

**ST. ROMUALD  
INTERPAROCHIAL  
SCHOOL**

*STUDENT-TEACHER-PARENT*

*K - 8*

*HANDBOOK*

**2021-2022**

**REVISED**

***Welcome to the SRIS family!  
We are happy you have chosen a quality education at  
St. Romuald Interparochial School.***

## **INTRODUCTION**

**The 2021 – 2022 edition of the SRIS Student-Teacher-Parent Handbook is crafted with the conviction that these three groups of individuals must work with total cooperation to achieve the overall goal of our school: *to achieve academic excellence in a Christian environment.* With this in mind, one single handbook is presented to highlight the responsibilities each of us has in maintaining a culture of respect for others and holding high expectations in all of our activities, every day.**

**This Handbook will logically focus mainly on our students – the only reason each of us is committed to SRIS. It will define behavioral expectations, the uniform dress code, activities and opportunities, and serve to define the culture of the environment SRIS seeks to maintain in its operation.**

**This Handbook will be presented annually upon enrollment in SRIS and will be amended as circumstances warrant, including during the school year if the need arises. Any changes to the Handbook will be communicated to the stakeholders in SRIS in a timely fashion.**

## **STATEMENT OF NON-DISCRIMINATION**

**SRIS does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies or admission policies. SRIS bears the responsibility of candidly communicating to parents seeking enrollment or continued enrollment the ability of our school to best meet the academic needs of students and shall always place the student's academic needs first, while maintaining the SRIS learning culture, in making enrollment decisions.**

## **MISSION STATEMENT**

**The mission of the St. Romuald Interparochial School is to nurture the total development of the child in a positive environment that is supported and challenged by the Gospel message, that fosters Christian values and attitudes and that promotes excellence academically and spiritually in cooperation with the parents as the primary educators.**

## **STATEMENT OF PHILPSOPHY**

**The philosophy of St. Romuald Interparochial School is one centered on the total development of the Christian child; spiritual, moral, intellectual, social, cultural, emotional and physical. We believe the function of the educator is to nurture this development as persons of the community, supporting and building on the faith life of the child which has begun in the home. We seek to provide a stable environment in which each member of the school family will be comforted and challenged by the Gospel message.**

**We seek to foster positive Christian values and attitudes in various ways, such as formal religion classes, liturgical celebrations, prayer days, Christian service and in all areas of our curriculum.**

**Further, we seek to promote a tradition of excellence academically and spiritually throughout the development of such characteristics as self-discipline, self-esteem, accountability, initiative, self-reliance, independence, citizenship and dependence on God.**

**Recognizing that parents are the primary educators, we support them in their efforts to create a positive environment that will nourish the child's continuing Christian development.**

## **SRIS Admission Policy**

State Law requires a copy of their birth certificate and social security card, immunization cert, physical, eye, and dental certificates of any student enrolling for the first time in a KY school. Additionally, a baptismal certificate is required for every Catholic student.

SRIS is philosophically committed to students enrolling in our school who are "age appropriate" when enrolled in Kindergarten. State law mandates, at minimum, turning 5 prior to Aug. 1<sup>st</sup>.

Maintaining the Christian atmosphere of the SRIS culture is a daily consideration as students are admitted to our school. Every enrollment, especially new enrollees, shall be deemed a provisional placement in our school.

If a student seeking enrollment in our school is under disciplinary sanctions from a previous school, that student shall not be enrolled. New enrollees will not be accepted from any other school after the 1<sup>st</sup> academic quarter unless it is due to a family's relocation in our area from another school district.

## **School Attendance**

Regular & daily attendance at school is both a matter of state law and critically important to success in school. SRIS has traditionally enjoyed an extremely high rate of daily student attendance and it must continue to do so. Students shall be allowed to make up in a timely fashion at the discretion of the teacher academic work missed during an excused absence. SRIS will collect homework & in class assignments for students who miss school. However, it is imperative that the absent student make every effort to retrieve this work on the date of absence so that make-up efforts can begin immediately. If the missed work is not submitted in the time designated by the teacher, the student may be awarded a 0% on the delinquent work.

## **SRIS ACADEMIC PROGRAM**

Every activity at SRIS focuses on the spiritual, moral, intellectual, and academic growth of our students. Teachers are guided in their daily preparations to promote these principles. Just as academic skills must be practiced daily, so too must moral standards be practiced daily in students' school lives, from the classroom to the playground, in curricular and co-curricular activities alike. Academic activities focus on building the skills necessary to compete effectively and successfully with peers in each student's future. SRIS classrooms are traditional in design and operation. The teacher is the leader of instruction with the textbook central to the curriculum scheme and appropriate state and national learning standards interwoven into the instructional fabric.

