affection is not permitted at school or school events.
- Students are to remain on the school grounds from the time of arrival until they leave for home.
- Students may not chew gum on school grounds. (Volunteers are asked to respect this rule also.)
- Students are to show respect at all times to school staff, parents/guardians volunteers, visitors, guest, and all others whom they may come in contact, as well as fellow students.
- Students will walk in halls and courtyards at all times.

## **DISCIPLINE PROCEDURE**

Teachers in grades four through eight will use a check system.

Teachers will agree upon the basic class rules that will be used by all teachers who are teaching students in grades four through eight.

The set of class rules will comprise the checklist.

The implementing of the check system is as follows:

1. Student Warning
2. Student check recorded in discipline folder
3. Two checks in a week will require a forty-five minute detention after school either on Tuesday or Thursday
4. Detention may be given for reasons other than the receipt of a check. In the case a detention is the equivalent of two checks and the checks will be applied to the student’s conduct mark.
5. In the case that a student is suspended, four checks will be applied to the student’s conduct mark. [See Honor Roll: A student suspended from school will not qualify for the Honor Roll during that trimester]
6. In order to be eligible for any award (i.e. honor roll), conduct grades may be no lower than a ‘B’.
7. GPA will be determined by academic grades only. The conduct grade will not be included for the average.

## CHECK CONDUCT SYSTEM (Grades 4—8)

The number of checks a student receives per trimester affects their conduct grade as follows:

<u>Conduct Grades</u>	<u>Checks</u>
A	1
A-	2
B+	3
B	4
B-	5
C+	6 (- one check more for each grade)

Teachers in grades one through three will establish a set of class rules and consequences for each individual classroom.

A copy of class rules and consequences are to be posted in a conspicuous place in the classroom.

Students' names may not be written on the board as part of class discipline practice.

Use standard "DISCIPLINE REFERRAL" forms.

### **DETENTION:**

All grades with the exception of the TK and Kindergarten classes will practice a form of student detention.

**Teachers in grades first through third will utilize detention during the regular school day during recess times.**

- Detention will be given at the teacher's discretion, following classroom consequence practice.
- Teachers are to issue and record all detentions.
- Students must have detention forms signed by a parent/guardian and return it to the teacher.
- A copy of all Discipline Referrals is to be sent to the office.
- A copy of Discipline Referral is to be kept by the classroom teacher.

**Teachers in grades four through eight will monitor a scheduled detention every Tuesday and Thursday for those students who earned two checks during a one week period.**

- A Discipline Referral and or detention is equivalent to two checks during the week assessed.
- Teachers will monitor detention on a rotating schedule.
- A copy of each Discipline Referral is to be sent to the office.
- A copy of Discipline Referral is to be kept by the classroom teacher.
- Detention will begin at 3:05 p.m. and end at 3:50 p.m.
- Discipline referrals are to be sent home at least one day in advance, signed by a parent and returned signed to the homeroom teacher.
- Principal will record all discipline referrals.
- Principal will contact students, parents/guardians and teacher regarding conferences.
- Teachers who have students attending detention are to provide a special assignment for students.
- On occasion students will have the option of performing maintenance tasks around the school in lieu of desk work (must have parents/guardians permission).

**If a student in grades four through eight accumulates three detentions in a trimester, a teacher, parent/guardian and student conference may be scheduled.**

- Three detentions may result in an in-school or home suspension. The principal will make this decision in consultation with teacher(s)
- Teachers in grades one through three may conference as needed.
- Students may not receive a satisfactory grade S in Conduct.
- Other forms of discipline may be used to correct a situation as per student/parent and Diocese Administrative handbooks.



## **POSITIVE REINFORCEMENT:**

- Grades 6-8 students who did not receive a check during a recording period will have the option of free dress. A student who has earned free dress must follow the Dress Code Policy in the Parent/Student Handbook. The weekly “check free” free dress reward will be given on Friday unless it is a Mass day; in this case it will be given on Thursday of that week.
- Grade 5 students work throughout the week to earn a “preferred activity time”. This extends the learning experience for the whole class on Friday afternoons.
- Grades 1-3 teachers will plan either an activity and/or primary grade positive reinforcement for their students. Teachers will decide what activities will be allowed during the activity time.

All students will be expected to adhere to the School-wide Discipline Plan. Other behavior, which is more serious than what is specified in the School-wide Discipline Plan, will be addressed in accordance with the Sacramento Diocese Administrative Handbook.

## **SUSPENSION AND EXPULSION:**

Suspension is a disciplinary action to be used at the discretion of the principal. Ordinarily, suspension should not exceed more than five (5) consecutive school days. A student may be placed on suspension for serious misconduct on campus, or off campus during school-related activities, or for non-school related activities if such conduct reflects adversely on the school. Immediate suspension is imposed if there is a real threat of danger to the health and safety of others. The principal may remove the offending student from the classroom, the yard etc. and contact the parents as soon as possible. Three (3) suspensions shall be considered grounds for expulsion.

At the discretion of the principal, the following offenses committed by a student are potential reasons for immediate suspension leading to expulsion after conference with the student’s parent/guardian(s). This list shall not be considered exhaustive.

1. Serious disobedience, insubordination or disrespect for authority;
2. Language or behavior, which is seriously immoral, profane, vulgar, or obscene;
3. Use, sale, distribution or possession of drugs, alcohol, or any other legally controlled substance (or substance represented as such) on or near school premises;
4. Injury or harm to persons or property or serious threat of the same;
5. Serious misuse or damage to the school’s computers or network;
6. Sale of any material on school grounds without proper authorization;
7. Unauthorized absence or continued tardiness;
8. Assault with, or possession of, a lethal instrument or weapon, or weapon-like object;
10. Serious theft or dishonesty;
11. Outrageous, scandalous, or seriously disruptive behavior;
12. Conduct at school or elsewhere, which would reflect adversely on the Catholic school or Church.

### **EXPULSION PROCEDURES FOR DISCIPLINARY OR ACADEMIC REASONS:**

When expulsion is necessary, the following procedures must be taken:

1. The parent or guardian is warned in writing about the offending behavior and school sanctions for the offense.
2. A conference is held with the parent(s), student, teacher(s) and principal to inform the parent(s) that final action is being considered unless there is immediate change of behavior. In parish schools, the pastor should be notified of the facts and the impending conference and be given the opportunity to attend and receive a report.
3. If improvement is not forthcoming, a decision will be given at a second conference attended by the parents, principal, pastor and teacher(s). If the parent(s) fail to attend this conference without reason, the pastor, principal and teacher(s) will make whatever decision is necessary.
4. A written record of the steps leading to the expulsion must be kept on file in the Principal's office.
5. Full credit will be given for all work accomplished by the student up to the moment of expulsion.
6. Notice of an expulsion must be given to the Catholic School Department as soon as possible.
7. In no case may a teacher suspend or expel a student. This authority resides with the Principal.

## COMPUTER / USER AGREEMENT

**\*\*IMPORTANT: ALL STUDENTS AND PARENTS MUST ALSO READ THE SRS TECHNOLOGY PROCEDURES & INFORMATION HANDBOOK AND SIGN THE ACCEPTABLE USE AGREEMENT YEARLY.**

St. Rose School offers access to the school computer network and designated Internet access in order to further the educational goals and objectives of the school. Internet access will enable students to explore thousands of libraries and databases while exchanging information worldwide. St. Rose School is providing layered access, but families should be warned that some material on the Internet might be objectionable. While St. Rose School will establish guidelines and attempt to monitor all access, parents are also responsible for setting and conveying standards that their children must follow when using media and information sources. To that end, St. Rose School supports and respects each family's right to decide the degree of access.

### **RULES FOR STUDENT INTERNET USE**

- ◆ Students are responsible for good behavior on the school computer network just as they are in the classroom and on the school grounds.
- ◆ The network is provided to conduct research and communicate with others under the direction of the teacher. Access is restricted to teacher directed assignments. **NO STUDENT MAY USE THE INTERNET in any other capacity!**
- ◆ Access requires responsibility. Parent permission is required.
- ◆ Network administrators retain the right to review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the school server or in the Cloud via Google Apps for Education/Google Drive will remain private.
- ◆ Outside of school use of the Internet is a family responsibility. We encourage parents to monitor their child/ren's internet use closely and consistently.
- ◆ Disks C/Ds, and/or Flashdrives of any kind **may not be brought to school and installed on the school's controlled network without PRIOR PERMISSION OF THE TEACHER, TECH. COORDINATOR, OR PRINCIPAL.**

The following are NOT permitted: (This list shall not be considered exhaustive) -

- ◆ Violating copyright laws
- ◆ Using another person's log-in and/or password
- ◆ Trespassing in another person's folder, work, or files
- ◆ Damaging computers, computer systems, or the school network. (Parents will be charged for repairs.)
- ◆ Wasting time or limited resources
- ◆ Sending or displaying offensive messages, pictures or disrespectful/obscene/abusive language
- ◆ Using the network for any non-academic or personal purposes

Violations will result in loss of access or any other disciplinary or legal action as needed.

