

SAINT ROSE SCHOOL  
PARENT/STUDENT HAND BOOK  
2011-2012 SCHOOL YEAR



Assisting each student to reach his or her full potential  
spiritually, academically, socially, emotionally and physically

4300 Old Redwood Highway  
Santa Rosa, CA 95403

School Office: (707) 545-0379

Fax: (707) 545-7150

Absence/Homework Line:

(707) 284-1551

To report child's absence and request homework by 9:00 a.m.

Business Manager: (707) 545-3203

Counselor: (707) 545-3445

Extended Care: (707) 545-0281

Web Site:

[www.strosecatholicsschool.org](http://www.strosecatholicsschool.org)

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## PREFACE

Dear Parents,

Welcome to St. Rose School. As parents, I know you share my desire to provide the best possible Catholic education for your children. This handbook is meant to serve as a guide to our general policies and programs. Please contact me if you have any questions or concerns.

St. Rose Parish School first opened its doors on September 14, 1931. Today, approximately 350 students from St. Rose Parish, as well as other neighboring parishes, are enrolled in Kindergarten through 8<sup>th</sup> grades.

At St. Rose, we believe that parents are the primary educators of their children and we are proud that you have chosen us to help you with this important job. You witness your belief in the value of Catholic schools by your continued support and maintenance of the Catholic school tradition. With this in mind, I offer the following prayer, reprinted from the NCEA's handbook, "Parent as Witness."

Kathy Ryan, Principal



### *Parent's Creed*

*I believe in one God, the Father Almighty, Maker of heaven and earth. And Jesus, His only Son, begotten from all eternity, Who, through the power of the Spirit was born of a virgin and came to be with us, a Jesus who loved and cherished children.*

*I believe that this same Lord Jesus is present among us, proclaiming the Good News to his children and to us: That He has died, He is risen, and He is with us always..*

*I believe and accept the responsibility of proclaiming that same good news -- especially to my children. I acknowledge and proclaim that I as parent am the first and primary educator of my children -- but not the only one.*

*I believe that Jesus has entrusted these children to me, to love them, to nurture and sustain them, for the building of His kingdom. Because I believe so firmly in His word, I share that same word with those dedicated Christians who have made a commitment to the building of His kingdom, that is, Catholic educators.*

*I believe in the Catholic School. I believe that it is a sign of hope, that it gives witness to that same hope, and that through this same hope, the resurrection of Jesus Christ will become a reality in our lives and in the lives of our children. Amen.*

## ***PHILOSOPHY***

In the midst of a Catholic faith community, students at St. Rose Catholic School learn that God loves each of us and that our loving response to God leads to a more fulfilling life. The administration and staff, in partnership with the parents, who are the primary educators of their children, as partners are committed to assisting students in developing their full potential through a program that stimulates spiritual, intellectual, social, emotional and physical development.

### ***STUDENT LEARNING EXPECTATIONS***

#### **St. Rose Catholic School Students are people of faith who:**

- Demonstrate a respectful attitude toward themselves and all of God's creation
- Display knowledge and understanding of Church teaching and scripture
- Exhibit love and empathy through kindness and service
- Actively and consciously participate in prayer and liturgical services

#### **St. Rose Catholic School Students are effective communicators who:**

- Read critically and with understanding
- Exhibit competence in oral and written expression
- Demonstrate the ability to listen and interact with others successfully

#### **St. Rose Catholic School Students are independent thinkers and problem solvers who:**

- Apply math skills to real life situations
- Analyze, interpret, and apply new information from a variety of sources
- Observe, experiment, discover, and reach solutions
- Use their understanding of Catholic social justice themes to make a difference in the world

#### **St. Rose Catholic School Students are life-long learners who:**

- Develop their potential through a variety of physical activities
- Discover and develop their talents and preferences in the fine arts
- Display knowledge of health and environmental issues
- Utilize technology to research, communicate, and create



## **ADMISSION POLICY**

### Notice of Non-Discriminatory Policy as to Students

The elementary and secondary schools of the Diocese of Santa Rosa, CA., admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of sex, race, color, national, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school administered programs.

### **Priority of Admissions**

Children will be accepted into Saint Rose School based on certain criteria. First and foremost is readiness for the grade for which they are applying. If principal and teacher agree the child is ready, the following is used as a guideline for entrance.

- A. SIBLINGS OF A PRESENT SCHOOL FAMILY
  - a. Active at Saint Rose Parish
  - b. Active in another Catholic Parish
  - c. Active in another Christian religion
  - d. Active in another religion
  
- B. NEW FAMILY TO ST. ROSE SCHOOL
  - a. Active in Saint Rose Parish
  - b. Active in another Catholic Parish
  - c. Active in another Christian religion
  - d. Active in another religion
  
- C. NEW FAMILY, NOT ACTIVE IN ANY RELIGIOUS ORGANIZATION

**This policy is subject to the Pastor and Principal's discretion. Special consideration is given to students who transfer to Santa Rosa from other Catholic Schools. Tuition assistance is also based on these criteria.**

## New and Transfer Students

Students who enter St. Rose at the Kindergarten level participate in a small group screening process designed to assess their readiness for school. Those entering at other grade levels are assessed in a variety of ways. Previous report cards and standardized test scores are taken into consideration, as well as individual assessments by the teacher. Once it has been determined that there is space, the student may be invited to participate in all or part of a school day.

The St. Rose School Community will do everything possible to help students feel comfortable in their new school. Teachers and staff work diligently to ensure each child's success. However new students enter on a probationary status which takes into account the following:

- Student's ability to be successful academically, socially & emotionally
- Good attendance and punctuality
- Parental participation and support
- Parents are current with financial obligations to the school
- Parents have disclosed all information beneficial to their child's success at St. Rose.



## PROBLEM SOLVING

### Happy are the Peacemakers

#### Peacemaking (or how to get a problem solved)

If there is an instructional problem, contact the teacher first. If the problem cannot be resolved at that level, contact the principal. In the event of an administrative problem, contact the principal. If the issue cannot be resolved at that level, contact the pastor. Appointments with teachers and principal can be made by calling the school office. The pastor can be reached through St. Rose Church rectory.

How do we make peace with those with whom we have difficulties? The Scriptures report some things Jesus and His disciples taught.

TURN THE OTHER CHEEK.  
FORGIVE ALWAYS.  
DO NOT BROOD OVER SMALL INJURIES.  
DO NOT SPEAK ILL OF ONE ANOTHER OR JUDGE ONE ANOTHER.  
DO NOT RETURN INSULT FOR INSULT.

Reconciliation begins with going directly to the person with whom we have differences. There is no other way. Certainly we know that rumor, gossip and public criticism are not the answers. ANONYMOUS LETTERS OR PHONE CALLS WILL NOT BE CONSIDERED.

No parent, guardian, or other person shall engage in disruptive behavior of any kind which threatens the harmony of school procedures or communication between parents and school personnel, or is detrimental to the school in any manner. Violation of this section may lead to dismissal of a student from the school.

It is important to us that every child is happy at school. But sometimes things happen that cause children worry and hurt feelings. We will do our best to alleviate the situation if we know about it. Please encourage your child to talk to his or her teacher about school situations that are troublesome. If this is difficult for your child please contact the teacher, principal, or school counselor to tell us about the problem. We promise to handle the situation in a caring and confidential manner.

## HEALTH

### School Health Program

An emergency information form for each child is completed at the beginning of the year by the parent. It is essential that parents notify the school immediately of any changes in this information that may occur during the school year.

Law requires that a student entering kindergarten have a physical and meet specific immunization requirements. This includes a verified record of month, day, and year the student was immunized against measles, mumps, rubella (MMR); polio; diphtheria, tetanus, and pertussis (DPT); varicella; and Hepatitis B vaccinations. Immunization requirements may be waived with a signed and dated authorization from the child's physician and/or parent(s).

First Grade students are required to have a health exam and a completed *Report of Health Examination for School Entry* PM 171A. This exam and form may be used for the Kindergarten exam if administered not more than 18 months prior to entry to first grade.

To help protect your children and others from whooping cough, a new California law now requires students to be vaccinated against whooping cough.

**For the 2011-12 school year only, all students entering 7<sup>th</sup> through 12<sup>th</sup> grades** will need proof of an adolescent whooping cough booster shot (Tdap) before starting school.

**Thereafter, in future school years, only students entering 7<sup>th</sup> grade** will need proof of an adolescent whooping cough booster shot (Tdap) before starting school.

By law, students who do not have proof of receiving a Tdap booster shot will not be able to start school until proof is provided to the school. (The tetanus-diphtheria booster shot, Td, will not meet the requirement.)

## Medication Policy

No medication (including pain relievers such as Tylenol, Advil, etc.) will be dispensed by school personnel without written parental permission. The following guidelines will be followed:

1. The office shall have a written, signed, and dated permission from the parent or guardian of the student, requesting that the student be given medication during school hours.
2. Prescription medication is kept in the school office and dispensed from there. No medications, prescription or otherwise, will be kept by the student or in the classroom.
3. The school does not assume responsibility for non-prescription medications or reactions to prescription medication brought to school by the student.
4. If a student is required to take prescription medication during a field trip, the same requirements listed in #1 above apply. The teacher will keep the medication and dispense it at the appropriate time.
5. AT NO TIME MAY STUDENTS HAVE MEDICINES, PRESCRIPTION OR NON-PRESCRIPTION, IN THEIR POSSESSION AT SCHOOL. THIS IS A LEGAL ISSUE WHOSE PURPOSE IS TO PROTECT YOUR CHILD. PAIN RELIEVERS (ADVIL, TYLENOL, ETC.) AND COUGH DROPS ARE INCLUDED IN THIS POLICY.