### **Activities for Spiritual and Moral growth**

- Mass every week and on Holy days
- Daily formal religion classes in all grades
- Christian Service Activities
- Daily Prayer
- Spirituality is discussed and practiced daily

### **Activities for Intellectual & Academic Growth**

- Fundamental academic curriculum focused on appropriate and national standards
- Teachers are mindful daily of preparation for the future - each student is expected to possess the academic skills required at the subsequent grade level

### **Co-curricular Academic Activities**

- SRIS encourages students to participate in local & state competitions that serve to enhance their academic growth
- Academic Competitions including the Governor's Cup, essay & poster contests, spelling bees, and educational field trips
- All-State Chorus
- School Musicals & plays

### **Supplementary Academic Programs**

- Preschool & Pre – Kindergarten
- Library, Music, Art, Computer, and Physical Education classes
- Title 1 instruction available in Math & reading
- Speech Services
- Testing for Learning disabilities can be arranged through the Breckinridge County Board of Education – Special Education Services, other than basic accommodations, are not offered by SRIS

### **SRIS Grading Scale:**

<b>A</b>	<b>93%-100%</b>
<b>B</b>	<b>85%-92%</b>
<b>C</b>	<b>77%-84%</b>
<b>D</b>	<b>70%-76%</b>
<b>F</b>	<b>Below 70%</b>
<b>S</b>	<b>Satisfactory</b>
<b>I</b>	<b>Improvement Needed</b>
<b>U</b>	<b>Unsatisfactory</b>

### **Report of Academic Progress**

- Report Cards are issued 4 times a year
- 1<sup>st</sup> quarter reports are distributed during Fall Parent – Teacher Conference
- 2<sup>nd</sup> quarter reports are sent home with the students following Christmas Break
- 3<sup>rd</sup> quarter are distributed during Spring Parent – Teacher Conference
- 4<sup>th</sup> quarter / End of Year Reports may be picked up by parents following the closing day of school as specified

### **Retention & Promotion**

After conferencing with parents, if it is determined by SRIS that retaining a student in his current class for a second year, or in the initial weeks of a school year, returning a student to their previous class for a second year, that student will be required to enroll at the specified grade level if enrollment at SRIS is to be continued.

### **Release of Student Records**

Report cards and / or any school records will not be released until all tuition and fees have been paid in full to SRIS.

### **Standardized Student Assessment**

SRIS student will participate each April in nationalized assessment of student academic progress & achievement by their performance on the MAP & CERT tests. Middle School students additionally complete the ACRE (Assessment of Catholic Religious Education) in March. Analysis of these annual scores are included in a 5 year self – study and evaluated each summer to weigh the effectiveness of the SRIS program.

### **SRIS STATE ACCREDITATION**

SRIS is accredited by the Kentucky Non-Public Schools, Inc. (KyNPSC) and the KY Department of Education. Renewal of this certification was completed in April, 2018 and we will next have a site visit in 2023. As an accredited school, SRIS students are recognized for their academic achievement in all certified and non-public schools.

## **Catholic Sacraments & Liturgy**

All students, both Catholic & non-Catholic, shall attend the Eucharist Liturgies (Mass) each Friday and participate with total reverence to the extent to which they are eligible. Students will also have the opportunity to receive the Sacrament of Reconciliation in the fall and spring of the school year. The sacramental program begins for the Catholic students in the second grade, with preparations for their First Reconciliation and First Communion. Parents must assist children in learning the required prayers, as well as receiving the basic Catholic doctrine.

## **Participation in Co-Curricular Activities**

Co-Curricular activities, including sports, are an important facet of the total SRIS program. Co-curricular activities are a privilege that must be earned with high expectations of school and community citizenship and leadership. Maintaining acceptable grades is also an important responsibility.

Any student receiving two D's or 1 F on any interim progress report or quarterly report shall be ineligible to participate in any co-curricular activities until these deficiencies have been eliminated at the next report of grades ( interim progress report or quarterly report).

Co-curricular activities include, but may not be limited to, all interscholastic sports – basketball, cheer, volleyball, cross country, football(at BCHS) – Beta Club and academic team.

## **School Closings & Calendar**

SRIS follows the basic school calendar of the Breckenridge County School District. Announcements regarding school closings or early dismissals will be made through our Remind app and WXBC (104.3).