St. Rose School is strictly enforcing the diocesan and school guidelines regarding posting or publishing online. *[Refer to DSB 5755—Approved 4/2010]* Parents are advised to please investigate what their child/ren is witnessing online.

### **STUDENT POLICY REGARDING ONLINE SOCIAL MEDIA & NETWORKING POLICY:**

First...There are age limits for children and the use of any social media. Parents, if you allow your child(ren) to access social media, please monitor their use closely. All students must be aware of the following expectations of those who choose to publish or post to a web log or websites (such as Zanga.com, Myspace.com, Friendster.com, Facebook.com, Yahoo, MSM, etc.), newsgroups, emails lists and other forms of online communication.

- ◆ If a child(ren) chooses to identify themselves as a St. Rose School student, they may not represent themselves or our school community in a manner that negatively reflects St. Rose School's Mission or Philosophy Statements.
- ◆ Parents and students may not publish or post St. Rose School information, including but not limited to, use of logos, team/club photos or images, or references to employees. Further, you may not post comments, or pictures of a fellow student without their permission.
- ◆ You are legally responsible for the content you post. This means you or your family may be held personally liable for defamation, libel, obscenity, etc.
- ◆ In all instances, students are expected to use good judgment when blogging, chatting, or posting online. Failure to use good judgment may result in disciplinary action up to and including suspension or expulsion from St. Rose School.

# **St. Rose Catholic School, St. Rose of Lima Parish**

## **2019 – 2020 Terms and Conditions for Digital Network Access, Electronic Communications, and School Technology / 1:1 Devices**

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**Students will use the digital network access privileges and computers / Chromebooks as applicable, only for activities in support of education and research, consistent with the educational objectives of St. Rose School.**

- 1.** The school's Internet account may be used only for school-related activities. Academic honesty requires proper citation of sources, including electronic sources. Other persons' Internet accounts may not be used on the school's computers or Chromebooks without authorization by the Principal.
- 2.** Users are expected to abide by the generally accepted rules of network and interpersonal etiquette. Therefore, vulgarities, swearing or abusive language is prohibited.
- 3.** St. Rose School utilizes a web filtering software as a precaution against inappropriate materials. Users will immediately notify an adult supervisor (teacher, support, aide) if any inappropriate web page or portion of a webpage is accessed. Users may not demonstrate the problem to other users. Users shall not deliberately attempt upload or download inappropriate materials.
- 4.** Users shall not reveal online, their personal home address, phone number, or any other personal information. Only school authorized e-mail accounts are permitted under the supervision of a teacher, and students shall not access personal e-mail accounts on school computers without specific teacher approval.
- 5.** Dishonesty and vandalism will result in immediate suspension of privileges as well as other disciplinary actions. This includes (but is not limited to) any malicious attempt to steal, harm, or destroy the data of another user, making equipment or software alterations, and uploading or creating computer viruses. No software of any kind may be brought from home to use on school computers.
- 6.** Students may not create or access personal web pages without permission of a teacher or any authorized adult. Students may not download or otherwise access any files (i.e., music files) without the permission of a teacher. Students' work will be published only under the direction of a teacher.
- 7.** Students in grades 5-6-7-8 are provided a strose.org (gmail) account in order to access gmail accounts, hosted by Google gmail. St. Rose School-provided e-mail accounts are set up to provide limited permissions to the students i.e. teacher(s)-student; teacher(s) & student-student w/in class; teacher & student-student or student-additional set domain. Included in student g-mail accounts are access Cloud-based storage and Google applications. These resources are intended to facilitate student learning and should not be used for inappropriate purposes. Students have no expectation of privacy in e-mail and file storage, and such files will be examined from time-to-time to assure propriety.
- 8.** Use of the school Google account and local area network by anyone other than staff and students or persons authorized by the Principal, is prohibited. Transmission of commercial information, advertising, or political lobbying is prohibited.

# **St. Rose Catholic School, St. Rose of Lima Parish**

## **2019 - 2020 Acceptable Use Policy**

### **Digital Network Access, Electronic Communications, School Technology / 1:1 Devices**

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**Before signing the agreement for use of Digital Network Access, Electronic Communications and Computers / Chromebooks provided by St. Rose School, carefully read the Acceptable Use Policy.**

#### **Purpose Statement:**

The use of **\*school technology**, including the Internet and other communication resources is a privilege, not a right. The primary purpose of providing access to school resources is to enhance teaching and learning, thereby better preparing students for success in life and work. This access is provided to increase communication within the school, enhance productivity, and assist users in improving their skills. Access is also provided to assist in the sharing of information with our parents/guardians and with our local community.

#### **Security Measures:**

The use of a school-provided electronic mail account (g-mail) is a privilege, not a right. Each authorized user will be issued identification and personalized passwords in order to access the school system/Google Drive (interchangeable with Google Apps for Education or Google Classroom). Students must have a signed Student Acceptable Use Agreement—Computer/Chromebooks/Digital Network Access, Resources, and Usage indicating acceptance of the policies, rules, and procedures on file in order to receive school approval to access school technology resources AND before a Chromebook (Gr. 5-8) will be issued. Improper use of this account will result in temporary or permanent loss of this privilege. Students are prohibited from providing access to others with the use of their identification and password, and are subject to discipline up to and including loss of privileges related to the use of school technology and network access.

#### **Privacy Rights:**

Users should have no expectation of personal privacy in connection with their usage of such school network and other technology resources. Network supervision and security maintenance may require monitoring of directories, messages, or Internet activity. The school retains the right to monitor, access, and review all messages or information, e.g., files created, received or sent over, or stored on, school technology and communication networks at all times and without notice in order to determine compliance with acceptable use of the school's resources. Some material on the Internet may contain items that are inaccurate or potentially offensive to some people. Although efforts are being taken to minimize student exposure to inappropriate material through the use of an Internet filter, it is ultimately the responsibility of the parents/guardians of minors to set and convey standards that their children should follow when using electronic resources like the Internet. Parent/guardian permission shall be required before a student is allowed to use the Internet at school for educational purposes.

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### **Care of Technology Resources:**

Proper use or treatment of this equipment is imperative. Improper use or maltreatment of this equipment will result in temporary or permanent loss of this privilege, but will not relieve the student from meeting his/her academic obligations.

The student and parent/guardian will be held responsible for loss or damage to the computer equipment resulting from improper care or use, and will be responsible for paying for batteries, power adapters, or other miscellaneous lost equipment or additions provided. The school-issued Chromebook will be used ONLY by the student to whom it was issued. The Chromebook is to be stored in the sleeve when moving from class-to-class and when transported between school and home.

**\*School technology** is defined as any device or software (app) owned by the school, or contracted for use by the school, for the specific and limited purpose of supporting the educational mission of the school that allows communications between individuals or groups, including but not limited to: desktop and portable computers; modems and software used to connect to the school over a telephone line or through Google Drive to the school's network; file servers, web servers, virtual servers, and print servers; projection devices, software, applications, and the variety of electronic devices, such as cell phones, personal digital assistants that electronically transmit information between users and provide wireless connectivity for accessing and utilizing school resources.

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## WEBSITE / MEDIA GUIDELINES

**School Website [www.strose.org](http://www.strose.org):**

### **Media Relations:**

Catholic schools are expected to exercise cooperation with the media. St. Rose School recognizes that the media influences the public's understanding of Catholic schools, policies, programs, and events. Media also can be helpful in communicating with the public about school strengths, needs, opportunities, and concerns.

- Parental permission must be obtained before publishing any students' names, pictures, or written work on the web site or give to the media.
- Any student who is photographed or interviewed by the media will be allowed only at the discretion of the principal and in his/her presence and not before permission is granted from the student's parent or guardian.

Students will not divulge any personal information when submitting work for inclusion on the St. Rose School or classroom website or when submitting information to the media. This includes information such as home/school addresses or home/school telephone numbers or names. If these guidelines are disregarded, a student will be subject to disciplinary action by the principal. When student's written work, name and/or an interview is sought by the media, schools must seek appropriate permission from parents / students to ensure the privacy and confidentiality of families.

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### **Online Social Media and Networking Policy.....DSB 5755**

The Diocese of Sacramento recognizes that many different social networks exist on the Internet (Twitter, Facebook, and MySpace, among others). Millions of people, including our students and parents, utilize one or more of these networks on a daily basis for both professional and personal purposes. These services provide different methods of communicating and interacting with other users, in both public and private ways. These tools include message and photograph posting, emailing, instant messaging, group discussions, blogging, and video/photo sharing.