### General Guidelines for Keeping Children Home From School Due to Illness

It is sometimes difficult to decide when and how long to keep a child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your child from acquiring other illnesses while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendations.

1. **Child should be fever free for 24 hours.** A child's temperature is lowest in the morning, so a low temperature on awakening is not a true indicator. If you have given your child Tylenol or Motrin at night, the medication could still be affecting your child's temperature. A child should be fever free without the assistance of medication for 24 hours before returning to school.

**2. A child should be free of vomiting/diarrhea for 24 hours before returning to school.** A child who has been ill during the night may feel slightly better in the morning and even ask to go to school. However, the child will likely experience symptoms of illness later, will also be tired from loss of sleep, and will still be contagious to other children.

**3. A child with thick or constant nasal discharge should remain home.** Very few younger children can effectively blow their noses and wash their hands afterwards. A child with the above symptoms will quickly spread the illness to other children.

**4. A child diagnosed with strep throat/scarlet fever should remain home for the first 24 hours of antibiotic treatment.** A child remains contagious until he/she has been on antibiotics for 24 hours.

**5. A child diagnosed with conjunctivitis may attend school after 24 hours of treatment.** There should also not be any drainage from the eyes.

## THE 24 HOUR TEST

**A child should stay home for at least 24 hours to rest if the following symptoms are present the morning of school or the previous night:**

- Vomiting and/or diarrhea
- Fever >100 degrees
- Itchy or reddened eyes with drainage
- An unusual rash
- A poor night's sleep due to illness, cough, etc.

### **What to do When Your Child Has...**

**Common Cold:** Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness, and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops. or discharge becomes yellow or green.

**Fever:** If a child's temperature is 100 degrees or greater, he/she should remain home until he/she has been without fever for a full 24 hours. Remember that fever is a symptom indicating the presence of an illness.

**Flu:** Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for a full 24 hours.

**Head Lice:** Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shaft, close to the scalp. Nits are much easier to see and detect than lice are. They are small white specks, which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a lice shampoo, AND ALL NITS HAVE BEEN REMOVED.

**Impetigo:** Blister-like lesions, which later develop into crusted pus-like sores. Your child should remain home from school until receiving 24 hours of antibiotic therapy and the sores are no longer draining.

**Pain:** If your child complains or behavior indicates that he/she is experiencing persistent pain, he/she should be evaluated by a physician before your child is sent to school.

**Pinkeye:** Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes have stopped.

**Skin Rashes:** A physician should evaluate skin rashes of unknown origin before your child is sent to school.

**Strep Throat:** Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving full 24 hours of antibiotic therapy and until without fever or vomiting for 24 hours.

**Vomiting & Diarrhea:** Stomach ache, cramping, nausea, vomiting, and/or diarrhea, possible fever, headache and body aches. Your child should remain at home until without vomiting, diarrhea or fever for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day.

We encourage you to seek medical attention when your children are ill and to follow your doctor's recommendations about children returning to school. Please do not send your children to school if they are ill. Parents will be contacted if children become ill at school. Be sure the school has a number where you can be reached.

# SCHOOL COUNSELOR

Our school counselor works regularly with classes and with individual students in the areas of social and emotional growth. She oversees our Safe Kids program, and Family Life education. The counselor may be contacted through the school office or parents may call her office directly (545-3445). Parents are required to sign a permission slip before students can meet individually on a regular basis with the counselor.

## ATTENDANCE

### **Regular School Attendance**

Regular attendance at school is a necessity. This necessity is not one determined by State law only, but it is vital to the attainment of school objectives. The discipline of fulfilling one's duties builds character. The continuity and the context of subject matter discussed in class are difficult to make up. And frequently, subsequent lessons become unnecessarily difficult for the student.

If an illness is such that long term absence is indicated, the local public school district may be contacted for home tutoring services. The parent must first present the principal with doctor's verification if there is a necessity for a protracted absence.

### **Punctuality**

School begins each day at 8:20 A.M. When the 8:20 bell rings, teachers bring students into classrooms. Students who do not enter the classroom at that time are considered tardy. It is imperative that parents arrange their morning routine so children arrive at school on time.

Punctuality is an important trait to nurture in our children. Being punctual is considerate to others and is essential for optimal learning. We suggest that you strive to have your children here by 8:00 AM each day. That way you can avoid the last minute traffic in the circle and give your children the benefit of arriving a few minutes early in order to greet their friends and prepare for the day. Along with disturbing the opening routine in the classroom, students who arrive late are stressed and may feel disoriented or embarrassed in front of their peers. Because this is such a serious issue, we have instituted the following policy:

Students arriving late should go directly to classroom. If they are more than ten minutes late, they need to check in at the office.

Parents whose children are consistently tardy will be required to meet with the school principal and counselor to explore ways to alleviate the problem.

We realize that there are many different reasons why students arrive late, and there are some circumstances that are unavoidable. On mornings where there is an unusual traffic backup, or if the weather presents hazardous road conditions, we do not mark students tardy.

If your child has a doctor, dentist, or orthodontic appointment that requires them to arrive late, it is considered an excused absence provided you bring in an official note from the doctor. Without a note, it will be counted as a tardy.

### **Reporting Student Absences**

Parents are asked to use our school's Voice Mail number 284-1551 to report their child's absence by 9:00 A.M. It is only necessary to report on the first day of the absence. When a child returns to school a written excuse must be brought which includes the date of absence, reason for absence and parent signature.

### **Requests for Early Dismissal or Release**

Students are not allowed to leave school premises during the school day without parental permission and principal's approval. In the event a student needs a release, the parent is to send a written request to the school office. If the need arises during the school day to have the student dismissed early, the parent may phone the office. Students are released only to authorized adults or older siblings who must sign the child out in the office.

### **Emergency Procedures**

Students practice emergency drills on a regular basis. Each classroom is equipped with emergency supplies in the event that children should ever be stranded at school due to a natural disaster.

## School Closure

It is our policy to remain open in inclement weather unless it is absolutely necessary to close. Once the children are here at school, there would have to be very serious conditions to cause us to close early. However, parents are the best judges of whether it is safe to travel on flood prone roads in their area of residence. Parents may feel free to pick up their children early or keep them home anytime they feel safety may be an issue.

In the event of predicted flash flooding when school closure is eminent, the following are methods parents can use to receive information about St. Rose School.

- **Expect a voice mail message from the school through our School Reach Service**
- Call the school's voice mail (284-1551)
- Listen to KSRO or KZST radio

If there has been no message by 7:45 a.m., assume school is open. If driving conditions seem unsafe in your area, keep your child home or bring them when conditions improve.



# PROGRESS REPORTING

Report Cards are issued three times a year.

Progress Reports (Grades 1-8) are issued in the middle of the trimester for all parents. This is not a report card, but an indication of student progress.

Parent-Teacher Conferences are held, for all parents, after the first trimester. Parents and teachers are encouraged to arrange informal conferences as the need arises during the school year.

## **AWARDS PRESENTED AT THE END OF EACH REPORTING PERIOD:**

### ***The Principal's Award for Citizenship***

Presented to students in Grades 1 ó 8 who earn an õEö (Excellent) in both conduct and effort. All areas of school life are taken into consideration. The list of these students will be posted in the hallway each trimester and will also be published and distributed through the Wednesday envelope. The faculty and administration consider this to be a prestigious award that all students can earn if they are so determined. Students who earn this award for all three trimesters will receive a gold seal on the third trimester certificate.

### ***Highest Academic Honors***

Presented to students in Grades 4 - 8 who earn an A or A- in all subject areas except handwriting. The list of these students will be posted in the hallway each trimester.

### ***Academic Honors***

Presented to students in Grades 4 ó 8 who earn an A, A-, B+ and B in all subject areas. The list of these students will be posted in the hallway each trimester.

### ***Special Recognition – The Rose Award***

This award is presented to students in Grades 1 ó 8 who distinguish themselves in one of the two categories below:

- Marked improvement in academics or conduct.
- Responsibility over and above the call of duty.



## AWARDS PRESENTED AT THE END OF THE YEAR

### ***Perfect Attendance***

Presented to students who have had no tardies or absences for the entire school year. Students who must be absent all or part of a day for a medical or dental appointment will not be marked absent provided they submit an official excuse provided by the doctor and dentist. Students who are absent for non-school sponsored events will be marked absent.

### ***Service***

Students in grades 6 ó 8 are required to perform at least 10 hours of service per year. Students in those grades who complete an additional 25 hours are eligible for this award.

### ***Graduation***

There are a number of special awards presented to 8<sup>th</sup> graders at this time.