## **Health Regulations**

A physical is required for each student entering a KY school for the first time, as well as the other paperwork stated under school admission.

Students entering the 6<sup>th</sup> grade are required to have their tetanus booster and an updated physical exam before the school term begins. Parents shall be expected to provide the school with all necessary documentation at registration.

Students experiencing any signs of fever, chills, persistent cough, muscle pain, severe headache, loss of taste & smell, shortness of breath, nausea, vomiting or diarrhea should be free of symptoms before returning to school.

Students with any sign of head lice are not to be in attendance. Any infected student must be cleared by the Breckinridge County Health Dept. in order to return to school.

## **Medications**

It is the policy of the Diocese of Owensboro that prescription drugs and over the counter medication can be dispensed only with the written permission of the parent / guardian. The note must include the child's name, type of medication, the dosage, & when it should be administered. Any over the counter medication with a "blanket" note authorizing the school to administer the medicine will be accepted, but the school must communicate with the parent before giving the medicine to a student. Parents must supply the school with the medicine in its original bottle.

## **PARENT AND COMMUNITY VOLUNTEERS**

Only through the unselfish dedication of time, energy and abilities by a wide variety of parent and community volunteers is SRIS able to serve our students so well. We are grateful for this. Diocesan policy requires all volunteers to have had background checks and “safe environment” certification (updates are required periodically) before working in any capacity with our students. Please contact the SRIS main office to begin this process.

## **VISITORS**

Visitors should check in with the main office before visiting a classroom. Parents and teachers should arrange for conferences to occur outside of the regular instructional time.

## **COMMUNICATION WITH STAKEHOLDERS**

Critical to the on-going success of the SRIS program is an open channel of communication with all stakeholders. Parents are invited and encouraged to get involved in the Parent-Teacher Organization, which meets monthly during school (times will be announced).

SRIS also attempts to communicate activities through our Remind app, church bulletins, classroom memos, open houses, fall and spring parent-teacher conferences and the local news media. Additionally, the public is encouraged to visit the school's website [www.stromualdschool.org](http://www.stromualdschool.org) for current information and our Parent Portal.

## **AGENDA BOOKS**

A daily and weekly planner is provided at the beginning of the school year to all middle school students. Students are expected to keep their daily assignments listed in a current fashion and parents are encouraged to review the information. *“Failing to plan is planning to fail.”*

## **LOADING AND UNLOADING STUDENTS**

Please exercise the greatest of caution when driving on the SRIS campus at all times. One moment of distraction or carelessness by any of us could cause a tragedy.

Students may be dropped off at the gym after 7 am each morning. Be certain the student is in the building before leaving.

School begins at 7:50 am. School Doors are locked after school begins. Late arrivals must check-in at the School Office.

In the afternoon, parents picking up children may line up in the parking lot and begin picking up children after the departure of the first two Breckinridge County buses.

All students must be picked up by 3 pm.

**SRIS CODE OF STUDENT CONDUCT**  
**DO THE RIGHT THING,**  
**EVERY MINUTE,**  
**IN EVERY ACTIVITY,**  
**EVERY DAY!!**

**Ideally, this policy statement would be sufficient. However, since it may not be, the following definitions of doing the right thing are added to explain this linchpin of our Christian culture at SRIS.**

- **Respect yourself, respect your teachers, respect your classmates, respect your school**
- **Do not covet, do not touch, do not take the property of others**
- **Do not talk unkindly about others, or too much about yourself.**
- **Don't make excuses about your failures, or blame others about your shortcomings**
- **Be prepared to do your best every day**
- **Since you do not think about school when you are playing, do not think about playing when you are having school.**
- **Stay focused on the job you face immediately at hand.**
- **Do your own work. Copying is cheating. Cheating is stealing.**
- **While you do not have to like every classmate as you would a best friend, you must respect each one and never do anything that hurts that student's reputation or rights.**
- **If another student's behavior is hurting you, someone else, or that student, tell a teacher before the problem becomes more serious.**
- **Tell the truth to your teachers, regardless of the consequences you may face. Do not compound a problem you have already created by creating another problem.**



- **Keep your hands off your classmates. Unwelcoming touching can be considered harassment.**
- **Help keep your school clean and safe. Clean up after yourself and report damage to the school that may become a safety issue.**
- **Electronic devices, included but not limited to, cell phones, Ipods, and video games are not allowed at school during the school day.**
- **Students are expected to display their best behavior at all times, not just in class. Every single disciplinary violation cannot possibly be listed but the students should focus on “Doing the Right Thing” at all times and consequences will not have to be considered. This behavioral code applies to before and after school, during lunch and the change of classes, at after-school activities, whether as a participant or a spectator.**