Due to the popularity of social networking sites and the way they can facilitate effective and efficient communications between users, the use of social networking in connection with Catholic schools activities presents many opportunities for enhancing the experience of our students and their families. We must recognize, however, that without proper controls these communications are often unlimited, potentially affording access by unknown third parties (including those who would prey upon young people via the Internet). We must also acknowledge that the nature of social networking sites leaves open the possibility of abuse and misuse (including our students and their parents), necessitating the following standards of conduct for all individuals connected with our Catholic schools.

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### Online Social Media and Networking Policy.....DSB 5755 (Continued)

#### Ethics and Responsibility

When a Catholic school student or parent is using online social media (of any variety), that individual must always bear in mind that the material he or she posts reflects upon the school, the parish, our Diocese, and Roman Catholic Church as a whole. As a consequence, it is imperative that all students and parents conduct themselves in an ethical and responsible manner when using online social media. Specifically, the following standards of conduct should be observed at all times:

- ⇒ Never post content that has the potential to be a source of scandal for the Church. Examples of such content include, but are not limited to, obscene, harassing, offensive, derogatory, or defamatory comments and images that discredit or causes embarrassment to the school, Diocese or the Catholic Church, or to other students, parents, diocesan (school) employees or parishioners.
- ⇒ If a student or parent regularly identifies him or herself as such in a personal website, blog, or social media account, he or she should make it clear on those personal sites that the views expressed there are his or hers alone and that they do not necessarily reflect the views of the school, the parish, or the Diocese. For example, he or she can post the following notice, in a reasonable prominent place: "The views expressed on this site are solely my own and do not necessarily reflect the view of St. Joseph School or Parish, or the Diocese of Sacramento."
- ⇒ Students and parents should be ethical and responsible participants in social media. They should at all times attempt to be accurate, truthful, and respectful in any public postings.
- ⇒ Students and parents may not use school, parish, or diocesan trademarks, or reproduce any school, parish, or diocesan materials or logos without express permission from the pastor or his designee.

#### Photographs and Videos

Because digital images are easily created and reproduced, photographs and video files are extremely common on the web, and they are freely posted and passed along by users of online social media. It is the policy of the Diocese that privacy concerns, particularly as they relate to images of minors, are to be observed and respected in online social media use connected to its schools.

The Diocese has no desire to intrude into or restrict the rights of parents and students to freely post personal photographs on their online social media sites as they see fit. If, however, they intend to upload photographic images or video files related to Catholic school activities, then students and parents must all observe the following guidelines:

- ⇒ Prior permission should be obtained from any third parties depicted in photographic images or video files prior to being uploaded. If individuals decline such permission, their privacy should be respected and the image should not be posted.
- ⇒ If photographs or videos, particularly those of minors, are posted with or without permission, and the student or parent asks that it be removed, the student or parent's wishes should be observed.
- ⇒ Even if parents have granted permission for the use of photographs or video images of their children, care should be taken to ensure that any such postings do not identify the child by name, unless there is specific permission granted by the parent for the additional connection.

#### Discipline

Failure to observe the foregoing guidelines may result in disciplinary measures being imposed by the Diocese, through the Catholic school department and the individual parish school. Discipline in this context will be determined by the Diocese, based upon the particular facts of any incident, but can mean suspension or expulsion (for student misconduct) or involuntary withdrawal of a child from the school (for parent misconduct).



## TRANSFER POLICY

### **STUDENT TRANSFER**

If a child is transferring to another school during the course of the year, **please inform the teacher and the principal in writing**, at least 2 weeks in advance so that the report card and other pertinent information can be made ready for transfer. All records are forwarded to the new school by the school office upon notification from the new school.

**Early Withdrawal Policy:** In the event a parent decides to withdraw their child(ren) from St. Rose School before the end of the school year, they must give 2 weeks notice in writing to the Principal. An early withdrawal fee of \$400.00/child is due. After all accounts are settled, (i.e. Extended Day Care, Parent Club, tuition, etc.) any credit balance will be refunded to the parents.

### **RECOMMENDED TRANSFER**

Students clearly unable to profit from St. Rose School by reason of exercised ability or inability, serious emotional instability, or parental attitude which is a variance with the school's philosophy will be urged to transfer to another school when:

- It has been determined that other schools or agencies have facilities to assist such a student.
- There has been sufficient discussion with the parents concerning the child's condition.
- Parents are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school. Parental interference in matters of school administration and abusive language toward principal, pastor, teachers, or school personnel are reasons for recommending a transfer.

### **RECOMMENDED TRANSFER OF STUDENTS BECAUSE OF PARENTAL BEHAVIOR**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parents. However, the principal and pastor may recommend transfer of a student when parents are consistently uncooperative and conduct themselves in a manner that is disruptive to the harmonious relationships of the school. Parental interference in matters of school administration and abusive language toward principal, pastor or teachers are some of the reasons for recommending a transfer.

After reasonable effort to elicit parental cooperation, the principal and pastor may recommend transfer in accord with the terms and procedures set down in the Diocesan Handbook.

If parents refuse to accept the recommended transfer, the following procedures shall be followed as in cases of disciplinary expulsion:

- (a) notification
- (b) conference
- (c) written documentation

## STUDENT UNIFORM REQUIREMENTS AND PERSONAL APPEARANCE

It is the responsibility of the parents to see that the dress code of the school is carried out. Every student is expected to be in proper uniform every school day unless otherwise stipulated. **The uniform should be neat and clean and in good repair.**

### PERSONAL APPEARANCE

A neat, well-groomed appearance is required of all St. Rose Students. Christian modesty and good taste are qualities that children learn from the instruction and example of their parents. Oversize uniform shorts, pants, or shirts are not acceptable. Likewise, ill-fitting uniform shorts, pants, skirts, or shirts. **PLEASE LABEL ALL ITEMS.**

- Students' natural hair color is required. Extreme hairstyles such as designs shaved in hair, tails for boys, decoration or colors are unacceptable.
- Boys must be clean shaven (when applicable—no facial hair)
- The length of a boy's hair should be trimmed to show their ears and not touch their shirt collars
- Below is a list of the only acceptable forms of jewelry that may be worn at any time:
  - A. A wristwatch (for boys or girls)
  - B. One pair of matching stud earrings for girls only (to be worn on the earlobe only)
  - C. A holy medal, cross or crucifix on a chain, or a scapular that is worn inside the shirt or blouse
  - D. A medical alert necklace and/or bracelet when necessary
  - E. A rubber band type bracelet that support charities - such as the cancer society (one bracelet only to be worn at one time to be worn on wrist—no anklets)
- No makeup of any kind is permitted.
- Nail polish (with the exception of clear nail polish) is not allowed.
- The School Principal will determine acceptability of personal appearance.

A "Discipline Referral" will be issued as needed and is to be returned with a parent signature. Repeated infractions will result in disciplinary action by the Principal.

The Principal reserves the right to send home any student(s) whose uniform or appearance is deemed inappropriate.

### STUDENT UNIFORM REQUIREMENTS

#### GIRLS & BOYS UNIFORM:

**Transitional / Developmental Kindergarten students are not required to wear the school uniform.**

To obtain appropriate school attire requirements for the TK students please refer to the "Personal Appearance" and "Free Dress" sections listed in this handbook.

**The following applies to both girls & boys grades Kindergarten – Eight.**

- SWEATSHIRT:** Grades K – 7 wear the hooded navy uniform sweatshirts (with St. Rose School logo). Grade 8 may wear the same uniform sweatshirt but in their yearly color choice. **No other sweatshirt or sweater may be worn.** (Exception: Sports' seasons / Academic Decathlon, per principal's permission). All clothes must fit to shoulders, waist, arm & leg length.
- SHOES:** **ONLY...ATHLETIC SHOES ONLY...** **SOLID AND PREDOMINANTLY WHITE, BLACK, GREY ONLY (NOT Turquoise, Green, Pink, Orange, Red... SOLID WHITE, BLACK, GREY ONLY)** with shoe laces or Velcro strapping and rubber soles, must be worn. Athletic shoes provide the best support and rubber soles. (NOT ALLOWED: high-top athletic shoes (save for basketball), slip-on shoes, sneakers, sandals, boots, or open toed shoes, even on free dress days AND **no Converse, Vans, Mary Janes, Keds sneakers, etc.**).
- SOCKS:** Plain, **all white** crew socks that come up to cover the ankle bone (boys and girls) must be worn. Socks should have at least a 1—1 1/2 inch or more ribbing edge. OR as an option for girls, white, black, or navy blue tights, leggings w/socks or knee socks may be worn. [No long-johns or panty hose.]
- BELTS:** Solid blue, brown, or black belts may be worn with the uniform pants or shorts.
- OTHER** Scouting uniforms may be worn on scouting days only. The following scouting uniforms are approved to be worn to school on scouting days: Brownie (brown) / Girl Scout (green)

uniforms consisting of the skort, the t-shirt, the vest, and brown or green socks are considered acceptable. Cub /Boy Scout uniforms consisting of the official shirt, pack or troop bandana, and navy blue/green slacks are acceptable. Scouting uniforms may be worn on scouting days only. Scouting "logo wear" is not considered uniform.