## **Grading Scale (Grades K-3)**

|           |                          |                     |
|-----------|--------------------------|---------------------|
| <i>E</i>  | <i>Excellent</i>         | <i>(95 – 100)</i>   |
| <i>VG</i> | <i>Very Good</i>         | <i>(94 – 88)</i>    |
| <i>G</i>  | <i>Good</i>              | <i>(82 – 87)</i>    |
| <i>S</i>  | <i>Satisfactory</i>      | <i>(75 – 81)</i>    |
| <i>NI</i> | <i>Needs Improvement</i> | <i>(68 – 74)</i>    |
| <i>U</i>  | <i>Unacceptable</i>      | <i>(67 – below)</i> |

## **Grading Scale (Grades 4 – 8)**

|           |               |           |              |
|-----------|---------------|-----------|--------------|
| <i>A</i>  | <i>97-100</i> | <i>C</i>  | <i>75-81</i> |
| <i>A-</i> | <i>94-96</i>  | <i>C-</i> | <i>70-74</i> |
| <i>B+</i> | <i>92-93</i>  | <i>D+</i> | <i>69</i>    |
| <i>B</i>  | <i>88-91</i>  | <i>D</i>  | <i>66-68</i> |
| <i>B-</i> | <i>85-87</i>  | <i>D-</i> | <i>65</i>    |
| <i>C+</i> | <i>82-84</i>  | <i>F</i>  | <i>64</i>    |

*M = Modified Curriculum*

## **Standardized Testing**

Students in Grades 3 ó 8 take the Iowa Test of Basic Skills during the first week of October each year. (The second Graders take a practice test.) The purpose of this testing program is to track individual student progress and to guide teachers in curriculum decisions. Each child's individual test results are shared with the parent during the parent/teacher conference held in late November. Parents are reminded through the newsletter of the exact dates and times of testing so that they can avoid making appointments that would cause the student to be absent during test-taking times. We will do our best to provide make-up testing for students who are absent due to illness. However, sometimes make-up testing is not possible.

## **Recommended Transfer**

Students who are clearly unable to be successful in the school's program due to academic, behavioral, or attitudinal difficulties may be asked to transfer if it has been determined that another school or agency has programs to assist such a student and / or there has been sufficient discussion with the student's parents.

The decision regarding recommended transfer is made by the principal in consultation with the pastor, teacher, and parent.

## **Homework Philosophy and Guidelines**

The following are general time allotments you can expect for your child on Monday through Thursday nights. More time is required for students in Grade 8 taking Algebra.

|              |                 |              |                 |
|--------------|-----------------|--------------|-----------------|
| Grades 1 & 2 | 20 minutes      | Grades 5 & 6 | 45 - 60 minutes |
| Grades 3 & 4 | 30 - 45 minutes | Grades 7 & 8 | 60 - 90 minutes |

The purpose of homework at St. Rose School is to reinforce, practice and review the skills and information learned in class. Keeping in mind that the parents are the primary educators, homework also provides for a home school connection in which parents play a vital role.

Types of homework may include: long-term projects, unfinished class work, research, and independent study which includes, but is not limited to

memorization, study for tests, practice pages, and reviewing or previewing class work.

As a result of our homework program, responsibility, time-management and organizational skills will develop into life-long study habits.

The homework allotments listed above are meant to be guidelines and will vary according to the unique learning style of your child. Some children will need to spend more time, others may finish sooner. In the event that your child finishes early, please guide him or her in silent reading, extra study, or enrichment activities. Teachers are always available to give suggestions in this area. If you have any questions or concerns regarding homework, please contact the teacher.

### **Makeup Work**

Parents can use our voice mail number (284-1551) by 9:00 A.M. to request homework and / or makeup work for students who are absent. If the request is made by that time, teachers will do their best to have assignments ready for pick up in the office or classroom by 3:00 P.M. Due to their busy instructional day, teachers may not have time to prepare the assignments.

Please remember that if students are too sick to come to school, they may be too sick to do the work at home. You may wish to have your child obtain the work when he or she comes back to school, especially if he or she is absent only one day. Students are given a reasonable amount of time to make up work upon their return.

**If a child is absent due to a vacation, school work cannot be given ahead of time.**

### **Service Learning**

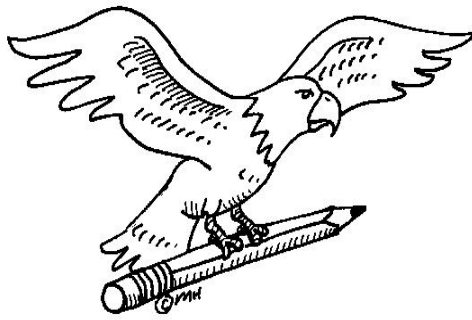
Saint Rose has a service learning component to our religion program for students in grades K through 8. The purpose of the program is to provide opportunities for students to become aware of, perform, and reflect upon acts of service to their home, school, church, and community. In grades K - 5, most of the service will take place during the school day under the supervision of the teacher. In grades 6 - 8, students are required to be more independent in completing a minimum of ten service hours annually.

## Special Friends Program

Our special friends program pairs up 8<sup>th</sup> graders with kindergartners, 7<sup>th</sup> graders with 1<sup>st</sup> graders and 6<sup>th</sup> graders with 2<sup>nd</sup> graders. In addition, the 4<sup>th</sup> graders go ñup the hillö to have fun with the preschoolers and the 3<sup>rd</sup> and 5<sup>th</sup> graders are buddies to each other. In general, the students meet together once a month for a fun learning activity. The program helps develop responsibility in the older children and gives the younger ones an older student on which to rely. It helps unify our student body and encourages school spirit. From time to time classes may make homemade gifts for each other. **We ask that parents not purchase gifts for their child to give to their buddy, as it causes hurt feelings to the children who do not receive gifts. We want to help our students learn to value the offering of time and attention, not just material gifts.**

## Grade Five Environmental Camp

Another special program we have at St. Rose is a five day environmental camp that our 5<sup>th</sup> graders attend each year. The camp, which is part of our fifth grade curriculum, is held in Occidental during a week in early spring. The students live in cabins with a parent chaperone during their stay. The fifth grade teacher attends the camp with her students, and there are resident teachers and naturalists who run the program. Besides reinforcing science concepts, the program also helps students grow socially, emotionally, and spiritually. There are fundraising opportunities which help parents defray the cost of camp fees.



## **Student Council**

St. Rose has a very active student council. Its mission is to promote school spirit and service to others. The council is made up of nine officers and ten classroom representatives. Elections are held each May for the upcoming school year. Students in Grades 6 ó 8 may serve as officers. However, the President, Vice-President, Secretary and the Commissioner of Service and Philanthropy must be in 8th grade during their year of service. To be qualified to run for office, students must have a satisfactory conduct grade in all classes and a "B" average. (If a student has a "C" average, the application is reviewed and permission may be granted.) All students who run for office must have a pattern of regular attendance and punctuality.

Students who hold council positions are expected to maintain satisfactory marks in effort and conduct during the school year or they may be asked to give up their position. In addition they must maintain a pattern of regular attendance/punctuality and be positive role models for other students.

## **Discipline Program**

In order to guarantee your child, and all the students in our school, the excellent learning climate they deserve, the staff at Saint Rose has implemented a Discipline Program which will provide a teaching/learning atmosphere that includes mutual respect and consideration for the rights of all children. This program is based on the belief that the children in our school have a right to receive help in limiting their inappropriate behavior, to receive positive support for appropriate behavior and to choose how to behave knowing the consequences that will follow.

Variations of the program are used with all grades ó Kindergarten through eighth. It includes the following expectations and consequences:

### **Expectations**

1. Be on task
2. Raise your hand to speak
3. Be prepared for class
4. Respect the rights and property of others
5. Follow directions

### **Consequences**

Students who are consistent in following the rules receive various recognition and rewards. Students who break rules may be assigned to after school detention or community service. Teachers avoid taking away recess or lunchtime play as a consequence, since children benefit from periodic movement and activity. Older students serve detention on the following school day at 3:00 P.M. Detention may last anywhere from 10 - 40 minutes, depending on the age of the child, severity, and number of rules broken. Community Service usually takes place at lunch time. Parents are notified in writing and must sign and return the detention notice or community service notification to school the next day.

### **Suspensions**

Suspensions will be used only when other corrective measures have failed or if the offense is serious. When a student is suspended, the parent will be notified of the suspension and the reason for this disciplinary measure. Some offenses that may result in suspensions are as follows: Continued, willful disobedience, open and persistent defiance of the authority of the teacher, habitual profanity or vulgarity, possession of alcohol, drugs or weapons on school premises, fighting, inappropriate behavior on the Internet, or any other conduct unbecoming a Christian student on or off campus. The administration is the final recourse in disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

### **Expulsions**

Students will not be dismissed except for a serious and clear cause, and only after the parents have been notified of the seriousness of the situation. The pastor is notified, and with the principal, makes the final decision.

## **Discipline and Confidentiality**

School administration and teachers work diligently to address each discipline issue in the most direct and confidential manner possible. Please help us guard the dignity of each child by supporting our efforts to be discreet.

## **SAFE SCHOOLS**

Weapons, real or play are never allowed at school. Serious consequences can result from willful disobedience of this rule. Parents whose children own pocket knives need to be particularly mindful of this policy since children can sometimes forget to empty their pockets before coming to school. In light of the violence that has taken place on school campuses elsewhere; pretend weapons have also been banned from school. This includes our school's Halloween event. Any use of pretend weapons as props for plays or similar activities will require approval by faculty. The teachers present this policy to the students and remind them of it periodically.