**The classroom teacher, parents, and the SRIS principal share the responsibility for maintaining appropriate student behavior and discipline. SRIS will be aggressive in demanding good citizenship at all times and will employ a variety of measures that serve as punishment for unacceptable behavior. Restriction or loss of privileges, separation from classmates, verbal reprimands, suspension from school, may result if disciplinary violations persist. Any student who seriously or persistently violates the acceptable standards of behavior and who undermines the Christian culture of SRIS will face dismissal from school.**

**CITIZENSHIP AND DISCIPLINARY VIOLATIONS WHICH MAY RESULT IN SEPARATION FROM SRIS INCLUDE, BUT ARE NOT LIMITED TO:**

- **Repeated violations and infractions that continue to occur after attempts have been made to correct misbehavior;**
- **Abuse of other students or staff;**
- **Stealing including cheating;**
- **Destruction of school property or the property of others;**
- **Any violations of state or federal law including the possession of weapons, drugs, alcohol, tobacco, or fireworks**

**The SRIS Code of Student Conduct is in effect not only throughout the school day, but equally at all school functions, and at school-sponsored activities off of the SRIS school campus.**

## **DRESS CODE POLICY**

The purpose of the dress code is to promote discipline, neatness, a sense of school identity / spirit, and to provide an academic environment that is conducive to learning and teaching. Enforcement of the dress code is the joint responsibility of students, parents / guardians, teachers, and the principal. The principal maintains the right and the responsibility to interpret any additional dress code considerations as concerns arise.

### **UNIFORM PANTS AND SHORTS:**

- \* Must be trouser style solid khaki or navy blue in color
- \* Elastic waist is permitted
- \* NO jean style, cargo or leggings
- \* Must be in good condition, worn at proper waist level, and not too long
- \* Shorts must be of modest length – within 5” of the ground when kneeling

### **UNIFORM SKIRTS, SKORTS, JUMPERS**

- Must be solid khaki or navy blue in color and straight or pleated. Socks or tights (no leggings) of a solid uniform color must be worn under skirts / jumpers. Shorts may be worn under skirts /jumpers as long as they are not visible.
- Cargo Style not accepted
- Length must be within 5” of the ground when kneeling

### **UNIFORM SHIRTS**

- Must be solid white, red, navy blue, royal blue, or baby blue
- Must be polo style with short or long sleeves without logos (unless school approved)
- Uniform shirts must be tucked in at all times (please make sure your child’s shirt is long enough to stay tucked in when arms are raised, skin may not be exposed at waistline)
- No turtlenecks
- If a T-shirt is worn under a polo, it must be plain white and only visible at the neckline
- Collared white uniform blouses are permitted for K – 4

### **Sweatshirts, Hoodies, and Sweaters**

- Must be solid white, royal blue, navy blue, red, or baby blue
- School approved logo sweatshirts in blue, navy blue, red, white, baby blue, or black
- Uniform polo must be worn under sweatshirts and sweaters

## **Miscellaneous**

- Dress type or tennis / athletic shoes must be worn. Open toe or open back shoes, including crocs are not permitted.
- Students wearing shoes with laces are required to wear socks of a uniform color or black.
- Hair may not be of an unnatural color.
- No body piercing jewelry is allowed with the exception of stud type ear rings for girls. Boys may not wear ear rings.
- No tattoos may be visible (this includes stick on)
- Necklaces of a conservative nature and length may be worn on the inside of the shirt collar.

## **Out of Uniform Days**

The same dress code follows for out of uniform days.

1. Shorts, skirts, dresses, etc. must be within 5" of the floor when kneeling.
2. All clothing must be worn at proper waist level.
3. Clothing with reference to tobacco, music, drugs, alcohol, fire arms, violence, and wrestling or with sexually explicit wording / pictures is NOT permitted.
4. Muscle shirts, tank tops, backless tops or dresses, halter tops, and midriff tops are not permitted.

## **ASBESTOS**

In accordance with EPA regulations, this school has been inspected for asbestos-containing materials by accredited inspectors using methodologies specified in the Asbestos – Containing Materials in School Rule:40 CFR, Part 763 (ASHERA). Friable (easily crumbled) asbestos-containing material may cause health problems. We are notifying you that it is present in our school system. SRIS has a management plan on file in the school office. This file is available for inspection by parents at any time. The plan shows the location of asbestos in the school and contains other pertinent information.