**GIRLS UNIFORM:** [Clothing must be size appropriate e.g. no baggy or sagging.]

- SKIRTS: [Grades First - Eighth]  
Dennis Uniform blue, white and gray "Grant" plaid (2 choices: either the knife pleat or center box pleat. Skirts must be worn on all First Friday and Holy Days to Mass. **The skirt must not be more than two (2) inches above the knee.** Shorts worn under the skirt may not be visible below the hem of the skirt.
- JUMPER/SHIFT: [Grades First - Fourth]  
Dennis Uniform blue, white and gray "Grant" plaid center box pleat. A skirt or jumper must be worn on all First Friday and Holy Days to Mass. **The jumper/shift must not be more than two (2) inches above the knee.** Shorts worn under the jumper may not be visible below the hem of the skirt.
- UNDER SKIRT BIKE (style) SHORTS: Uniform Bike (style) shorts, under-shorts may be worn UNDER uniform skirts and jumpers. These may only be purchased at Dennis Uniform.
- PANTS: [Grades Kindergarten – Eighth]  
Girls may wear plain navy blue cords or plain, dark navy blue dress slacks. (Jeans or denim pants are not permitted.)
- SHORTS: [Grades Kindergarten – Eighth]  
Dennis uniform navy blue shorts are allowed. **No other shorts are allowed, e.g. Dockers.** **Shorts or pants may not be worn to First Friday Masses.**
- SKORTS: [Grades Kindergarten – Eighth]  
Dennis uniform navy blue skorts are allowed. **No other skorts are allowed.**
- BLOUSE/SHIRT: [Grades Kindergarten – Eighth]  
Dennis uniform white blouses or gray or white polo shirts (long or short sleeved) with the St. Rose School logo are allowed.  
  
Long or short sleeved plain white uniform blouse or white knit polo shirt with NO LOGOS. Long sleeved all white turtleneck shirts may be worn. (Long-john shirts are not permitted.)

**Blouses and knit shirts are to be tucked in at all times.**

- TIGHTS/KNEE SOCKS: [Grades Kindergarten – Eighth]  
White, black, or navy blue tights, or knee socks are allowed to be worn by the girls. OR as an option for girls, white. Black, or navy blue tights, leggings w/socks or knee socks may be worn. (NO Long-john and panty hose are permitted).

**BOYS UNIFORM:** [Clothing must be size appropriate e.g. no baggy or sagging.]

The following applies to boys grades Kindergarten – Eighth Grade:

- PANTS: Navy blue small wale cords or non-faded dark navy blue dress slacks made of strong, long wearing material. NO JEANS, denim pants, or baggy fit pants. Belts are to be worn.
- SHORTS: Approved Dennis uniform navy blue shorts are allowed. **No other shorts are allowed, e.g. Dockers.** Shorts may be worn to First Friday Mass.
- SHIRTS: Dennis uniform gray or white polo shirts (long or short sleeved) with the St. Rose School logo are allowed. White polo shirts ONLY may be purchased elsewhere.  
  
White short or long sleeved dress or knit polo shirts with NO LOGOS. Long sleeved all white turtleneck shirts may be worn. (Long-john shirts are not permitted.) **Shirts are to be tucked in at all times.**

## **PHYSICAL EDUCATION UNIFORM:**

St. Rose School's physical education program is dedicated to the physical and moral development of each student. This class is scheduled on a regular basis in grades K - 8. The following is the appropriate attire:

**SHOES/SOCKS:** All students must wear athletic shoes (with shoe laces or Velcro straps) and white socks covering their entire ankle for Physical Education class. Socks should have at least a 1 - 1 1/2 inch or more ribbing edge.

**SHIRTS:** Students in grades 6 - 8 are required to wear a St. Rose School Dennis Uniform Physical Education gold t-shirt with the St. Rose cougar logo.

**SHORTS:** Grades 6 - 8 are required to wear regulation Dennis Uniform gym shorts, (navy blue mesh), with the St. Rose School cougar logo.

**OPTIONAL** for boys & girls:

During the cold weather, students may also wear The Dennis Uniform long sweatpants (with St. Rose logo) with their uniform gym shorts.

## **FREE DRESS DAYS:**

**Clothing must be size appropriate ( e.g. no sagging)**

1. Only clothing appropriate for school and in good taste will be allowed. Low necklines that are revealing or short tops that show midriff when a student reaches are not permitted.
2. Although the uniform is not worn, the uniform policies regarding jewelry, make-up, and nail polish, and shoes apply.
  - Athletic tennis shoes are required but may be worn in any color on free dress days. **Slip-ons (such as Vans, Airwalks, Keds sneakers or City Sneeks), sandals, plastic shoes, boots, open toed shoes or platform heels are not allowed. High-top athletic shoes are allowed on Free Dress days only.**
3. Socks or tights are required but may be any color. Leggings may be worn under skirts of the correct length, or under shorts or a skort. **LEGGINGS MAY NOT BE WORN ALONE** with short shirt.
4. Students are allowed to wear sleeveless shirts, as long as they do not: show midriff, are a tank-top, or have spaghetti straps (these may be worn underneath sleeved tops).
5. Shorts must be of an acceptable length and fit properly, (modest, not too short, very tight fitting, and not too long or baggy where they show undergarments).
6. Students may not wear any type of sweat pants.
7. Pants/shorts with words screened printed on the front or pant seat area may not worn.
8. Skirts and dresses worn by the girls must not be more than two (2) inches above the knee.
9. Skorts and shorts must not be more than four (4) inches above the knee.

The Principal will determine acceptability of appearance. The Principal reserves the right to call upon parents to bring corrected clothing to school or send any student home whose appearance is deemed inappropriate.

## **SPECIAL NOTES:**

1. The school uniform must be worn any time students are representing the school off campus, unless otherwise informed.
2. **ALL CLOTHING MUST BE MARKED FOR EASY IDENTIFICATION;** The school will not be responsible for any lost clothing.

## **UNIFORM SUPPLIERS:**

1. DENNIS UNIFORM is the approved supplier of the school uniforms. It is located at: 10266 Rockingham Drive, Suite 150, Sacramento, CA, 95827 phone number (916) 361.6710. Their website is [www.dennisuniform.com](http://www.dennisuniform.com) and our school code = USERSRS
2. Used uniforms are available for purchase through the St. Rose Parent Club.
3. St. Rose School has Dennis Uniform Scrip for your purchases of new uniforms bought at the store.

**LOST AND FOUND:**

Lost uniforms, lunch boxes, and other items are located on a cart in the main courtyard near the water fountain. Parents can help us return missing items by:

1. Marking articles of clothing clearly with the child's name and grade.
2. Labeling name and grade on lunch pails.
3. Writing name and grade daily on lunch bags.

The school is not responsible for lost items, nor can it be held responsible for unmarked personal belongings. Items that are not labeled will be stored for a period of time and then donated to the Parent Club used uniform supply, for later sale. Water bottles and lunch containers are thrown in the trash if not claimed within the week.

## SPORTS

Students in grades 5 - 8 are given the opportunity to participate in the Parochial Athletic League, an after school sports program. An athletic fee of \$55.00 is charged per player per sport. This fee covers the cost of tournament fees, equipment, uniforms, and referees. During basketball season the fee is \$85.00 per player and will include a team sweat shirt. The fee for participating in golf is minimum \$125.00 per student golfer. If this is a hardship for any player, sponsorships are available. Please see the school principal regarding this matter. P.A.L. flag football, cross country, volleyball, basketball, golf, and track teams are available to interested students.

The boys may participate in the following sports:

- Flag Football .... Fall
- Cross Country... Fall
- Basketball ..... Winter
- Golf..... Spring
- Volleyball ..... Spring
- Track ..... Spring

The girls may participate in the following sports:

- Volleyball ..... Fall
- Cross Country... Fall
- Basketball ..... Winter
- Flag Football.... Spring
- Golf..... Spring
- Track ..... Spring

Students are expected to work to their ability level and cooperate with their coaches.