Unless needed for a particular project or activity, students may not bring music players, hand-held video games, remote control cars, and other electronic toys to school.

Children should not have large amounts of money with them at school.

## **Cell Phones**

Although cell phones are not necessary at school, in today's world they offer an added sense of security to parents. For this reason we have not banned them from school. Cell phones must be silenced and remain in backpacks until school is dismissed. If your child needs to contact you during the school day, it must be done through the office with permission from the teacher. If you have given your child a cell phone please reinforce these rules with them. There are consequences for unauthorized cell phone use.

Due to the temptation of unauthorized text-messaging, parents of students in Grades 6 ó 8 must complete a form stating their intentions. They may choose to have the cell phone brought to school every day in which case it is collected each morning and returned to the student just before dismissal. Our preference is for parents to sign that the cell-phone not be brought to school on any day.

## **Safe Environment - Fingerprinting and Background Checks**

The Diocese of Santa Rosa requires all volunteers who have regular contact with our students to REGISTER in the diocese *Shield the Vulnerable* website, ATTEND the Safe Environment Workshop or COMPLETE the online training, and be FINGERPRINTED. If you are currently volunteering at school as a coach, a classroom assistant, yard duty assistant, hot lunch assistant, a field trip driver/chaperone, or in any other volunteer capacity that has contact with children, this requirement applies to you. Please call the school office to get the required information to register, receive the training, and get the fingerprinting forms.

If you are visiting or volunteering at school during the day, please sign the visitor's register in the school office upon arrival and departure. The purpose of this policy is school safety and security. It also enables the school staff to locate you when necessary.

## **Safe Kids Curriculum**

Teachers provide grade appropriate lessons prescribed by the diocese that are designed to teach children safety from predators.

In addition, the school counselor provides lessons in such things as anti-bully tactics, and internet safety.

## **INTERNET ACCEPTABLE USE POLICY FOR STUDENTS**

### SCHOOL RESPONSIBILITY

It is the school's responsibility to maintain contact with the internet provider, assure educational use of the Internet, provide for teacher inservice opportunities, address security and discipline issues, supervise student access and guard against the access of objectionable material.

### USER RESPONSIBILITY

Each user is responsible for all the information they access. The user must strictly adhere to the copyright laws and unethical or illegal activities will not be allowed. Internet privileges will be revoked for those who violate the educational intent of Internet access.

## ON-LINE CONDUCT ó IN AND OUT OF SCHOOL

The user agrees to not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, threatening, racially offensive or otherwise illegal material; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state or federal law is also prohibited and is a breach of the terms and conditions of this policy. Also, any commercial uses are strictly forbidden.

## AGREEMENT FORM

Teachers will read over the policy with students in the classrooms. Internet Acceptable Use Policy Agreements will be sent home with students at the beginning of school. The agreement form is to be read and signed by both student and parents and returned to school by the date specified.

Signing the form indicates that the user will abide by the rules governing Internet access as stated in this Internet Acceptable Use Policy and will not hold the school, its personnel and/or the Diocese of Santa Rosa or any of its personnel liable in the event of breach of this policy by the user. Internet privileges will not be given to students until the student and the student's parent or guardian has executed the Internet User Agreement Form.

It is strongly advised that parents closely monitor their children's activity online as inappropriate student use of Internet even while they are not at school can result in severe consequences.

## **DIOCESAN STUDENT HARASSMENT POLICY**

### **Policy Statement Regarding Harassment of Students**

The Department of Catholic Schools, of the Diocese of Santa Rosa, is committed to providing learning environments that are free from harassment in any form. Harassment of any student by any other student, employee or volunteer, is prohibited.

The Department of Catholic Schools Administration recognizes that harassment of students by other students or any other person can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work, and increased absenteeism or tardiness. Some forms of harassment are unlawful, for instance, sexual harassment.

To promote an environment free of harassment, the Department of Catholic Schools has established rules regarding student behavior as well as procedures to provide for prompt and appropriate action to remedy instances of harassment of students. These rules and procedures are set forth in the school handbook and are also available in the school office. The school shall provide staff in-service and student instruction in appropriate student behavior, especially that relating to teasing, name calling and physical aggression. Teachers shall instruct students in sensitive, appropriate behavior and in ways to deal with harassment they experience. All students need to be assured that they need not endure any form of harassment.

No diocesan school shall tolerate the harassment of any student by any other student, employee or volunteer. Any person who is found guilty of harassment shall be subject to disciplinary action.

Students should immediately report incidences of harassment to the principal or a staff member at the school. A complaint of harassment shall be investigated in such a way that ensures the privacy of all persons concerned. In no case shall the student be required to resolve the complaint directly with the offending person. Retaliation for reporting harassment is prohibited.

This policy applies to sexual harassment as well as other forms of harassment such as inappropriate comments on gender, physical appearance and ethnic, religious or family background.

## **Rules**

1. Consistent with maintaining a Catholic/Christian environment, the schools of the Diocese of Santa Rosa do not tolerate any form of harassment of students. Harassment of a sexual nature or negative comments regarding gender, physical appearance, ethnic, religious or family background are unacceptable and constitute harassment when:

- a. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment.
- b. Submission to or rejection of the conduct by the individual is used as a basis for any decision affecting the individual regarding academic status or progress, honors programs or activities at or through the school.

2. The following types of conduct are examples of prohibited activities which may constitute harassment. The following list is not all-inclusive of activities which may constitute harassment:

- a. unwelcome sexual flirtations or propositions
- b. verbal abuse of a nature described above
- c. degrading words used to describe an individual
- d. any display of suggestive objects or pictures in the educational environment which degrades one's sex or ethnic or religious background
- e. any act of retaliation against an individual who reports a violation of the school's Harassment Policy or who participates in the investigation of a harassment complaint

3. Teachers shall discuss this policy and the complaint procedure with their students in age-appropriate ways and shall assure students that they need not endure any form of harassment, sexual or otherwise.

### **Complaint Procedure**

1a. Any student, or the parent of an aggrieved student, who feels that the student is being harassed in any manner should immediately contact the principal, a teacher or other staff member of the school. The principal, or the principal's designee, shall investigate the complaint, taking care to ensure, to the greatest extent possible, the privacy of all persons concerned. The Guidelines for Investigation of Student Harassment Complaint shall be followed by the principal or the designee. The student complaining of the harassment shall not be required to confront the accused person nor shall the complaining student be required to attempt to resolve the complaint directly with the accused person.

1b. If the principal/designee is satisfied that the complaint is substantiated, the principal shall take appropriate disciplinary action which may include suspension or expulsion.

2. If the complainant feels the situation has not been promptly remedied by the principal at an informal level, a complaint should be filed with the Superintendent of Diocesan Schools.

3. If a complaint of student harassment is alleged to have been perpetrated by a staff member or volunteer, the procedure outlined in the Diocesan Sexual Misconduct Policy shall be followed.

## St. Rose Policy

At St. Rose, we are working diligently to eliminate negative behaviors such as teasing, bullying, threats, foul language, gossiping and spreading rumors, purposely excluding others, and physical aggressiveness.

When teachers and adults in charge become aware of this behavior, it will be investigated and consequences will be given. Excuses such as *I forgot, I was just joking, I didn't mean it, and everyone else is doing it* will not be accepted.

## JUNIOR HIGH PRIVILEGES AND RESPONSIBILITIES

Students in the seventh and eighth grades are considered junior high and have the following privileges and responsibilities:

1. Student Body Identification cards
2. Occasional evening dances with neighboring Catholic schools
3. Modified school uniform
4. Extra free dress and recreation periods
5. Girls may wear earrings up to 1 ½ inch in length.

Each sixth, seventh and eighth grader is responsible for TEN HOURS of school service. The student keeps a record of service with the homeroom teacher.

### Eighth Grades Girls Make Up Guidelines

1. Light Mascara
2. Eye shadow (medium brown shade only)
3. Lip stick or gloss in light tones
4. Foundation or light powder

Not To Be Worn: Eyeliner and Facial blush

# GENERAL POLICIES

## Wednesday E-News

The Wednesday E-News weekly communication between school and home is available on line by clicking on the newsletter link on the school's website: [strosecatholicsschool.org](http://strosecatholicsschool.org) or by signing up to have the Wednesday envelope emailed to you. **In order to save paper, and copying costs the school requests that all families consider receiving the Wednesday envelope contents electronically.** Each week the E-News may contain a letter from the principal, a weekly newsletter, hot lunch order forms, monthly calendars and other communications to parents to keep them informed of school activities and events. Also on Wednesdays, a large manila envelope addressed to parents will be sent home with the oldest child in the family. Please use this envelope to return completed lunch forms, fees, and other paperwork that must be returned to school. The family's envelope is meant to last the school year. Families are asked to cover the envelope in clear contact paper or to reinforce the sides and bottom with a strong, clear tape. The envelope is to be returned to school by Friday of the same week. Parents who live in two different households may request two envelopes be sent home.