## **Internet**

The Internet is a research tool beneficial to both teaching and learning. To ensure that we use the internet in a responsible manner, moral and responsible use of the internet will be taught alongside technical skills. The students will only be allowed to use the internet in class under supervision.

## **Accepted Use Policy**

I recognize that computers have the potential to make either a positive or a negative impact on the world. As a member of the St. Romuald School, I pledge myself to do all I can to insure that computers influence the world in a positive manner. To that end, I pledge the following:

1. I will honor all files as private property and will refrain from erasing, renaming, or making any file or program unusable that is not my personal property.
2. I will keep my user information- my name and files- confidential, and will share them with no one (except duly authorized faculty and/or staff).
3. I will use the school's computers and/or accounts for educational purposes only.
4. I will honor the privacy of all other users' passwords, never attempting to gain illegal access or use.
5. I will respect copyright protection for all software. I will never copy, change, or transfer any software provided by the school, teachers, or another student without permission from an authorized source. I do understand that copying software without permission is illegal and copying or knowingly using such software is a criminal offense.
6. I will endeavor to keep all systems with which I work safe from any virus (bug, worm, Trojan Horse, or other term). I will never knowingly write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory.
7. I will respect all others with whom I communicate through the computer (e-mail, internet, or other). I will never use the computer to annoy, offend, or threaten others.
8. I will practice good stewardship with all technology systems. I will never intentionally damage any part of the system or resources and information not belonging to me, nor allow others to do so.
9. I will recognize my own limitations and will not tamper with terminals, CPU's, printers, or other associated equipment without explicit direction from teachers or technicians.
10. I will practice good stewardship in my use of telecommunication resources. I will use the school's telecommunication resources only in public places under the supervision of authorized faculty or staff. I will use the school's telecommunication resources only for matters directly related to educational needs.

I understand that my not abiding by the above can result in punishment, including but not limited to the suspension of computer privileges.

**Publication Release Info**

Regarding school activities, I give permission for my child / children to be interviewed, and or photographed by the school and/or news media. I also give permission for the release pictures and / or interview for use by the school or news media. This may include, but not limited to, website, newspaper, & Facebook.

**2021 – 2022**

**SRIS Student – Teacher – Parent Handbook**

Please sign and return this Form to School

(Each student & parent / guardian signature required)

*I have read and understand all rules and regulations contained in the  
St. Romuald Interparochial Handbook*

1<sup>st</sup> Student \_\_\_\_\_  
2<sup>nd</sup> Student \_\_\_\_\_  
3<sup>rd</sup> Student \_\_\_\_\_  
4<sup>th</sup> Student \_\_\_\_\_  
Parent / guardian \_\_\_\_\_

# BRECKINRIDGE COUNTY SCHOOL CALENDAR 2021-2022

- 2 - 1 opening/1 closing  Staff Only
- 4 - Flexible PD Days
- 4 - Holidays
- 5 - DW Training Day  Staff Only
- 15
- 170 Student Days
- 185 Teacher Contract Days
- No School for Students/Staff

JANUARY 2022					
M	T	W	Th	F	
	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

- 3 New Year Holiday
- 17 No School MLK Day

AUGUST 2021					
M	T	W	Th	F	
2	3	4	5	6	
9		11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

- 9 Opening Day for Staff
- 10 DW Training Day
- 11 First Day for Students

FEBRUARY 2022					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28					

- 21 No School Presidents' Day

SEPTEMBER 2021					
M	T	W	Th	F	
		1	2	3	
	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

- 6 Labor Day Holiday

MARCH 2022					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17		
21	22	23	24	25	
28	29	30	31		

- 18 DW Training Day

OCTOBER 2021					
M	T	W	Th	F	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

- 1 DW Training Day
- 4-8 Fall Break

APRIL 2022					
M	T	W	Th	F	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

- 1 DW Training Day
- 4-8 Spring Break

NOVEMBER 2021					
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24		26	
29	30				

- 24 No School
- 25 Thanksgiving Holiday
- 26 No School

MAY 2022					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19		
			26	27	
30	31				

- 18 Last Day for Students
- 19 Closing Day for Staff
- 20-25 Flexible PD Days
- 30 Memorial Day

DECEMBER 2021					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16		
20	21	22	23		
27	28	29	30	31	

- 17 DW Training Day
- 20-31 Christmas Break
- 24 Christmas Eve Holiday

JUNE 2022					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

Makeup days will be added to the end of the school calendar. However, if excessive school closures have occurred, the following days may also be used as makeup days: February 21, March 18, and April 1, April 4, April 5, April 6, April 7, April 8