### **SPORTS GUIDELINES: (boys and girls)**

Students who are enrolled in the 5<sup>th</sup> – 8<sup>th</sup> grade and are planning to participate in school sports are required to have a sports physical form completed annually by their physician. This form must be on file in the school office prior to the student participating in any Parochial Athletic League game or practice. The eligibility period for all sports begins on the date of the first practice.

Participants must be scholastically eligible to participate. A minimum grade of C- is required in each subject with a minimum of C (not C-) required in Conduct. Class work and homework must be kept current.

- If at any time a student receives a D or F on his/her progress report and/or report card he/she will be placed on a two week ineligibility period at which time he/she will be given an opportunity to raise the grade to a C or better.
- At the end of the two-week period ineligibility will be reviewed. If the grade(s) have not been raised to at least a C the student will be placed on another two-week ineligibility period.
- If a student is academically ineligible for three consecutive periods they will be removed from the team for the remainder of the season.
- Ineligibility is not applicable to those students participating in non-school sponsored team sports. The principal, in consultation with the teacher(s), may exempt a student from this policy if it is in the best interest of the student to continue participating in the team sport.
- During ineligibility period a student may not participate in practices or games.
- A student suspended from school is not qualified to participate in that week's game.
- A participant may be dismissed from practice for disciplinary reasons and will not qualify to play in that week's game(s).

### **REASONS FOR SUSPENSION FROM TEAMS**

lack of cooperation / lack of respect / misconduct / poor academic standing

## **SPORTSMANSHIP**

- Poor sportsmanship will not be tolerated and will result in the student sitting out the duration of the contest or event.
- Fan participation must give an example of good sportsmanship.
- The Parochial Athletic League (P.A.L.) Guidelines and Policies read as follows:
  - Hospitality and respect for home team school property.
  - If there is a conflict between coaches, officials, team members, fans etc., the athletic director and principal will be notified to discuss a mutually accepted solution.

Learning the basics of good sportsmanship as well as acquiring skills is the primary goal for this age level participant.

### **PARTICIPATION ON A SCHOOL TEAM IS A PRIVILEGE!**

## **PARTICIPATION POLICY**

School-sponsored teams of Parochial Athletic League (P.A.L.) are to be exclusively comprised of students from the grade for the designated team. If there is an insufficient number of students who choose to participate in a particular sport, students from the prior grade may be eligible and asked to “play up” on a team. The Athletic Director will be responsible for deciding what constitutes an insufficient number of participants. The coaches and Athletic Director will collectively make the decision as to which students may play on the team.

Coaches are required to play every team member in every contest. The amount of playing time is up to the coach to determine. It is also understood that players have various levels of skill and therefore it may be extremely difficult to play every player for an equal amount during a game. It is the responsibility of the coach(es) to use conscientious management of players in game situations. This rule is in effect during league, tournaments and playoffs. Coaches are not required to play students in games if they have violated a school or team athletic policy/rule. Those students not eligible may not suit up for that contest. If a violation of this policy occurs, a forfeit will occur.

### **Sports teams will be formed as follows:**

**Flag Football:** St. Rose participates in the Parochial Athletic League (PAL). All eligible 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade boys can participate in this sport during the fall season. We have one team.

**Basketball:** Eligible students at all grade levels will be provided an opportunity to participate on a basketball team during the winter season. Teams will be provided for both boys and girls. The number of teams per grade and team sizes will be determined on the advice of the principal and the Athletic Director.

Eligible 1<sup>st</sup> through 4<sup>th</sup> grade students participate in the “Little Dribbler” program. Each grade will have its own boys’ and girls’ teams. No score is kept and all team members play an equal amount of time per game.

Eligible 5<sup>th</sup> through 8<sup>th</sup> grade students participate in the Parochial Athletic League (PAL). Score is kept at this level.

The Junior Varsity (JV Competitive) team will consist of 6<sup>th</sup> grade students. The Junior Varsity Recreation (JV Rec) team will consist of 5<sup>th</sup> grade students. **All team members will play at each game.** Attendance at practice and a positive attitude are necessary.

A Varsity and Varsity Recreation team may be provided for all eligible 7<sup>th</sup> and 8<sup>th</sup> grade students. Eligible 7<sup>th</sup> and 8<sup>th</sup> grade students will try out for the Varsity team. Tryouts and team selections will be conducted by the Varsity team coaches, the Director of Basketball, and on advice from the Athletic Director. Any 7<sup>th</sup> and 8<sup>th</sup> graders not playing on the Varsity team may play on St. Rose’s Varsity Recreation team, (when there is enough participants for two teams). **All team members on the Varsity Recreation team will play at each game.** Attendance at practice and a positive attitude are necessary.

- Volleyball:** Eligible 5th—8th grade students participate... Girls' Volleyball is played in the fall / Boys' Volleyball is played in the spring. St. Rose School participates in PAL and follows their rules and regulations for this sport. Score is kept at this level. The number of teams per grade and team sizes will be determined on the advice of the Principal and the Athletic Director.
- The Junior Varsity (JV) team will consist of 6<sup>th</sup> grade students. The Junior Varsity Recreation (JV Rec) team will consist of 5<sup>th</sup> grade students. **All team members will play at each game.** Attendance at practice and a positive attitude are necessary.
- A Varsity and Varsity Recreation team will be provided for all eligible 7<sup>th</sup> and 8<sup>th</sup> grade students (when there are enough participants for two teams). Eligible 7<sup>th</sup> and 8<sup>th</sup> grade students may try out for the Varsity team. Tryouts and team selections will be conducted by the Varsity team coaches, the Director of Volleyball, and on advice from the Athletic Director. Any 7<sup>th</sup> and 8<sup>th</sup> graders not playing on the Varsity team can play on St. Rose's Varsity Recreation team. **All team members on the Varsity Recreation team will play at each game.** Attendance at practice and a positive attitude are necessary.
- Track:** Eligible 5th—8th grade students will be provided an opportunity to participate on the St. Rose School Track Team during the spring season. We have one team. The team is for both boys and girls.
- Golf:** Eligible 5th—8th grade students will be provided an opportunity to participate on the St. Rose School Golf Team during the spring season. We have one team. The team is for both boys and girls. The team size will be determined on the advice of the Principal and Athletic Director.
- Cross Country and Track & Field:** Eligible 4th—8th grade boys and girls will be provided an opportunity to participate on the St. Rose School Cross Country Team during the fall season Track and Field events in the spring season. Cross Country is a P.A.L. sport. We have one team for each season. The teams are coed, for both boys and girls.
- Permission forms will be sent home with interested students prior to the season practices and must be completed and returned with a non-PAL fee of \$50.00 per student.  
**While 4th grader students may participate in Cross Country practices (great learning and formation), they will not participate in the PAL events.**

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**Non-PAL Sports include:**

Boys and girls in grade 1-4 can participate in Little Dribbler's basketball, during the winter season. There is a girls and boys' team per respective grade level. Permission forms will be sent home with interested students prior to the season practices and will need to be completed and returned with a **non-PAL fee of \$50.00 per student.** Each participant will receive a basketball t-shirt to keep.



## SCHOOL ACTIVITIES

### **STUDENT SERVICE PROGRAM (For Grades TK – 8)**

St. Rose School Students serve others in the community during the school year. The motto is; "I Can Make A Difference, I Will Make A Difference. Working Together With My Fellow Classmates, We Will All Make A Difference!"

Some Examples of Service Are:

- Gather canned foods for St. Vincent de Paul Food Locker
- Raise money to provide turkeys/hams, for holiday food baskets
- Adopt families - providing gifts at Christmas time
- Visit convalescent homes
- Contribute to the Sacramento Life Center or the Lazarus Project, and the Catholic Relief Services (CRS) during the Lenten season
- Donate food items and decorate lunch bags for the WWJD program
- Student prayer group

### **COMMUNITY SERVICE (For Eighth Grade As Approved By CSAC)**

Eighth grade students are required to perform twenty-five hours of community service prior to graduation. Community service is to be assistance to the school, parish, charitable organizations or family that is above and beyond normal or required obligations.

### **FIRST FRIDAY MASSES**

Students will attend Mass at 9:00 am on the First Friday of each month. YOU ARE CORDIALLY INVITED AND ENCOURAGED TO COME CELEBRATE THE LITURGY WITH THE CHILDREN. Students are asked to bring canned food(s) for the Offertory of the Mass. These cans will be donated to the St. Vincent de Paul Food Locker.

### **GRADUATION (Eighth Grade)**

Graduation exercises are to be simple, brief, and dignified.

Graduation Day Activities may include Celebration of the Eucharist followed by the graduation ceremony. Everyone is invited to attend. A dinner and awards ceremony is planned for the parents and graduates of the Class of 2018. Graduation activities are at the discretion of the administration and the eighth grade teacher. Social activities connected with graduation shall be simple, inexpensive, and appropriate for eighth grade. They are not to be disruptive of school routine. The graduation fee is \$55.00 and the fee is due by January 9, 2018.