## Email Parent/Teacher Communication

To encourage a strong partnership between parent and teacher, teacher email addresses are published in the school directory. If you choose to contact your child's teacher through email, please be aware that due to their busy teaching day they may not be able to respond to you right away. Teachers check their school email once a day, after school hours on Mondays through Thursdays. If you email them on Friday, Saturday, or Sunday, understand that they may not get back to you until Monday afternoon. It is best to keep email correspondence brief. If you have an important issue that needs discussion, please schedule a face to face appointment with the teacher.

## Playground Supervision

Supervision is provided from 7:45 A.M. to 3:20 P.M. To insure the safety of the children, no student should arrive at school before 7:45 A.M. Students who are not regularly picked up by 3:20 P.M. will be required to register for our extended care program that is operated by the YMCA. Students who attend Homework Club must be picked up promptly by 3:30 PM or be registered with the Y.

## Morning Care

Students are not to be on the playground before 7:45 A.M. as no supervision is available. If a parent's work schedule dictates that a student must be dropped off earlier, please make arrangements through the school office to enroll your child in our morning care program.

## Lunch Time Supervision

Lunch time supervision is provided by three teacher aide/ yard duty supervisors who are here daily. They have a staff of volunteer parents who serve once or twice a week. We appreciate these parents who work so hard to provide a safe and fun lunch period for our students. Students are expected to show the same respect to the yard duty staff as they do to the teachers. The rules during play time are based on safety and respect. There is also a rule against excluding classmates from play.



## School Lunch

Students are expected to conduct themselves during lunch as they would at mealtime; that is, moderate conversation and good manners. Students will be dismissed by lunch supervisors when area is clean.

The Parent Association provides the Pizza Thursday option for lunch on most Thursdays throughout the school year. As a service to the students and their parents, the school contracts with an outside business to provide a hot lunch option on Mondays, Wednesdays, and Fridays and most Tuesdays. Lunches must be pre-ordered and pre-paid. The order forms are provided through the Wednesday envelope. Students may choose to bring their own lunch on any school day.

All students are required to have a lunch each day. On minimum days, students going to the YMCA are required to bring a lunch. Glass bottles or containers are not allowed. The plastic coverings on the straws of small drink box containers present a real litter problem, because they blow away so easily. We encourage you to remove these wrappers at home when packing lunches.

It is suggested that when packing lunches you try to avoid items that attract yellow jackets. Since our school is located in a semi-rural area yellow jackets can be a nuisance at lunch time, especially in Fall.

## **Student Accident Insurance**

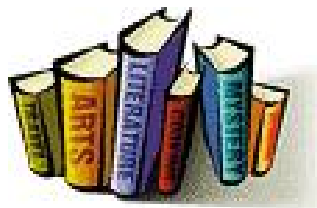
The yearly registration fee provides coverage of students during school hours and school related activities. Pamphlets describing coverage by Myers Stevens Insurance Company of California are sent home the first week of school. If your child should ever get hurt at school, claim forms are available in the school office upon request.

## **Extended Care Program**

The YMCA provides on-site afterschool care on school days until 6:00 p.m. The program provides a safe environment that incorporates the YMCA values of caring, responsibility, honesty and respect. Children have the opportunity to participate in arts, crafts, games and special events.

**Children must be registered with the YMCA in order to attend.**

Students who are not in an extra-curricular activity must be picked up from school no later than 3:30 p.m. Parents who are late picking up their children will be required to register in the YMCA's program. Again, this is for your child's safety.



## **Books**

Students are responsible for the care of all books, including library books. Textbooks and workbooks are to be covered by the second week of school but not with contact paper or any other type of adhesive (including tape). Stretchy book covers are not allowed because they can ruin the book's binding. It is the responsibility of parents/students to make sure books are covered all year. The student's name should be on the book cover. Families will be asked to pay for damaged or lost books. Students will be charged monetary fines on books that have not been properly cared for.



## **Classroom Interruptions**

To minimize interruptions of the teaching/learning process, parents are asked not to call for students or deliver lunches or other items to the classroom. Items left in the school office will be delivered at a time convenient for the classroom. Parents who request early dismissal must come into the school office to sign their child out of school. If you are visiting or volunteering at school during the day, please sign the visitor's register in the school office upon arrival and departure. The purpose of this policy is school safety and security. It also enables the school staff to locate you when necessary.

## **Field Trips**

Field trips are permitted to supplement and enhance curriculum and are planned with the principal. Field trips are privileges afforded to students and participation may be denied if a student does not meet academic or behavioral requirements. Permission slips are provided by the office and are sent home at least a week in advance.

To insure the safety of the children and minimize expense to the family, the following are field trip guidelines:

1. Whenever feasible, buses will be chartered for student field trips that take place outside of Santa Rosa.
2. If carpools are used, drivers must adhere to guidelines set forth by the diocese. **INDIVIDUAL SEATBELTS MUST BE WORN AND STUDENTS MAY NOT BE TRANSPORTED IN SEATS EQUIPPED WITH AIRBAGS.**
3. No overnight trips (except for 5<sup>th</sup> Grade environmental education camp).
4. Trips should be within a 60 mile radius of the school (except 8<sup>th</sup> Grade Graduation trip).
5. Each class is limited to two paid bus trips each year.

If the permission slip issued by the office is lost, parents should request a replacement. Handwritten notes will not be accepted, nor will verbal permission over the phone. Students who do not have a proper form signed may not attend the field trip.

## **Lost and Found**

Misplaced/lost clothing and other articles with names on them may be reclaimed before or after school or during recess and lunch in Lost and Found located in the hallway by 5<sup>th</sup> grade. After a reasonable length of time, unmarked clothing/items will be placed in the used uniform bins or donated to a charity. Articles that are labeled with the child's name are returned to them immediately.

## **Money**

Money sent to school must be in a sealed envelope with the child's name, grade and purpose written on the envelope. Except for special events, students should not bring spending money to school.

## **Student Privacy/School Publications and Website**

St. Rose maintains a website, publishes *The Rose* Newsletter, and various other brochures that are distributed to people outside of the immediate school community. Occasionally, school events are covered in local newspapers and TV broadcasts. Photos and videos of students sometimes appear in these publications. They are usually group photos and do not identify students by name.

**If you do not want your child's likeness to appear in this manner, please contact the school office to complete a form withdrawing your permission. St. Rose will not print/post photos or videos that identify students by name without obtaining prior permission from the parent.**

## **Birthday Treats**

Simple birthday treats are permissible. However, parents must contact the teacher several days in advance of sending treats to school. Please use discretion in selecting treats, avoiding large portions and extremely high sugar content. Teachers will choose the best time of day for treats to be distributed.

## **Balloon and Flower Bouquets**

Balloon and flower bouquets are not permitted in the classrooms. Please refrain from having these special items delivered to school. If delivered, the student can pick them up in the office after school.

## **Junk Food**

We are working to make students more conscious about healthy food choices and want to limit the amount of sweets and empty calories that students consume at school. We are also limiting sweets at Hot Lunch and other in-school events. Chocolate milk, which has a high sugar content will not be served.

## **Parents and Other Visitors**

For the safety of our school children, parents and other visitors must check in at the school office for a visitor's pass before entering the classrooms or play yard.

## **Pet Policy**

Many of us in the St. Rose School Community have beloved pets. It is only natural to want to introduce them to friends and classmates. In order to ensure everyone's safety we must ask that pets are not brought to school without prior permission from the teacher.

Some families have brought dogs to school on leashes at dismissal time. Although everyone enjoys meeting these animals, we are concerned that a child could inadvertently upset a normally docile pet and get bitten. **For safety sake, we must ask that dogs and other pets are not brought onto the campus without prior permission.**

## **TRAFFIC**

Since the majority of students arrive and leave school by car, traffic can be hazardous unless everyone is patient, courteous and adheres to the rules and procedures listed below.

### **Morning Drop-Off**

Students are dropped off at the circle and walk through the breezeway onto the playground. On most days, the school counselor is present in the circle to greet children and see that they move safely onto the playground. It is permissible to park your car in a designated parking space and accompany your child to the playground.

**Cars may not be parked in the circle between the hours of 7:45 a.m. to 8:20 a.m., as this impedes the traffic flow and is inconsiderate of other drivers.**

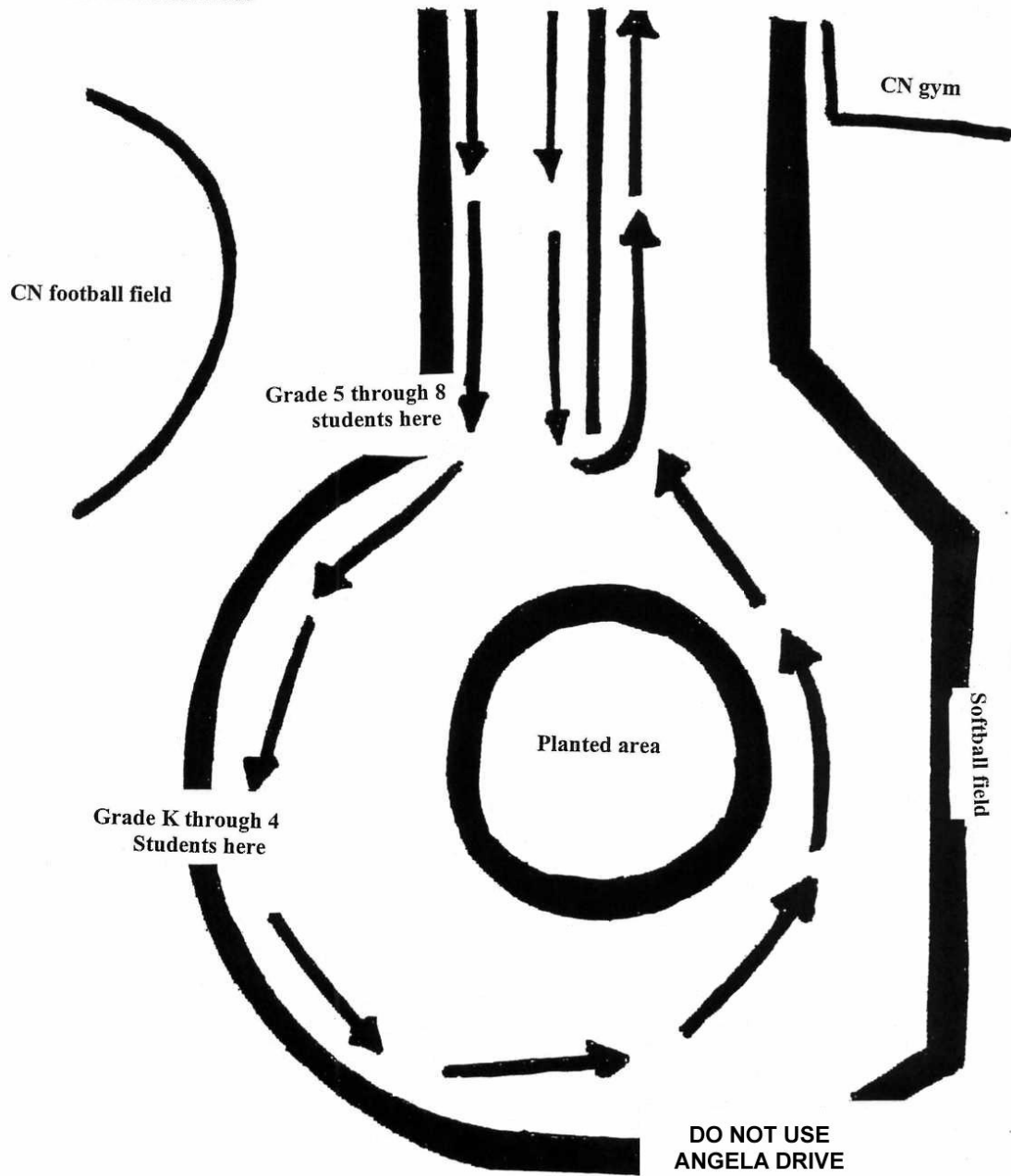
### **Pick-Up**

Students in Grades 5-8 wait on the corner of the circle nearest the parking lot. Students in Grades 1-4 and older students who are in carpools with them wait on the paved area near the circle. Traffic proceeds towards the circle in two lanes. The right lane moves into the circle to pick up students and then heads to the exit lanes. Teachers help to load students from upper grades into the left lane of traffic. Those cars then may turn left (without entering the circle) and proceed toward the exit lanes. Cars are not permitted to change lanes as they approach the pick-up area. We ask that drivers refrain from cell phone use at this time in order to remain alert.

**Please do not park and leave your car unattended in the circle from 2:30 through 3:10 PM as this seriously impedes the traffic flow.**

# Saint Rose School Dismissal Procedure

Please do not arrive  
for dismissal before 2:35



# The Ten Commandments of Traffic

**I. Thou shall keep our children safe.**

**II. Right Lane shall pick-up grades K-4 and carpools.**

**III. Left Lane shall pick-up grades 5-8 (no younger grades)**

**IV. Thou shall not park in the circle.**

**V. Thou shall not leave your car unattended for any reason in the traffic lane.**

**VI. Thou shall not change lanes.**

**VII. Pedestrians shall cross at the crosswalk on corner.**

**VIII. Thou shall remain alert at all times, refraining from visiting and cell phone use while in the traffic lanes.**

**IX. Thou shall ask your children to watch for their rides and load quickly and safely.**

**X. Thou shall be patient.**

# The Beatitudes of Morning Drop-Off

Blessed are the parents who have developed a morning routine that allow them to get their children to school on time without being rushed, they shall have happy children who come to school ready to learn.

Blessed are the parents who pull all the way to the end of the circle if there are no cars in front of them, they will be called helpful and accommodating.

Blessed are the parents who, when stopped in the circle, leave adequate space between their car and the car in front of them, they shall avoid fender benders.

Blessed are the parents who never leave their car unattended in the circle between 7:40 and 8:25 A.M. They shall be appreciated by *everyone*.

Blessed are the parents who wish their child a great day, let them out of the car, and drive away promptly. They shall not be condemned for taking too long.

Blessed are the parents who do not double park in the circle, sending their children to walk into the line of traffic at the curb. They shall avoid a tragedy.

Blessed are the drivers who are attentive and cautious at all times in the circle and in the traffic lanes, for they will have no regrets.

Blessed are you who call us with your concerns. We will try our best to resolve your issue.

Blessed are you who are patient with parents and children who are having a rough morning. Who never honk, glare, swear, or gesture. Rejoice and be glad, for your reward will be great in heaven.

## EXTRACURRICULAR ACTIVITIES

St. Rose School offers a variety of extracurricular activities. These include:

- Instrumental Band (meets mornings before school begins)  
Siblings of band participants, who attend St. Rose Elementary School, may attend morning care at a 50% discount.
- After School Sports  
St. Rose is a member of the Santa Rosa Diocese Catholic Schools League. The purpose of the league is to give students a chance to learn and develop skills in the sports that are sponsored. All games are coordinated under what is termed "controlled competition" where the primary objective is to "win kids, then games." Every child who registers will play on the team.

The sports that are sponsored are as follows:

Volleyball ó Grades 5 ó 8

Basketball ó Grades 5 ó 8

Track ó Grades K ó 8

Annual sports physicals are required for participants in Grades 5-8

- Afterschool Playersø Drama Group  
For students in Grades K - 8. K ó 3 students present a short production in the fall. Students in Grades 4 ó 8 present a full-fledged musical in the spring. There are periodic after school workshops, also.
- Academic Spanish for students in Grades 7 and 8
- Academic Decathlon for students in Grades 6, 7 & 8
- Chess Club for any interested student. Prior knowledge of the game of chess is not required. Club meets on Saturday afternoons.

## SPECIAL ACTIVITIES

A number of "Special Days" throughout the school year usually have changes in schedule. Please watch for these changes included on the monthly calendar. Some special days that occur during the school year are:

- ☆ Monthly Student Body Liturgies
- ☆ Halloween Party/Parade
- ☆ Catholic Schools Week Activities
- ☆ Valentine's Day Classroom Parties
- ☆ Move Up Day (last day of school)
- ☆ Student Council Fun Days
- ☆ Contests
- ☆ Mission Day Carnival in May
- ☆ Holy Thursday
- ☆ Grandparents and Special Friends Day



## End of the Year Parties

In many classes, parents plan an end of the year get-together for the children and their parents to enjoy. **Because of liability issues, these cannot be school-sponsored events and teachers may not attend.** We ask the parents who plan these events to state on the invitation "Not a school-sponsored event." We recommend that planners require every child who attends come with an adult chaperone. Special care should also be taken if the event involves swimming.

# SCHOOL DRESS CODE

It is expected that students will come to school appropriately attired including a neat, clean, and complete uniform. We ask that the uniform be sized appropriately. Students should follow the guidelines listed in this dress code for free dress and dress uniform days.

St. Rose students are expected to maintain good grooming habits and a personal appearance which is conducive to learning. Since fads come and go, final determination of appropriateness is up to the discretion of the faculty and principal. Please consult the school before making changes in personal appearance that could be considered extreme.

Dennis Uniform Company can provide families with all items except the school sweatshirt, P.E uniform and the optional school logo white polo shirt. Parents are also welcome to shop in town for uniform items except for the girls jumper, middie blouse, and skirt which must be purchased from Dennis. School sweatshirts are ordered two times a year through the school office. The optional school logo polo shirt and P.E uniform are available online through DK Embroidery.

The white polo shirts need to be clean, white, and sized appropriately. It is essential that girls shirts, especially in the older grades, are not too tight. Inexpensive polos are widely available, so please throw out older, discolored and frayed shirts so your child doesn't attempt to wear them to school.