Parties for graduates following graduation are the sole responsibility of the parents.

### **CALIFORNIA JUNIOR SCHOLASTIC FEDERATION (CJSF)**

CJSF is an Honors organization that is open to qualified students from grades 7 and 8 who meet the academic requirements. The purpose of California Junior Scholarship Federation is to foster high standards of scholarship, service, and citizenship. Students in grades 7 and 8 are eligible each trimester, though membership is not mandatory.

### **ACADEMIC DECATHLON**

The Academic Decathlon is a competition for students in grades 7-8. St. Rose School forms a team of participating students who compete in ten events. Two are collaborative team efforts and the remaining eight events test individual knowledge of the Roman Catholic doctrine, English, literature, science, mathematics, current events, social studies, and fine arts (art and music). There is a \$55.00 participation fee for Academic Decathlon due February 3, 2018.

### **STUDENT FUND RAISING**

Fund raising to finance social activities or other charitable organizations will be on a limited basis. Activities must have the approval of the Principal. Use of the money is at the discretion of the Principal. All moneys collected or raised must be deposited in the school bank account.

**EXTRA CURRICULAR MUSIC PROGRAMS:** Permission forms will be sent home with interested students prior to the beginning of Band, Hand Bell, and/or Chorus instruction. Participation forms and fees are to be completed and returned with a \$30.00 per child / per program participation fee.

**HANDBELL CHOIR & HAND CHIME CHOIR:** St. Rose School Bell Choir, under the direction of a qualified teacher, offers both beginning and advanced classes to fourth through eighth grade students. Classes meet once a week at St. Rose. Both Bell Choirs perform at school concerts. Advanced Bell Choir participates in Mass and performs occasionally off campus on field trips to places like St. Rose Senior group and convalescent homes. The fee for participating in Hand Bell and/or Hand Chime Choir is \$30.00 per student.

**CHORUS GROUPS:** The Saint Rose School Chorus, under the direction of a qualified instructor, is open to students in grades 2 - 8. **Junior Chorus** (grades 2—4) and **Senior Chorus** (grades 5—8) meet once a week at St. Rose School. Both chorus groups perform at school concerts and the Diocesan Choral Festival, and participate in Mass.

### **LUNCH PROGRAM**

A ticket-less lunch program, Rutabaga Café, is offered through a catering service named Schoolhouse Catering. Each student is given a lunch menu (monthly calendar) prior to the start of the month. Giving parents an opportunity to purchase lunches for their children each month. Order forms (one menu per child) and prepayment is required for the lunches the student(s) plans to eat.

**There are choices on the quantities and types of entrees that are offered... one entrée=\$4.50 / two entrees=\$5.50 /Chicken Caesar Salad or Box Lunch=\$5.50 /gluten free pasta=\$5.50 same day (cash) lunch purchase = \$6.00 / emergency (no cash) lunch pricing = \$6.50**

In addition to the entrée, students are able to help themselves at the seasonal fresh fruit and veggie bar for additional items. For a full array of food offerings/pricing, see the order site. Payment for lunches goes directly to **Schoolhouse Catering**. Completed order forms and payments are made through the online service accessed at [www.strose.org](http://www.strose.org) in Quick Links under Hot Lunch. Schoolhouse Catering keeps all the records for purchased lunches. Questions regarding a student's order call should be referred to Schoolhouse Catering - [Please call 747-1358 ~ Jill Ails]. Schoolhouse Catering invites you to visit their website at [www.schoolhousecatering.info](http://www.schoolhousecatering.info) to sign-up for a month of lunches, view the current lunch menus, and dietary guidelines they follow to provide students with nutritious and fresh meals.

### **MILK PROGRAM**

Milk is available for purchase @ \$66.00 for the school year. If a child chooses to have milk after the first trimester, the price of the milk will be pro-rated accordingly.

### **LIBRARY PROGRAM**

Students are permitted to borrow books from the St. Rose School library during library hours. Borrowed books are due back to the school library on the due date stamped on the inside cover of the book. Lost or damaged library books are the responsibility of the borrower. A minimum \$10.00 fine will be charged for lost or damaged books. The student who signed out the book is responsible for an overdue or lost book. Writing in library books is not permitted. Reference materials are for the use of the students while they are in the library and may not be checked out.

### **PERMISSION TO LEAVE SCHOOL**

Parental permission is needed before a student may leave the schoolyard. Students who go home for lunch must have their parent sign a permission slip to leave the school grounds. Students who walk or ride a bike home after school **must** have a signed slip on file in the office. PARENTS ASSUME ALL RESPONSIBILITY FROM THE TIME THE CHILD LEAVES THE SCHOOL.

- Any child who leaves the school during school hours **MUST** be signed out (a notice must be sent to the teacher at the START OF THE DAY)
- A child must be signed in/out at the school office.
- A student will **NOT** be released from class early without prior written notice from the parent/guardian. The notice will include the name of the person who will be picking the student up for early dismissal. Parents, please be certain that Emergency Cards for are up-to-date especially for purposes of releasing children to persons other than parents/guardians.

## **FIELD TRIPS**

Teachers may arrange field trips of interesting and educational nature for their students. The administrator must approve such field trips in advance of the actual trip. The children must have a signed permission slip for each trip, which is distributed by the students' teacher. No other signed form can be substituted and no phone call authorization will be accepted.

Those transporting children must have completed the driver's insurance coverage form and follow the volunteer guidelines as listed in this handbook. The minimum age for driver is twenty-one (21). **Those driving may not bring siblings on the trip.**

As students are representing Saint Rose School, they are required to wear the school uniform on all trips away from school unless the Principal, in conference with the teacher, deems other non-uniform attire necessary.

All parents/guardians who drive children for school-sponsored activities must be covered with auto liability insurance. Current volunteer driver information forms must be completed and left in the school office. The privately owned vehicle policy must provide liability coverage on the automobile driven in the amounts no less than \$100,000.00 individual / \$300,000.00 cumulative each loss or occurrence bodily injury, \$50,000.00 property damage, \$5,000.00 per person medical, and \$100,000.00 uninsured motorist insurance. Parents are reminded that the number of persons in a car should not exceed the number for which the car was constructed and all children must wear a seat belt. The school must have a copy of each driver's valid license and current proof of automobile insurance. **Field trip drivers must strictly adhere to the itinerary of the planned trip.** If the driver deviates from the itinerary, they become ineligible under the liability insurance of the school.

## **JUNIOR HIGH OVERNIGHT FIELD TRIPS**

Each year the 6th, 7th, and 8th grade students and their teachers along with parent chaperone volunteers take overnight field trips for purposes related to grade-level curriculum. The cost of the trips ranges from \$400.00 - \$425.00 per child. It is the responsibility of the student and his/her family to cover the cost.

## **ROOM PARENTS**

Each Class has three (3) room parents assigned to help the teachers with the planning of classroom parties, field trips, and other items per teacher request. Room parents are guided by both the classroom teacher(s) and Room Parent Coordinator. For classroom and school-related communication, parents are reminded that when a room parent sends an email to other parents in their respective class, the address is to be placed only in the "BCC" line of an email. Please be mindful of "replying to all" only when absolutely necessary. Be sure to "Cc" the Principal, Ms. Smoley and/or your respective teacher(s) on your communications with the parents.

## **CLASSROOM PARTIES**

The students are allowed parties on the following occasions:

- 1) Halloween, 2) Christmas, 3) Valentines Day 4) Teacher's Birthday

Teachers have their own policies regarding student birthdays. If a parent/guardian would like to provide birthday treats for their child's class, they must first plan this with the teacher.

## **HOME PARTIES**

Invitations to birthday parties, etc. MAY NOT be passed out on school property, unless ALL members of the class are invited.

## **SCHOOL PICTURES**

Individual and group pictures are taken of the students each year. The parents may purchase these if they wish. Students' school portraits may be purchased online and via the Picture Day order forms provided to all students prior to picture day. Please check the school calendar for the date. All payments including checks are to be made to the photographer and not to the school.