## REGULAR SCHOOL DAYS

### Girl's Uniform, Grades Kindergarten through 3<sup>rd</sup>

- ☆ Dunbar plaid jumper (length of skirt shall not be more than 3 inches above the knee) **required**
- ☆ White middie blouse (pullover or button front) **required**
- ☆ St. Rose navy sweatshirt - **required**
- ☆ Solid white, navy, or black socks or tights

### Girls' Uniform, Grades 4th through 8th Grades

- ☆ Dunbar plaid skirt (length of skirt shall not be more than 3 inches above the knee) **required**
- ☆ Plain white polo shirt, standard fit, not tight fitted ó shirt should be loose enough so that one inch of fabric can be pulled out on each side without causing the shirt to go taut across the girls' body., no cap sleeves; or white polo shirt with school logo (**required**)
- ☆ St. Rose sweatshirt (**Navy blue Grades K-6; Burgundy Grades 7 & 8**) **required**
- ☆ Solid white, navy, or black socks or tights

### Girls' Uniform Options

(Items may be purchased through uniform company or elsewhere)

- ☆ Long navy pants with uniform blouse or plain white polo, no tight fitted or cap sleeves.
- ☆ Navy blue cotton walking shorts (mid-thigh above the knee) with uniform blouse or white polo shirt
- ☆ Grades K-4 navy blue skorts
- ☆ Shorts under the jumper or skirt are encouraged, yet may not exceed the length of the uniform

### **Boy's Uniform, Kindergarten – 8th Grades**

- ☆ Navy blue pants (cotton twill or corduroy) **required**
- ☆ Plain white polo shirt or white polo with school logo (**required**)
- ☆ St. Rose sweatshirt (**Navy blue Grades K-6; Burgundy Grades 7 & 8**) **required**
- ☆ White, black or blue socks

### **Guidelines for Boys' Hair Length**

Boys' hair is to remain off the collar, above the eyebrows, and out of the face. Hair that is pushing the limits of these guidelines just causes the parent to incur the additional expense of getting it cut again in a week or two. We have found that for many boys, hair that is too long interferes with their concentration. So please make sure your son's haircut is well within the limits.

### **Boys' Uniform Options**

(Items may be purchased through uniform company or elsewhere)

- ☆ Navy blue shorts

### **Shoes for Boys and Girls**

- ☆ A basic athletic type shoe with laces or Velcro that has a predominantly neutral color of black, brown, gray, white, or navy blue.
- ☆ Logos or small embellishments in other colors are permissible as long as most of the shoe has a neutral color. Laces must be tied.
- ☆ Light-up shoes, vans that have a predominant pattern such as plaid or polka dot are not permissible.
- ☆ Slip-on shoes such as vans or flats are not allowed.
- ☆ Shoes must be comfortable and safe for play.

### **Boys and Girls**

- ☆ Solid color (navy blue, black, or white) T-shirts/Turtlenecks may be worn (tucked in) under the regulation uniform shirts
- ☆ Jackets and non-school sweatshirts may NOT be worn in the classroom, except on free dress days.
- ☆ On regular school days a non-school sweatshirt may NOT be worn in lieu of a uniform sweatshirt.

### **Dress Uniform Days**

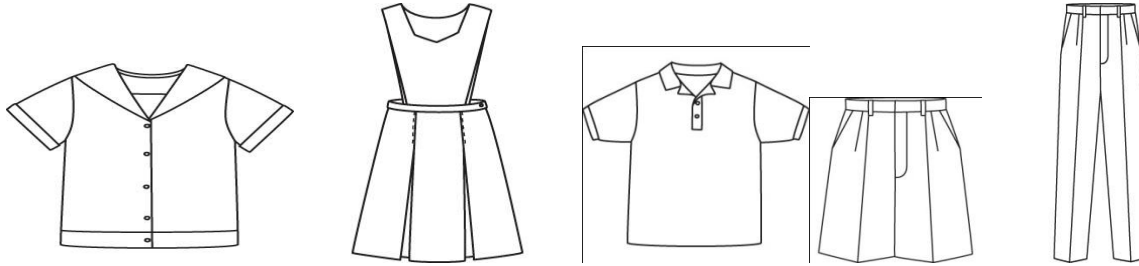
Dress uniform days include liturgy days at school or church, some field trips, or whenever specified on the monthly calendar or weekly newsletter. On these days, students are expected to wear the regulation uniform which is as follows:

- ☆ **Girls:** regulation uniform which is jumper or uniform skirt
- ☆ **Boys Grades K - 6:** navy blue long pants with uniform shirt
- ☆ **Boys Grades 7 & 8:** long pants, dress shirt (white or light blue), and tie

### **Free Dress Days**

**Girls:** Dress, or blouse, sweater, or shirt, with skirt, pants or shorts (includes appropriate denims or sweatshirts).

**Boys:** Shirts and pants, slacks, or walking shorts (includes appropriate denims, sweatshirts and sweaters).



## **Not Permitted on Any School Day - Grades K-8**

- ☆ Sandals, sling backs, or dress boots (Uggs are OK on free dress days only)
- ☆ Clothing that appears to be excessively worn or has holes
- ☆ Tight fitting and/or inappropriately short shorts and skirts,
- ☆ Inappropriate writing or design on t-shirts and sweatshirts
- ☆ Halter tops, tank tops, sun dresses, crop tops, low cut tops and tight fitting tops.
- ☆ Make-up (only 8<sup>th</sup> Grade girls may wear limited makeup ó see school handbook for junior high privileges)
- ☆ Dangling earrings (longer than 1-1/2 inches, see school handbook for junior high privileges)
- ☆ Boys with earrings
- ☆ Extremes in hair style and /or color
- ☆ Mustaches or beards
- ☆ For girls, colored hair extensions and feathers woven into the hair are not permissible.

Order forms for school sweatshirts are sent home several times a year through the Wednesday envelope. Additional order forms are available in the school office. The sale of school sweatshirts is a fundraiser for our 5th grade class.

NOTE: sweatshirts are not sold by our uniform company.

## **Enforcement of Uniform Policy**

We ask that parents make every effort to see that their children arrive at school in the proper uniform. If a student arrives out of uniform, the teacher will send home a form identifying the issue. The first occurrence is a warning. If there are future violations, the parent will be required to bring the appropriate clothing to school before the student can be admitted to class. Repeated violations will require a parent/teacher/principal conference, with possible suspension for willful disobedience. If there is an extenuating circumstance the parent should communicate directly with the teacher.

# **FINANCES**

## **Tuition**

Tuition is determined annually, upon recommendation, by the Principal and the Advisory Council. Tuition plans reflect parish involvement/Mass attendance and contain a family plan. In order to be eligible for the Active Catholic Discount, the family must be certified by the pastor of the Catholic parish as active in that parish. Criteria include Mass attendance, financial support and service.

## **Registration Fees**

Registration fees for each student are due at re-registration each year in May or when a new student is accepted. Yard duty, Annual Event fees and Facility/Maintenance fees for each family are due at the same time. These fees are non-refundable.

## **Tuition Adjustment**

Families with more than one child at St. Rose automatically receive tuition assistance through the multi-child discount. Other assistance is also available through the Baldocchi Scholarship Fund and because of other generous benefactors. Families who request an adjustment at the time of registration or re-registration are required to fill out a form either online or by mail with a financial aid evaluation company. Family participation in school and parish will be a strong consideration. To remain eligible for tuition assistance, financial obligations must be kept current. Families who receive tuition assistance are required to pay tuition and fees through auto pay.

## **Tuition Delinquency**

St. Rose contracts with a tuition management company called SMART for the collection of tuition payments. SMART provides secure and convenient online, telephone and mail-in payment plans with choices of payment dates. Returned and late payments are charged late and/or follow up fees. It is necessary for the proper functioning of the school that payments are made in accordance with the family's tuition contract with the school. Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify the PRINCIPAL/BUSINESS

MANAGER so that special arrangements and adjustments to your agreement can be made.

This payment plan must be agreed upon by all parties. If your account becomes sixty days or more overdue, we will ask that your child/ren not attend school until the account is current. Tuition must be paid in full by the last day of school in order to keep the student's place for the following school year.

### **Insufficient Funds Checks**

Checks given to the school that cannot be cashed due to insufficient funds will be subject to a \$15.00 service fee. If a check is returned from the bank more than three times the family will lose check writing privileges at St. Rose.

### **Account Inquiries**

Inquiries about tuition and financial responsibilities can be directed to our Business Manager. You can call her direct line, 545-3203, or send a note to the office. SMART Tuition customer service is available 365 days a year/24 hours per day.

## **SERVICE HOURS AND OTHER FINANCIAL RESPONSIBILITIES**

Twenty-five hours of service are required per year per family. There is a large variety of volunteer activities parents can do to fulfill this requirement. Families report their service hours by completing the "Parents' Service Hours Card" that is sent home three times a year. All new families are asked to contribute at least 5 of their service hours to the Annual Event and to the Parish Festival.

The Parent Association sponsors two major fundraisers: The Annual Event and the Walk-A-Thon. Every family is asked to support the important fundraisers. The proceeds from these events keep everyone's tuition lower.

St. Rose is blessed with many families who happily complete service over and above the required 25 hours. Research has shown that students do better in school when their parents are involved. For this reason, we hope all families will choose to complete their service hour requirement. Families who do not complete their service hours will be placed in the more expensive A-2 or B-2 tuition plans for the following year.

## PARENT ORGANIZATIONS

There are two parents' organizations:

**St. Rose Parent Association** includes all parents of our school children. Its purpose is to support the education of their children through service, fundraising and social activities. All parents are invited to attend their meetings which usually take place on the first Thursday of the month at 7:00 PM.

**St. Rose Dads' Club** is open to all the fathers of our school children and alumni dads. It is a social organization that also supports the school through service, camaraderie and fundraising.

### Policy on Alcohol at Social Events

St. Rose has a wonderful community spirit and our parents like to have fun together. There are a number of social events that include parents and children and other events that are for adults only. **School policy is that no alcoholic beverages will be served or consumed at events where children are present.** We ask that parents voluntarily comply with this policy.

## PRINCIPAL'S ADVISORY COUNCIL

The Principal's Advisory Council is the policy-making board of the school and advise the principal and pastor on a variety of issues including finance, facilities, Catholic identity, and long-range planning. They meet on the third Tuesday of each month. Parents are welcome to attend as observers. Members are elected by the parents or appointed by the administration. The role of the council is purely advisory.

If a parent would like to place an issue on the council's agenda they may contact the principal or the council president. There is also an opportunity at the beginning of each meeting for parents to address the board.

# SCHEDULE

## Daily Schedule

|                  |                        |
|------------------|------------------------|
| Grades 1 ó 8     | 8:20 A.M. ó 2:50 P.M.  |
| AM Kindergarten: | 8:20 A.M. ó 12:30 A.M. |
| PM Kindergarten: | 10:40 A.M. ó 2:50 P.M. |

Minimum Day and Kindergarten Unity Days\* 8:20 A.M. ó 12:30 P.M.

## Recess Schedule

|              |                         |
|--------------|-------------------------|
| Grades 1 ó 4 | 10:00 A.M. ó 10:15 A.M. |
| Grades 5 ó 8 | 10:15 A.M. ó 10:30 A.M. |
| Grades 1 ó 3 | 2:00 P.M. ó 2:15 P.M.*  |

## Lunch Schedule

|              |                         |
|--------------|-------------------------|
| Grades 1 ó 4 | 11:45 A.M. ó 12:30 P.M. |
| Grades 5 ó 8 | 12:30 P.M. ó 1:15 P.M.  |

*\* Times may vary*

**The Administration of St. Rose School reserves the right to amend this handbook at any time. Parents will be given prompt notification whenever changes are made.**

**ST. ROSE CATHOLIC SCHOOL**  
2011-2012 Tuition & Fees

**APPLICATION FEE: \$ 20**

**ANNUAL REGISTRATION FEES: PER CHILD:**

|                           |              |                                |                             |
|---------------------------|--------------|--------------------------------|-----------------------------|
| Books & Materials         | \$76         | <b>Total Registration Fees</b> |                             |
| Insurance                 | \$15         |                                | <b>1 Child - \$375</b>      |
| Testing                   | \$10         |                                | <b>2 Children - \$675</b>   |
| Dept of Education Fee     | \$32         |                                | <b>3 Children - \$975</b>   |
| Parent Club Classroom Fee | \$15         |                                | <b>4 Children - \$1,275</b> |
| Yearbook                  | \$17         |                                |                             |
| Yard Duty                 | \$ 45        |                                |                             |
| Facility/Maintenance Fee  | <u>\$ 90</u> |                                |                             |
| <b>Total Per Child</b>    | <b>\$300</b> |                                |                             |

**ADD PER FAMILY:**

Annual Event Fee \$75

**TUITION:**

|                  |   |               |                    |
|------------------|---|---------------|--------------------|
| <b>PLAN A -1</b> | <b>Active Catholic Family - Service Hours Completed</b>           |               |                    |
|                  |   | <u>Annual</u> | <u>10 payments</u> |
|                  | One Child, K-8  | \$ 5,250      | \$ 525.00          |
|                  | Two Children, K-8   | \$ 9,180      | \$ 918.00          |
|                  | Three Children, K-8   | \$13,120      | \$ 1,312.00        |
| <br>             |   |               |                    |
| <b>PLAN A-2</b>  | <b>Active Catholic - Service Hours Not Completed</b>              |               |                    |
|                  |   | <u>Annual</u> | <u>10 payments</u> |
|                  | One Child, K-8  | \$ 5,750      | \$ 575.00          |
|                  | Two Children, K-8   | \$ 9,680      | \$ 968.00          |
|                  | Three Children, K-8   | \$13,620      | \$ 1,362.00        |
| <br>             |   |               |                    |
| <b>PLAN B-1</b>  | <b>All Other School Families with Service Hours Completed</b>     |               |                    |
|                  |   | <u>Annual</u> | <u>10 payments</u> |
|                  | One Child, K-8  | \$ 5,750      | \$ 575.00          |
|                  | Two Children, K-8   | \$ 10,050     | \$ 1005.00         |
|                  | Three Children, K-8   | \$14,370      | \$ 1,437.00        |
| <br>             |   |               |                    |
| <b>PLAN B-2</b>  | <b>All Other School Families with Service Hours Not Completed</b> |               |                    |
|                  |   | <u>Annual</u> | <u>10 payments</u> |
|                  | One Child, K-8  | \$ 6,250      | \$ 625.00          |
|                  | Two Children, K-8   | \$10,550      | \$ 1,055.00        |
|                  | Three Children, K-8   | \$14,870      | \$ 1,487.00        |

St. Rose School also offers a 12 month tuition plan available through Smart Tuition.

|  |                                   |
|--|-----------------------------------|
| Morning Care – Unlimited Use/Per Child | \$80.00 or Drop-In \$5.00 per Day |
| Returned Check or Payment              | \$15.00                           |
| Smart Tuition – Late Payment Fee       | \$25.00                           |

## EXPLANATION OF FEES

|                         |   |
|-------------------------|---|
| Insurance               | Student Accident Insurance covers the students while at school and during school sponsored activities.  |
| Testing                 | These fees are paid annually for the materials and services provided by the testing company. The Department of Catholic Schools makes these arrangements.   |
| Department Of Education | Covers the administrative costs at the Department of Catholic Schools.  |
| Parent Club Fee         | Covers the cost of the Annual Event Class Projects and classroom parties.   |
| Yard Duty               | Covers the salary paid to our yard duty supervisor. This person also delivers the lunches brought in late to the office, administers minor first aid and schedules the daily assistance by many volunteers.   |
| Annual Event            | This is our most important fundraiser of the year. The profits come from the generosity of merchant donors and the buyers of wine, raffle tickets, silent and live auction items. The \$75.00 fee paid at registration covers the basic costs of putting on the event including insurance, licensing, rental of the room, tables, linens, cost incurred for a few of the prizes/auction items and decorations. The additional fee paid by those who attend covers dinner, dessert and non-alcoholic refreshments. |
| Facility Fee            | This fee is charged to fund ongoing maintenance and capital improvements on our school buildings. St Rose has a comprehensive plan for maintaining well-kept building, grounds and systems. This fund will provide for these future needs.  |
| Tuition                 | It is payable in advance either annually, by semester, in ten monthly payments, or in twelve monthly payments. Tuition payments are paid through SMART Tuition Service.   |
| Morning Care            | Is posted at mid month and is due along with tuition on the 1 <sup>st</sup> of the following month.   |
| Late Fees               | All delinquent balances are subject to a \$25 late fee.   |
| Returned Check          | All checks and payments returned unpaid by the bank are subject to a \$15 fee.  |

# ST. ROSE CATHOLIC SCHOOL

## 2011-2012 SERVICE HOURS OPPORTUNITIES

All parents are expected to support and help in our major fundraisers each year.

FALL WALK-A-THON: Help your child obtain pledges.

ANNUAL EVENT: Our most important fundraiser of the year.

We are in need of other services as well. Below is a list of SOME of our needs at St. Rose. Our weekly newsletters will contain a listing of current service hour needs and who to call if you are interested in helping. It will be school parents' responsibility to make contact with the person(s) coordinating activities/events to offer their services.



**FALL WALK-A-THON**

Friday, September 16

**SCHOOL OFFICE**

Call to see what help is needed

**Media Center**

Library Aide

**ANNUAL EVENT**

Decorations Committee  
Wine Donations Committee  
Live Auction Committee  
Silent Auction Committee  
Set Up  
Clean Up (double hours)

**SCHOOL EVENTS**

Grandparents' Day  
School Pictures' Day  
Catholic Schools' Week Pancake Breakfast  
Walk-A-Thon  
Holy Thursday Activity  
Human Race  
Mission Day (Carnival)  
Family Friday Fun Night  
Halloween Carnival  
(just to name a few)

**LUNCH PROGRAMS**

Pizza Thursday Lunch Helper  
Hot Lunch Helper

**PARISH FESTIVAL**

Booth Worker  
Yard Sale (Sat & Sun.)  
Silent Auction  
Donations  
Clean Up (double hours)

**AFTER SCHOOL SPORTS**

Coaching  
Track meet worker  
Concessions

**AFTERSCHOOL PLAYERS**

(Students' Drama Group)  
Publicity  
Typing/printing flyers/programs/incentives  
Ticket sales  
Provide baked goods for intermission  
Backstage helper  
Sets design  
Costume design  
Musical accompaniment

**MAINTENANCE**

Play yard prep  
Carpentry  
Plumbing  
Painting  
Basic Repairs

**SUPERVISION**

Lunch Time (11:45 ó 1:15)

**CLASSROOM**

Aide  
Correct Papers / File Papers  
Room Parent  
PE Assistant

**HOSPITALITY DAY** is held in the Multipurpose Building each year from 8:00 ó 10:30 a.m. on the first day of school. This is a great opportunity to meet other parents, obtain more information about service hour opportunities and sign up to help.