## **BOX TOPS FOR EDUCATION PROGRAMS**

St. Rose School participates in General Mills Cereal Box Tops for Education Program. This is an excellent opportunity for us to obtain much needed school equipment - FREE - in exchange for labels and other proofs of purchase. Families may also help St. Rose school students by registering online > [www.boxtops4education.com](http://www.boxtops4education.com)

## **SCRIP PROGRAM**

Parent Club Scrip program is an ongoing fundraiser for St. Rose School. It is a fundraiser that does not cost any extra money. It all started with CARD SCRIP—gift cards or gift certificates purchased by St. Rose School Parent Club from the business vendors at a discounted rate. Families buy the Scrip at face value to use for purchases or gifts. The school gets the difference (anywhere from 1% to 13%). As a part of the Parent Club “parent commitment” each family is required to purchase a minimum of \$3,000.00 of Scrip during the 2017-2018 school year (ending April 30, 2018). School families may elect to forego the purchase of Scrip and pay a Scrip fee of \$500.00 which is donated to the Parent Club Scrip program. In school year 2017-18, a new purchasing incentive program is being developed by the SCRIP committee for families who have completed the required minimum \$3,000.00 retail scrip purchase and continue to purchase well beyond the limit.

**There are three ways to earn Scrip donations for St. Rose School:**

ShopwithScrip.com / Card Scrip / MyScripWallet app / e-scrip: Benefit Mobile app

**ShopwithScrip.com: Card Scrip, Reload & ReloadNow, scripnow, MyScripWallet:** Card Scrip—gift cards or gift certificates purchased by St. Rose School Parent Club from the business vendors at a discounted rate. Families buy A list of Card Scrip participating merchants is available in the office and on the school website. Card Scrip is offered for sale in the school office, after school during the “loop” time, through an order form, or outside St. Rose Church following the 9:00 a.m. and 10:30 a.m. Masses and online at [www.shopwithscrip.com](http://www.shopwithscrip.com). Some Scrip cards can be **reloaded through [www.shopwithscrip.com](http://www.shopwithscrip.com)**.

**E-Scrip: Benefit Mobile:** Sign up at eScrip at [www.escrip.com](http://www.escrip.com) (our St. Rose School group number is 139839273) or Benefit Mobile ([www.benefit-mobile.com](http://www.benefit-mobile.com)) and designate St. Rose School, Roseville, CA. Through e-scrip families can register their Safeway Club, credit, debit and ATM cards online. Participating merchants (e-Scrip vendors) will make contributions through e-Scrip to St. Rose School Parent Club based on our families’ usage. Benefit Mobile, after it is registered and contains your bank or credit card information, allows you use the Benefit-Mobile app on your cell phone to make purchases at numerous stores.

In all cases—**Card Scrip, shopwithscrip, e-scrip, and Benefit Mobile**, records will be sent to St. Rose School Parent Club and tracked by one of the Scrip Coordinators. Reports will be calculated on a regular basis and a copy of the school families’ Scrip purchases will be distributed so that parents can view their progress in reaching their \$3,000.00 goal and beyond. Scrip Progress reports will be included in the Parent Club Newsletter or the monthly Messenger and distributed as available.

**The tallying of Scrip purchases for the school year begins May 1, 2017 and ends April 30, 2018.**

2017-18 Scrip Coordinators/Chairs: Cheryl Seymour & Michelle Gill [stroseschoolscrip@gmail.com](mailto:stroseschoolscrip@gmail.com)

# PARENT GUILD SERVICE POINTS PROGRAM

## **Purpose of this program is**

- ⇒ To provide an opportunity for school parents to be actively involved in their child's education
- ⇒ To offset the deficit between tuition collected and the actual cost of operating the school
- ⇒ To give parents flexibility in choosing their service

## **Parent Commitment / Obligation:**

The Parent Guild Commitment & Agreement outlines the three areas (**Volunteer Service / Scrip / Donation**) of parent participation and commitment to the St. Rose School Parent Guild. It is the responsibility of the parent/guardian to complete all the service activities they have agreed to perform during the 2017/2018 school year. Parent commitment/obligations must be completed no later than May 15.

## **1.) SERVICE POINT COMMITMENT**

A **minimum of 40 service points** are required to fulfill the Parent Guild Service Commitment. Families who choose not to perform the required number of service points may, as an alternative, pay an additional \$1500.00 due at registration. **A description of the 2019-20 Parent Guild Volunteer Service Point Positions** and the volunteer selections are posted on the school website link.

- ♦ **Volunteers accept the Service Point Positions and will complete the minimum 40 point commitment by May 15, 2020.**
- ♦ **Volunteers are responsible to contact the Chair/Co-Chair or Coordinator to know and understand their duties/responsibilities, as well as to be informed of meetings and commitments. Information is also posted on the school website, calendars, Newslines, and Monthly Messenger for important dates and obligations.**
- ♦ **Volunteers understand it is their responsibility to have the Chair/Co-Chair or Coordinator sign off on their fulfillment of the position and will use the Parent Guild Service Points form at the event to sign in / out.**
- ♦ **Volunteers understand that the parent/guardian fulfills their service position(s).**
- ♦ **Volunteers understand it is their responsibility to contact Chair/Co-Chair, Coordinator and Service Point Coordinator if they are unable to fulfill the Parent Guild Service position due to injury, illness or emergency and it is my responsibility to discuss OPEN positions (listed on the school website) to fulfill their service position(s) commitment(s).**
- ♦ **Volunteers understand points may not be prorated nor partially paid per Diocesan policy.**
- ♦ **Volunteers may elect to accept the option to pay the \$1,500.00 donation/fee for our service point commitment.**

## **2.) SCRIP**

Each family must purchase a minimum of \$4,000.00 in SCRIP during the 2019-2020 school year. SCRIP purchases are tabulated May 1, 2019 through April 30, 2020. After families have completed the required minimum of \$4,000.00, any additional SCRIP purchases will be rebated at a rate of 0.5% toward the next school year's registration payment (Gr. TK-7) or the graduation dinner costs (Gr. 8). **A family may elect to forgo the purchase of SCRIP and pay the SCRIP fee of \$500.00 which is donated to the Parent Guild SCRIP program.**

## **3.) PARENT GUILD FEE**

Each family must pay the \$105.00 Parent Guild non-refundable Donation/Fee which is used to offset the Parent Guild sponsored fundraising events and school activities. The \$105.00 donation is due on or before registration. If a family chooses not to make the \$105.00 donation at this time they will be billed a \$125.00 fee due by September 2019.

*Thank you in advance for your commitment to SERVE your children and the families of St. Rose School.*

## EMERGENCY AND EVACUATION INFORMATION

### **FIRE/EARTHQUAKE DRILLS**

The signal for the fire drill will be the continuous sound of a loud bell. Students are to walk silently to the outside areas in single file and remain in the ranks at all times. At the whistle signals, all will return to the building by the same routes in **silence**. All persons are to leave the building during a fire drill. Fire drills take place once a month. An earthquake drill will take place after each fire drill, when the students return to class.

### **LOCKDOWN PROTOCOL FOR PARENTS, LEGAL GUARDIANS, AND EMERGENCY CONTACTS**

#### **LOCKDOWN:**

1. LOCKDOWN indicates there is imminent danger on or nearby the school campus.
  - a. Authorities will inform school of LOCKDOWN.
  - b. **NO ONE IN OR OUT** for the duration of the LOCKDOWN. All students, personnel, or volunteers are to remain inside the school building following all internal LOCKDOWN procedures.
2. Parents will be notified of a school LOCKDOWN through the St. Rose School Urgent Alert through SchoolSpeak...  
URGENT ALERT WILL READ:  
*"St. Rose School is in LOCKDOWN. DO NOT come to or contact the school. Follow LOCKDOWN procedures."* (Updated notifications will be made as regularly as possible.)
3. When notified that St. Rose School is in LOCKDOWN, **DO NOT COME TO THE SCHOOL**.
4. The school administration will be in direct contact with law enforcement through official channels. The school will give notice through St. Rose School Urgent Alert regarding updates of further action to be taken by parents.
3. Lines must remain open and computers may be off or inaccessible. DO NOT CALL THE SCHOOL. No communication will be allowed except through official channels. Do not communicate directly into or out of classrooms via email, text, phone, or cell phone through the classrooms, Extension, or the school office.
3. Provisions for basic needs (food, water, toileting) will be available on a limited basis in each classroom.

### **DO NOT COME TO ST. ROSE SCHOOL**

#### **OUT OF LOCKDOWN:**

1. Parents will be notified when school comes out of LOCKDOWN through St. Rose School Urgent Alert via SchoolSpeak.
2. Parents will be informed as to what action to take next.
3. DO NOT CALL THE SCHOOL; Do not communicate with the school outside of official channels (via computer, text, phone) through the classrooms, Extension, or the school office.
4. School personnel will be assigned to assist parents/students in connection for dismissal (pick-up); where possible, Roseville Community Service Officer (s) will be assigned to St. Rose School to assist school staff and families.
5. IMPORTANT NOTICE: Students will ONLY be released to their own parents/guardians or assigned emergency contacts on student's Emergency Card. Parents/Guardians, keep your child(ren)'s Emergency Cards (Contacts) up-to-date all through the school year.

## **EMERGENCY AND EVACUATION INFORMATION**

### **LOCKDOWN PROTOCOL FOR PARENTS, LEGAL GUARDIANS, AND EMERGENCY CONTACTS**

#### **PARENTS RESPONSIBILITIES:**

- ◆ Update contact information with SchoolSpeak to receive the Urgent Alerts. See/call Mrs. Weinreich for assistance. - Besides parents/legal guardians, provide one additional “in-area: emergency contact.
- ◆ Update your phones/personal devices to receive St. Rose School Urgent Alerts via SchoolSpeak call, text & email.
- ◆ Read all procedures: Lockdown, Shelter-in-Place, Evacuation. Post at home or keep in an accessible place for future reference. Follow procedures; no exceptions.

#### **SCHOOL / CLASSROOMS:**

- ◆ Provisions (in-Classroom):  
Two peanut/nut-free snacks (MUST be PEANUT/NUT FREE) and one 16.9 fl. oz. water provided in All classrooms, Extension, library, science room.

Toilet necessities: Luggable Loo portable toilet with liners, toilet paper, privacy screen. Under certain circumstances, students in Gr. 1-8 & Office will have access to the girls’ restroom by way of the inner courtyard.

Parent/Guardian contact information Emergency Binders Locations:

All classrooms, (class info students)

Main Office (all student info)

Cirby Elementary School (all student info) Primary Evacuation Site

Chamber of Commerce (all student info) Secondary Evacuation Site.

#### **EXTENDED DAY CARE (EXTENSION) & D-ROOM IN-USE (TK, Chorus, Bell Choir, other D-Rooms):**

- ◆ Provisions (In-Extension): same as classrooms, restrooms facilities may be accessible.
  - Close all blinds.
  - Doors lock at 6:45 - 7:15 a.m. and 4:30 - 6:00 p.m.
  - Use front & back door peep holes to identify persons outside.
  - Access through Extension Entry Gate or Entry through main office.
  - Direct Parish Office communication
- ◆ May seek Lockdown or Shelter in Kindergarten classroom.
  - Restroom facilities—available and accessible

## EMERGENCY AND EVACUATION INFORMATION

### LOCKDOWN PROTOCOL FOR PARENTS, LEGAL GUARDIANS, AND EMERGENCY CONTACTS

#### SHELTER-IN-PLACE:

**SHELTER-IN-PLACE** means students are to remain in place until redirected by law enforcement;

#### NO ONE IN OR OUT

1. Authorities will inform school of SHELTER-IN-PLACE with two systems: Roseville PD direct call; WARN System - Roseville Fire Department.
2. **Parents will be notified of that the school is in SHELTER-IN-PLACE through St. Rose School Urgent Alert.**  
**URGENT ALERT WILL READ:**  
*"ST. ROSE SCHOOL IS IN SHELTER-IN-PLACE. DO NOT come to or contact the school. follow SHELTER-IN-PLACE procedures."*
3. SHELTER-IN-PLACE: When notified that St. Rose School is in Shelter-in-place,  
**DO NOT COME TO THE SCHOOL**. Notice will be given by the school regarding updates or further action to be taken by parents/guardians.  
action to be taken by parents/guardians.
4. All students, personnel, and volunteers are to remain inside the school building,  
**NO ONE IN OR OUT**, following all internal SHELTER-IN-PLACE procedures, for the duration of the SHELTER-IN-PLACE.
5. Assistance to students and staff will be provided by designated school personnel and /or available RPD Community Service Officer to dismiss students to parents/guardians only.
6. NO COMMUNICATION will be allowed into or out of the classrooms via email, text, phone, cell phone. Lines must remain open and computers may be off or inaccessible.
7. Basic needs: food, water, toileting needs will be available on a limited basis in each classroom/ school student-use location.

#### **DO NOT COME TO ST. ROSE SCHOOL**

#### OUT OF SHELTER-IN-PLACE:

1. **Parents will be notified** when school comes out of SHELTER-IN-PLACE through St. Rose School Urgent Alert.
2. Parents will be informed as to what action to take next.
3. DO NOT CALL THE SCHOOL; DO NOT try to communicate with the school outside of official channels (via computer, text, phone) through the classrooms, Extension, or the school office.
4. School personnel will be assigned to assist parents/students in connection for dismissal (pick-up); where possible, Roseville Community Service Officer (s) will be assigned to St. Rose School to assist school staff and families.
5. Parents/Guardians will be directed to the correct exit door / route.  
**- OR -**
6. Students and school personnel will be ordered to **EVACUATE** the school.
7. **IMPORTANT NOTICE: Students will ONLY be released to their own parents/guardians or assigned emergency contacts on students' Emergency Card.**



## EMERGENCY AND EVACUATION INFORMATION

### LOCKDOWN PROTOCOL FOR PARENTS, LEGAL GUARDIANS, AND EMERGENCY CONTACTS

#### EVACUATION PROCEDURES:

**EVACUATION** means students/school personnel have been ordered to leave the school, proceeding along a designated route to a safe location.

1. Students and school personnel will be ordered to EVACUATE the school by law enforcement.
2. **Parents will be notified of EVACUATION through St. Rose School Urgent Alert System.**
3. **URGENT ALERT WILL READ:**  
***“ST. ROSE SCHOOL IS EVACUATING. DO NOT come to or contact St. Rose school. Follow all EVACUATION procedures.”***
4. **Parents will be notified through St. Rose School Urgent Alert via SchoolSpeak, as to WHEN and WHERE to pick up your child(ren).**
5. **DO NOT CALL THE SCHOOL.** No communication will be allowed or provided except through official channels.
  - a. Do not try to communicate directly into or out of classrooms or with school personnel via email, text, phone, or cell phone.
  - b. Students WILL NOT BE RELEASED from the class or group WHEN ENROUTE TO THE EVACUATION LOCATION.
6. School personnel will be assigned to assist parents/students in connecting for dismissal (pick-up). When possible, Roseville Community Service Officers (s) will be assigned to St. Rose School to assist school staff and families.
7. **IMPORTANT NOTICE: Students will ONLY be released to their own parents/guardians or assigned emergency contacts on student’s Emergency Card.**

**DO NOT COME TO ST. ROSE SCHOOL**

## EMERGENCY AND EVACUATION INFORMATION

### **EMERGENCY SCHOOL CLOSURE:**

In case of an emergency, which would warrant the closing of Saint Rose School, an alert will be sent to you through the **St. Rose Urgent Alert System** through SchoolSpeak and the following stations will carry our information:

TV:	Channel 18	~ Roseville Comcast Channel
	Channel 3	~ K C R A
	Channel 10	~ K X T V
	Channel 13	~ K O V R
RADIO:	1320 AM	~ K C T C
	1530 AM	~ K F B K
	105.1 FM	~ K N C I

These announcements will usually read: "Saint Rose Elementary School will NOT be in session today, \_\_\_\_\_. Stay tuned to this station for additional information regarding tomorrow, \_\_\_\_\_".

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### **EMERGENCY / EVACUATION PROCEDURE:**

In collaboration with the Roseville Police Department, the Catholic School Advisory Commission has developed new evacuation/lockdown procedures. St. Rose School has a written policy on Emergency / Evacuation procedures that will be reviewed and practiced annually by the administration, faculty/staff, and CSAC. Administration, faculty/staff, and students will practice these procedures regularly.

It is imperative that the school office has record of the students' parents most current phone numbers, (work, home, and mobile numbers) and students' Emergency Cards are to be kept up-to-date. In the event we need to evacuate the students from the school grounds parents will be notified by phone, email, text through the St. Rose School Urgent Alert system with SchoolSpeak. In order to recognize one of these alerts on your cell phone or caller I.D., parents/guardians enrolled on SchoolSpeak system should enter St. Rose School Urgent Alert for the following phone number \_\_\_\_\_.

Emergency email will read: \_\_\_\_\_ and on the subject line it will read "Urgent Alert".

**ST. ROSE SCHOOL PARENT / STUDENT HANDBOOK SIGNATURE REQUIRED**

PLEASE PRINT THIS PAGE WHEN YOUR FAMILY HAS READ THE PARENT/STUDENT HANDBOOK IN ITS ENTIRITY AND RETURN THIS PAGE COMPLETED TO St. ROSE SCHOOL NO LATER THAN **MONDAY, SEPTEMBER 10, 2019.**

We wish to welcome you and your child/children to a Catholic educational program here at St. Rose School. Your support is essential in this important Christian educational program.

**I have read and agree to support the philosophy, regulations and policies as listed in the 2019 – 2020 St. Rose School Parent/ Student Handbook.**

**Please Print Family Last Name:** \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
**Student(s) Signature(s)** **Grade(s)**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date Received**

